

The Appleton School Risk Assessment _ COVID 19

January 2021

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p align="center">Preparing Buildings and Facilities</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Staff shortages and building not fully occupied</p> <p>Contractors not working</p> <p><i>Food remains in the fridges and freezers around school</i></p>	<p align="center">M</p>	<p>School site has not been shut during this period</p> <p>H & S checks continued</p> <p>Flushing undertaken on a weekly basis</p> <p>Fire alarm tested weekly and serviced</p> <p>Fridges to be emptied and cleaned</p> <p>All statutory checks continued</p> <p>Servicing continues as per our schedules</p>	<p align="center">05/01/21</p>	<p align="center">L</p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Some offices do not allow for adequate space between staff members.</p>		<p align="center">M</p>		

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Staggered start and finish times in place for students in school	05/01/21	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a testing area. Other lettings cancelled for the time being	M	No lettings until further notice	05/01/21	L
	Consideration given to the arrangements for any deliveries.	Deliveries left outside	M	Caretakers called when deliveries arrive and collect deliveries from outside	05/01/21	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEPs and any other arrangements in place to support individuals with reduced mobility including cover</p>	Evacuation routes would cause multiple groups of people to come into contact.	M	<p>Limited number of students in school at one time</p> <p>Evacuation routes remain the same.</p> <p>Review PEEPS</p> <p>Review staff rotas</p>	05/01/21	L

	arrangements in the case of reduced numbers of staff.					
Cleaning	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>	Possible staff shortages	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels, hand wash and sanitisers are to be checked and replaced as needed by the caretaking team</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Review staffing with cleaning contractor to ensure staff availability Enhance cleaning staff numbers during the day</p>	05/01/21	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Availability from suppliers</p> <p>Delivery delays</p>	M	<p>Hand sanitiser available at the school entrance, around school and in classrooms</p> <p>Keyboard wipes, lidded bins and disinfectant spray in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>		L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Staff working late</p>	M	<p>All staff who are on site advised to leave the school site by 5pm.</p>	05/01/21	L
Classrooms	<p>The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the classroom sizes. Different Year group bubbles maintained</p>	<p>Year groups in different classes</p>	M	<p>Classrooms and other available rooms have been assessed to look at capacity for staff and pupils</p>	05/01/21	L

	Students to use hand sanitisers and need to disinfect, and wipe any surfaces/chairs, equipment they use on entry and exit to classrooms		M	Staff to ensure any shared equipment or stationary and surfaces should be cleaned and disinfected by students upon entry and exit.		L
Staffing	Staffing numbers required for in school eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	Staff shortages if illness occurs	H	Staff rotas in place Headteacher alongside the Chair of Governors to make the decision of opening the school based on staff numbers.	05/01/21	M
	Teaching staff will deliver online lessons as per their timetable and may work from home.	Technical issues	M	Staff to report any issues or if unable to work asap		
	Approach to staff absence reporting and recording in place. All staff aware.	Staff shortage if absence unknown	M	All Staff to report absence and technical problems to HR manager	05/01/21	L

	Arrangements for staff who are working from home and are CEV are in place, arrangements are in place with those staff, and their role in continuing to support the working of the school is clear.		M	CEV staff to continue to work from home as advised	05/01/21	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Staff shortages	M	Rotas in place with back up arrangements if necessary	05/01/21	L
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	To avoid any risk of contamination	M	Staff on site are required to come in professional dress however no ties or clothes that need dry cleaning are required	05/01/21	L
	Approaches for meetings and staff training in place.	To avoid unnecessary face to face contact	M	Meetings and training to be held online	05/01/21	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	To avoid using the same staff and staff shortages	M	Staff working in other roles on a rota basis ie to cover reception and attendance office. Minimum staff numbers in school at one time	05/01/21	L
	Approach to support wellbeing, mental health and resilience in	To support staff	M	Staff are aware of available support and advice for schools and	05/01/21	L

	<p>place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>Staff also have access to the schools Employer Assistance Programme</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>		
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		M	<p>All induction for new starters to be done online</p>	01/06/20	L
	<p>Testing available for staff who give consent in school on a weekly basis</p>	Volunteers sought	M	<p>Staff trained to conduct testing</p>	11/01/21	L
	<p>Arrangements for any furloughed staff in place.</p>		M	<p>Furloughed staff will be written to confirming their return date once agreed</p>	As required	L
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>		M	<p>This is in the process of being reviewed and staff will be contacted</p>	Ongoing	L

