

## RISK ASSESSMENT FORM

	Emma Allen	Date:	19.08.20	Activity/Task:	COVID-19 Risk Assessment CTS, CTS@Avelon and R4L - incorporating all relevant measures and learning from 'Safeguarding, Safety and Support whilst on school grounds and Community support' Risk Assessment 31.03.20 Updated: 05.05.20 and 17.06.20
Original Assessment By: Reviewed by:	Terry Hudson & Emma Allen	Date:	05.05.20	School Name:	Corbets Tey School/CTS @ The Avelon/R4L
Reviewed by:	Emma Allen	Date:	17.06.20	Department/Phase:	All Phases
Full opening review by:	Emma Allen	Date:	17.08.20	Directorate:	
Reviewed by	Emma Allen	Date:	09.09.20	Headteacher:	Emma Allen
Reviewed by:	Emma Allen	Date:	26.10.20		This Risk Assessment will be reviewed regularly. Updates will be shared at full staff remote meetings.
Reviewed by:		Date:			
Reviewed by:		Date:			

Activity/ Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Impleme nted Y/N
<b>Exposure to COVID-19</b>  Contact with someone who may have the virus	Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes	<p>SLT to check latest Government guidance on a daily basis.  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Everyone will be asked <b>not</b> to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated away from their peers within their own zone or outside until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:            If a distance of 2m can't be maintained, supervising staff will</p>	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	All staff have passed three essential online safety modules in :  Infection control PPE use and Handwashing  Parent/Carer letter to request students are not sent to school if they have any signs of illness	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	EA	Y



<p>Exposure to COVID-19 during travel or handover</p>	<p>Students, staff and transport personel</p>	<ul style="list-style-type: none"> <li>• Pupils using LA transport will be on buses carrying only those from their Zone. Start and finish times will be staggered to ensure Zones do not mix. Follow hygiene rules in all contexts,</li> </ul> <p>Transport staff will:</p> <ul style="list-style-type: none"> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Boarding is well organised</li> <li>• Pupils are seated with appropriate distance within vehicles</li> <li>• Only use toilet facilities when crucial and use Windmill toilet only. Hand gel by entrance and facility wiped down afterwards.</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through calls, messages and signage:</p> <p>Their allocated drop off and collection times, with different groups being given staggered times and other safety protocols.</p> <p>Adult to adult contact during parent/carer handovers will be minimal and socially distanced.</p> <p>Parents will be encouraged not to enter the site unless they have a pre-arranged appointment.</p> <p>Any students wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, they will be supervised to put in a labelled foot operated pedal bin which will be used only for disposable masks, gloves and tissues. These bins will be emptied by class staff frequently through the day.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and supervised washing their hands again before touching items in their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Public transport users to change clothes on arrival</p> <p>Carpark protocol guidance shared with parents and updated in line with changes.</p> <p>High staff supervision levels during student arrival and exit</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>EA</p>	<p>Y</p>
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<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Staff and Students</p>	<p>Handwashing facilities are in all classrooms and hand sanitiser is at entrances and exits to the school and in any other rooms without a sink.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Hand cleansing should be with soap and water for 20 seconds preferably, with thorough coverage and rubbing of 70% or higher alcohol based hand gel as second option.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>Skin friendly cleaning wipes can be used as an alternative if students find other means of sanitisation very aversive. Young children and less independent students will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Pupil or staff tissue waste will be placed in a small foot pedal bin which will be regularly emptied by staff. Staff to supervise handwashing straight after tissue disposal.</p> <p>Members of staff working in offices and non-pupil indoor areas to ensure social distancing wherever possible and appropriate PPE when not. Offices to be well ventilated.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>All staff have passed three essential online safety modules in :</p> <p>Infection control PPE use and Handwashing</p> <p>Suitable emollient cream for hands agreed with parent/carer if needed and reminders to do regularly at home</p> <p>Staff can collect any additional products from the front door of the Windmill Suite</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>EA</p>	<p>Y</p>
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Spreading infection through aerosol generating procedures	Staff and Students	<p>All staff involved in aerosol generating procedures will be trained by local health authority trainer.</p> <p>Procedures will take place outside of communal class spaces.</p> <p>Wipeable notice on door will allow 20 minutes ventilation with outside windows open before room is used by anyone else.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	LR and KH trained		EA	Y
Spreading infection through contact with coronavirus	Students and Staff	<p>Both school sites have been sectioned into clearly marked Zones and there will be strict adherence to remaining in the zones.</p> <p>Classroom safety checklists will be displayed in each classroom.</p> <p>If a pupil crosses a zone boundary (e.g. through behaviour) Staff will call the dedicated site Health and Safety Officer. School site – Karen Hoffman, CTS @ Avelon – Pauline Burgin.</p> <p>Classroom behavior safety procedures shared with all staff and incorporated into student risk assessments.</p> <p>Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>Banisters</li> <li>Classroom desks and tables</li> <li>Bathroom facilities (including taps and flush buttons)</li> <li>Door and window handles</li> <li>Furniture</li> <li>Light switches</li> <li>Teaching and learning aids</li> <li>Books and games and other classroom-based resources</li> <li>Computer equipment (including keyboards and mouse)</li> <li>Sports equipment</li> <li>Hard toys</li> <li>Telephones</li> <li>Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags,</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>Disinfectant sprays are available to use whenever possible and safely. (Not to be used in close proximity to students)</p> <p>Antibacterial wipes are available when safer. Each class has a dedicated cleaning bucket of suitable products.</p> <p>Large tubs of Byotrol surface sanitizing wipes with 24hr protection in each classroom</p> <p>Whole staff training in infection control as above.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	EA	Y

