

RISK ASSESSMENT FORM

Original Assessment By:	EA	Date:	Initial COVID-19 response 31.03.20 and stages of partial opening below	Activity/Task:	COVID-19 Risk Assessment CTS & CTS@Avelon - incorporating all relevant measures and learning from 'Safeguarding, Safety and Support whilst on school grounds and Community support.
Reviewed by:	TH & EA	Date:	05.05.20	School Name:	Corbets Tey School/CTS @ The Avelon/R4L
Reviewed by:	EA	Date:	17.06.20	Department/Phase:	All Phases
Full opening review by:	EA	Date:	17.08.20	Directorate:	Education
Reviewed by:	EA	Date:	09.09.20	Headteacher:	Emma Allen
Reviewed by:	EA	Date:	26.10.20		<i>This Risk Assessment will be reviewed regularly. Updates will be shared at full staff remote meetings.</i>
Reviewed by:	EA	Date:	05.01.21		
Reviewed by:	EA	Date:	05.03.21		
Reviewed by:	EA, TH, GM	Date:	14.05.21		
Reviewed by:	EA, SC	Date:	08.06.21		
Reviewed by:	EA, SC	Date:	01.09.21		
Reviewed by:	EA, KH, LF	Date:	02.12.21		
Reviewed by:	EA	Date:	05.01.22		

Activity/ Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
<p>Exposure to COVID-19</p> <p>Contact with someone who may have the virus</p>	<p>Staff and Students or anyone exposed to the virus</p> <p>An infected person may contract Covid-19 with associated range of health outcomes</p>	<p>SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing 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 student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will 	<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>Training repeated during staff meeting on 8.3.21 All students to have regular reminders in handwashing.</p> <p>Parent/Carer letter requested students are not sent to school if they have any signs of illness – expanded COVID symptom</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	EA	Y

	<p>wear a fluid-resistant surgical mask and visor</p> <ul style="list-style-type: none"> • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a visor. • Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up. <p>Home testing PCR kits available in school, these will be given to parents/carers with symptomatic children and young people, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Lateral Flow Test Kits are available onsite and have been distributed to staff and secondary age students with recommendations for twice weekly testing at home. Lateral flow tests should only be used for asymptomatic staff and students (where able to tolerate).</p> <p>Where students would not tolerate testing, parents and carers have been given option for assisted testing at school if students are willing and consent gained. Main care giving parents and carers will also be requested to take an indicative test themselves if their child or young adult cannot tolerate a test.</p> <p>If there are symptoms present, staff and students will undergo a PCR test and receive a negative result before they return to school.</p> <p>If students are contacts of a confirmed household case they will be required to take a daily LFT for 7 days.</p> <p>Students will be gently introduced to the processes involved in undergoing a nasal COVID-19 test through role play where appropriate. Classes will provide regular exposure to familiarise and desensitise students as appropriate to increase tolerance. This should be taught as a life skill taught alongside other basic and commonplace medical procedures. This would only be carried out with parent and carer permissions and only if parents and carers want this and it causes no distress to students.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case the following steps will be taken:</p> <ul style="list-style-type: none"> • If at all possible students should be transported by school minibus to maximize the distance 		<p>list</p> <p>Parent letter 5.1.22 to reinforce expanded symptom list plus essential daily LFT for 7 days before leaving home for all students with a current positive household member</p> <p>PCR testing at local centres in line with current government guidance.</p> <p>Vaccinated staff who have been a close contact or have a positive member of their household will continue working and take daily LFT for a minimum of 7 days. White FFP2 and 3 masks must be worn by these staff at all times when in indoor spaces unless drinking and eating when social distancing in a well ventilated room.</p> <p>Unvaccinated staff who have been close contacts will isolate for 10 days</p> <p>Staff or students who have a positive LFT can only return to school if they have a negative PVR that is taken within 48 hrs of the LFT</p>			
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Exposure to COVID-19 From essential visitors	Students, staff and essential visitors	<p>Visiting Health professionals will still be asked to wear PPE at all times when working in close proximity to staff and students (within 2 metres) unless the impact would be negative on the student. (No fabric face coverings without filter)</p> <p>Therapies to take place in upper hall (main site) with ventilation from beginning of Summer Term 2021 onwards.</p> <p>All visiting therapists sign to say they have read the school COVID risk assessment and Headteacher or Deputy Headteachers to approve the therapists own practice risk assessment.</p> <p>Essential contractors to complete works outside of student hours</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>All therapies to continue to take place in hall (main site) and a suitable indoor or outdoor space at Avelon unless a student needs to attend an appointment in main school hall</p>			