	Any HR processes taking place prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		M	All necessary HR processes have still been dealt with as the school has not shut	Ongoing	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		L	These adults have not been rota'd to be in school.	05/01/21	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.		M	<p>Staff are coming in on a rota basis as appropriate.</p> <p>Staff that are reserves are covering absence.</p>	05/01/21	L

<p style="text-align: center;">Students</p>	<p>All Pupils:</p> <ul style="list-style-type: none"> • Will observe the Health and Safety and Behaviour Policies of the school, including new arrangements in response to COVID-19. • Will wear a facemask in corridors and communal areas. • Will be tested weekly in school if parental consent given. • Report any Health and Safety concerns to a member of staff. • Pupils will follow instructions on who they can socialise with at school. • Pupils' will be expected to stay strictly within the group they are allocated both within the classroom and only sit in the designated areas in the canteen for that year group. • Comply with instructions about sneezing, coughing, tissues, and tissue disposal and avoiding touching their mouth, nose, and eyes with hands. • Pupils' will have temperature checks upon arrival at school and will be sent home if their temperature is high. • Pupils' need to follow any altered routines for arrival including staggered start and finish times. • Pupils' will sanitise their hands with alcohol cleanser before entering and leaving the school building and periodically 		<p style="text-align: center;">M</p>	<p>Students not following instruction</p>	<p style="text-align: center;">25/03/20</p>	<p style="text-align: center;">L</p>
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	<p>throughout the day at break and lunch times.</p> <ul style="list-style-type: none"> • Pupils must follow the school's rules on handwashing and using sanitiser, including washing hands with soap and hot water before and after using the toilets. • Pupils must meet the 'catch it, bin it, kill it' expectations. • Pupils must tell an adult if they feel unwell. • Pupils' should follow the rules about the need to disinfect, and wipe any surfaces/chairs, equipment they use on entry and exit to classrooms. • Pupils' follow adult instructions on who they can socialise with in class, at breaktimes and lunchtimes and where they can go. • Pupils' must not share food or drink with others. 					
<p>Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Designated seating areas for each year group 		M	<p>Staggered start and finish times</p> <p>No break or lunch</p> <p>Shorter days</p> <p>Designated toilets with cleaning staff on duty</p>	05/01/21	L

	<p>bubble at break and lunch times. Social distancing during these times are in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> • Toilet arrangements 					
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	On arrival, students move straight to the canteen, sit, and wait in their year group designated area.	Ongoing	L
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		M	<p>Liaise with catering team re availability to work.</p> <p>Kitchen to provide hot or cold meals for children of emergency workers and vulnerable students</p>	05/01/21	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.		M	FSM students to receive vouchers every 2 weeks for when they are not in school.	118/01/21	L
PPE	PPE requirements understood and appropriate supplies in place. PPE in classrooms in place.		M	PPE is available to every member of school staff. Each staff member has been given 2 washable	05/01/21	L

				<p>facemasks and one face shield each.</p> <p>All classrooms will have tissues, keyboard wipes, hand sanitisers, disinfectant spray and separate pedal bins for tissues. Hand towels and are available for handwashing after using the toilets. Hand sanitisers are also available around the school site.</p>		
<p>Testing in school and response</p>	<p>Testing will be available in school on a weekly basis for any staff member or student on site whose parents have given consent. Track and Trace notified if positive test taken</p> <p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place 		M	<p>The SMT team responsible for testing to be informed, student /staff member removed from class.</p> <p>Deep clean of area.</p>	<p>11/01/21</p> <p>05/01/21</p>	L

	<ul style="list-style-type: none"> • Arrangements for informing parent in place 					
	Approach and expectations around school uniform determined and communicated with parents.		M	Students to wear school uniform	Ongoing	L
	Changes to the school day/timetables shared with parents.		M	Regular communication sent to parents	Ongoing	L
	All students instructed to bring a water bottle each day. Water fountains not in use.		M	Water fountains not in use, letters sent home	<i>Ongoing</i>	L
Students not in school	Students have access to technology and remote learning offer.		M	Limited Laptops available for loan.	Ongoing	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Updated Child Protection Policy in place.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	Ongoing	L
Communication	On-going regular communication plans determined to ensure parents are kept well-informed as when announcements are made			Letters, website updates, phones calls		

Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings	Ongoing	L
	Governors are clear on their role during lockdown, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			Regular communication and virtual meetings	Ongoing	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.			As agreed with the Chair of Governors	Ongoing	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			All trips cancelled until further notice, parents and students advised	Ongoing	L