	<p>lunch boxes, hats and coats. Students handing in mobile phones will pass to their teacher where it will be stored in a plastic bag.</p> <p>Staff and students to wear clean laundered clothing every day. Pupils to wear uniform that can be easily washed but flexibility around clothing given where appropriate.</p> <p>Signing in and out will be through a Google Form accessed on the own phones of staff or a class PC. QR codes displayed can be scanned on smart phones to access this. The link can be saved to the home screen for easy future access.</p> <p>Class staff will ensure cleanliness and hygiene within the school day and School cleaners will ensure out of hours cleaning adheres to new practice.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources that <u>need</u> to be shared between groups will be either:</p> <ul style="list-style-type: none"> <li>Cleaned frequently and meticulously, and always between groups using them; or</li> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff need to take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as the hall when essential will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance – See Appendix A.</u></p> <p>Cleaning supplies will be topped up regularly and monitored to</p>		<p>Risk assessments provided in addition to signing up to follow school procedures by each visiting therapist.</p> <p>All sessions in hall at main site. Suitable indoor or outdoor space at Avelon unless a student needs to attend an appointment in main school hall</p>			
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		<p>make sure they're not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling each pupils' books or other equipment.</p> <p>Classroom checklist displayed in every class.</p>					
Lunch/snack	<p>Students and staff</p> <p>Cross infection through food/drink</p>	<p>All snacks and lunches will be eaten in the classrooms and disposable packaging thrown away.</p> <p>No sharing of food or utensils should be allowed at any time.</p> <p>Staff should wear new gloves if supporting one pupil after another with food. Students should remain at a distance from each other to eat.</p> <p>School lunches will be provided via Havering Catering Services and these should be ordered in classes online in the normal way. Food orders will be collected from allocated kitchen entrances and this will be supported by admin staff and SLT when necessary.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>			EA	Y
Spreading infection due to the school environment	<p>Staff and Students</p>	<p>Ongoing <u>checks to the premises</u> will be carried out and monitored by SLT and site staff to make sure the school is up to health and safety standards at all times.</p> <p>New Fire and emergency procedures were practiced with small numbers in the Summer Term and will be reviewed to make sure they can still be followed with higher numbers early in the Autumn term. Policy Updated and staff aware of procedures.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Auto door closers to be fitted to ensure fire doors can be legally open.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Students will be supported to put tissues and disposable masks in a separate small foot pedal bin, or placed into a bag that can then be sealed and thrown away, and their subsequent handwashing supervised.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. In very wet/unsafe weather the hall may be used for groups that most need it. This will be coordinated by SLT to ensure high touch cleaning between users.</p> <p>The indoor space used for children in the EYFS meets the following requirements:</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>Whole school evacuation practice carried out on both sites (Oct'20)</p> <p>Students and staff to be aware that ventilation is a key safety factor. Everyone in school needs to wear warm clothes suitable for keeping warm in classes with all windows open</p>		EA	Y

		2.3m <sup>2</sup> per child for children aged 3 to 5 years old					
Spreading infection due to excessive contact and mixing in meetings	Staff, visitors, governors, contractors	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. All attendees will be asked to follow cleaning procedures (wash hands before entering and when leaving the room).</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>			CP/SC	Y
Individuals vulnerable to serious infection coming into school	Staff and students vulnerable to serious infection	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Unless guidance is extended or reinstated, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff whose roles are not negatively impacted by offsite working).</p> <p>Class staff who are considered clinically vulnerable or clinically extremely vulnerable return to work unless advised by medical professionals not to. HR/Medic advice sought where appropriate.</p>	<p>Risk can only be assessed by medics familiar with each individual And may fluctuate according to the prevalence of COVID-19 at any time</p>	Staff and parents of students who were previously asked to shield should check with their medical professionals that they are happy for them to return to school based work/education.		EA/GM	Y
<p>Safeguarding Students during COVID-19 impact</p> <p><i>(In addition to agreed school Safeguarding Policy)</i></p>	<p>Impact of Coronavirus and protective/restrictive measures in place.</p> <p>Student/Family member/s health vulnerability</p> <p>Students at home with insufficient respite/stimulation</p> <p>Additional pressures and risk of isolation on families/care settings</p>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Contact will be maintained with all families if a zone has to be closed to ensure 14 day isolation period at home or a directive is given in the case of a local lockdown.</p> <p>Any students advised to continue shielding will receive full support and remote education in the most appropriate form.</p> <p>All staff to be aware that family pressures and isolation may have had significant impact on students.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Moderate 3</p> <p>Risk Level: Adequate 6</p>	Ongoing review of families affected to ensure support is adjusted before any risk of breakdown		EA	Y
						SLT/Family Support Team monitoring through communication including CPOMS	Ongoing communication with Social Care