		with COVID-19 safety supervision unless in emergency. Visitor badges to be worn and then stored in a box ready for cleaning before next use					
Exposure to COVID-19 during travel or handover	Students, staff and transport personel	<p>Students 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,</p> <p>Transport staff will:</p> <ul style="list-style-type: none"> • Wear masks • Do not work if they or a member of their household are displaying coronavirus symptoms until a PCR result confirms • Isolate for 10 days after close contact/positive household member if unvaccinated • Vaccinated staff to take daily LFT for 7 days • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Boarding is well organised • Students are seated with appropriate distance within vehicles • Only use toilet facilities when crucial and use Windmill toilet only. Hand gel by entrance. Parents/carers who need to drop off and pick up students will be allocated drop off and collection times, with different groups being given staggered times and other safety protocols. <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.</p> <p>If they are 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>Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and supervised washing their hands</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 government guidance.</p> <p>Public transport users to change clothes on arrival</p> <p>School and college zones extended in size from from May half term 2021</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>	EA	Y

		again before touching items in their classroom. Students will be made aware that they must not touch the front of the covering during use or removal.					
Spreading infection due to touch, sneezes and coughs	Staff and Students	<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"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students are 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 students 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>Student 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-student 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>Reminder of hand washing and sanitization in Teachers meeting 5.1.22</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 Upper Hall (main site) and Office (Avelon Site)</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	EA	Y

Airborne transfer risk	Staff, Students and Essential Visitors	<p>Windows must be open to ensure ventilation at all times (where practical and safe they should be open to their maximum)</p> <p>Fire doors can only be left open where it does not excessively compromise security.</p> <p>No use of ceiling fans</p> <p>Air conditioning units to be used only when essential for student and staff wellbeing. Windows to remain open at all times.</p> <p>Face coverings to be worn by all adults in communal areas and anywhere social distancing cannot be maintained.</p>	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	CO2 monitors identify areas that need additional ventilation or 'airing' between users. Limit number of users in identified spaces.			
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>	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	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 unnecessary mixing between zones will be limited at least until the end of September.</p> <p>Staff cover will be arranged within zones unless this would cause risk from staff shortage in classes. (If staff need to cover in a different zone, PPE should continue to be worn)</p> <p>Classroom safety checklists will be displayed in each classroom.</p> <p>If a student crosses a zone boundary (e.g. through behaviour) Staff will call a member of the Senior Leadership Team for both sites.</p> <p>Classroom behaviour 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"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture 	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	<p>Zones have been extended to current point</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>	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	EA	Y

- Light switches
- Teaching and learning aids
- Books and games and other classroom-based resources
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Hard toys
- Telephones
- Outdoor play equipment

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.

Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats and coats. Students handing in mobile phones will pass to their teacher where it will be stored in a plastic bag.

Staff and students encouraged to wear clean clothing and there will still be flexibility around uniform when the weather gets colder and the need for maximum ventilation remains.

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.

Class staff will ensure cleanliness and hygiene within the school day and School cleaners will ensure out of hours cleaning adheres to new practice.

Any resources that need to be shared between groups will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups

The same rules will be followed for books and other shared resources that students or staff need to take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.

Individual and very frequently used equipment, like pens and pencils, will not be shared.