Safeguarding Staff during COVID-19	Staff contracting COVID-19 Staff with listed health conditions Members of staff households with listed vulnerability Increased lone working requirement.	<p>Staff should take particular care to observe good hand and respiratory hygiene.</p> <p>Adults should maintain 2 metre distance from other adults, and where this is not practical with students, avoid close face to face contact and minimise time spent within 1 metre of others wherever possible. Adults should continue to take care to socially distance from other adults including older children/adolescents or use appropriate strategies such as position and direction to avoid face to face working in close proximity. PPE is available for all staff.</p> <p>Staff encouraged to share concerns, anxieties and health related issues with SLT</p> <p>Well-being calls if staff are unwell.</p> <p>PPE available to be used in line with staff and student risk assessments and where staff feel more confident using it.</p> <p>Health assured EAP services available</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	All activities have risk assessed procedures and practice guidelines to be updated in line with evolving government guidance. Staff given opportunities to discuss concerns and contribute to risk assessments.		EA,GM,TH	Y
Exposure to COVID-19 duties when not class working with students	Staff	Team and wider staff contact and meetings will be through remote means, e.g. Google Meet/Microsoft Teams wherever possible.	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>			HT/DHT's to be consulted if staff wish to meet and appropriate distancing and ventilation ensured.	Y
Creating and send physical resources home in case of home quarantine or local lockdown	Staff and receiving families (Cross contamination)	<p>Staff should explore using Google Drive, Microsoft Teams or sending resources via work emails.</p> <p>Staff should laminate all physical resources (where possible) that are sent home to parents/carers and then use anti-bacterial wipes on them to minimise cross contamination.</p> <p>Staff wear gloves when handling paper resources.</p> <p>Resources or reinforcers which might be sent home should be cleaned and anti-bacterial wiped before sending out to parents to minimise cross contamination.</p> <p>Where thorough sanitization isn't possible items should not be touched for 72 hours before being sent out by staff wearing fresh gloves and PPE.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>Anti-bacterial wipes and gloves are taken on all drop off journeys. Please speak to a member of the office team or senior leadership to request these.</p> <p>Staff lone working are required to read Lone Working Policy and link with phone buddy.</p>	<p>Likelihood: Very Unlikely 1</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Adequate 5</p>	Office Staff to ensure antibacterial wipes and gloves are available	Y

Lone working in our wider school community	Staff from dangers of lone working  Families visited  Staff/families Contracting/spreading virus	Before any duty, staff asked to read and adhere to Lone working risk assessment (Available on Teams and on school website/T-Drive)  Staff reminded of 2 metre rule when visiting student homes after putting items on doorstep.  Phone Buddy identified on main school site/Avelon	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	Where possible, staff encouraged to make visual wellbeing contact with students (frequency determined on individual risk by SLT/FP)	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	On Teams: COVID-19 RA Lone working RA	Y
Car Park Risk of transmission	Staff, students and transport staff	Staff to continue to fill the over flow car park before the main one to increase space and distanced 'flow' on arrival/exit.  High level of staff supervision to ensure no mixing between zones  Staggered arrival and departure times.  Admin and SLT staff on duty to direct and manage the arrival and departure of cars, buses, taxis, etc to ensure safety of the traffic and pedestrians in the car park and playground areas.	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	Additional staff directing traffic onsite. Senior playground used for specific zone drop offs and pick ups.	Likelihood: Unlikely 2  Consequence: Catastrophic 5  Risk Level: Tolerable 10	EA	Y
<b>Next steps/ Notes</b>	This Risk Assessment is accompanied by a classroom checklist which will be displayed in each classroom.						

<b>Date Communicated to Staff:</b>				
<b>Who:</b> All Staff via Google Meet Staff Meeting	<b>When:</b> 26/10/2020	<b>Is a safe system of work in place</b>	<b>Yes</b>	
<b>Who:</b>	<b>When:</b>		<b>Review date:</b> <i>If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.</i>	<b>Ongoing</b>
<b>Who:</b>	<b>When:</b>			
<b>Who:</b>	<b>When:</b>			

<b>Signed (Headteacher)</b>	<b>Date</b>
Emma Allen	26/10/2020

## Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					