Therapy equipment, such as physiotherapy or sensory equipment,

Risk assessments provided in addition to signing up to follow school procedures by

		<p>will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics and iSand box) between use by different individuals <p>Shared rooms, such as the hall when essential will have touch points cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school the area will be thoroughly cleaned and aired before next use.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling each student's books or other equipment.</p> <p>Classroom checklist displayed in every class.</p>		<p>each visiting therapist.</p> <p>All sessions in hall at main site or a suitable indoor or outdoor space at Avelon unless a student needs to attend an appointment in main school hall</p> <p>Outdoor Sand play pits to be raked daily if used by more than one bubble</p> <p>Outdoor water play activities are timetabled around zones</p> <p>Water play in classes to be an individual activity only.</p>			
Lunch/snack/ food preparation	Students and staff Cross infection through food/drink	<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 student 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>	Food tech room limited to students from Blue and Green zone – all current food safety measures to be applied		EA	Y
Spreading infection due to the school environment	Staff and Students	<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>Fire and emergency procedures practiced and reviewed regularly to make sure they can still be followed with different numbers of staff and students. 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>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<p>Classes to avoid close contact with those from other zones during fire drills</p> <p>Students and staff to be aware that ventilation is a key safety factor. Everyone in school needs</p>		EA	Y

		<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.</p>		to wear warm clothes suitable for keeping warm in classes with all windows open			
Spreading infection due to excessive contact and mixing in meetings	Staff, visitors, governors, contractors	<p>Where appropriate meetings will be conducted by telephone or using video conferencing (see remote learning policy and video conferencing risk assessment). 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 with all windows open. All attendees will be asked to follow cleaning procedures (wash hands before entering and when leaving the room).</p> <p>Lateral Flow test to be taken prior to arrival by visitors permitted into buildings</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	Parent coffee mornings have resumed with reduced numbers, windows open and careful distancing. (Max 4 people) Paused during current infection rate		EA/SH	Y
Individuals vulnerable to serious infection coming into school	Staff and students vulnerable to serious infection	<p>All previously CEV children under 18 have now had this status removed. A few children and young people may have their own medics advice that they are still considered highly vulnerable.</p> <p>Class staff who are isolating should be available to support learners remotely as required directed by their class teacher/tutor. Admin staff whose roles are not negatively impacted by offsite working can do so as agreed by their line manager to avoid overcrowding in offices.</p> <p>Staff who are 28 weeks plus in pregnancy should work from home in line with government advice until 4 weeks before their due date when maternity leave will start. Any staff who feel they are still extremely vulnerable should seek advice from their own medics and have full access to different grades of face mask.</p> <p>They should not return to work unless advised by medical professionals that it is safe to do so. HR/Medical advice should be sought where appropriate.</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	Shielding is no longer required however if reinstated we would follow government advice.		EA/TH/GM	Y
Safeguarding Students during COVID-19 impact <i>(In addition to agreed</i>	<p>Impact of Coronavirus and protective/restrictive measures in place.</p> <p>Student/Family member/s health vulnerability</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 with good ventilation.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Moderate 3</p> <p>Risk Level: Adequate</p>	<p>Ongoing support of families following COVID adversity.</p> <p>Contact and remote education in the event of individuals isolating</p>		EA	Y
						SLT/Family Support Team monitoring through communication including	

<p>school Safeguarding Policy)</p>	<p>Students at home with insufficient respite/stimulation</p> <p>Additional pressures and risk of isolation on families/care settings</p>	<p>Contact will be maintained with all families when an isolation period at home is required or a directive is given in the case of a local lockdown.</p> <p>All staff to be aware that family pressures and isolation may have had significant impact on students.</p>	<p>6</p>			<p>CPOMS</p> <p>Ongoing communication with Social Care</p>	
<p>Safeguarding Staff during COVID-19</p>	<p>Staff contracting COVID-19 Staff with listed health conditions Members of staff households with listed vulnerability Increased lone working requirement.</p>	<p>Staff should take particular care to observe good hand and respiratory hygiene.</p> <p>Adults should continue to wear face masks when working closely with our students due to their vulnerability. 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.</p> <p>Staff to continue to wear PPE when in communal areas at all times and especially when working with students that are unable to socially distance and may spread virus through bodily fluids because of their lack of understanding or behaviours. Face masks are a more effective barrier to airborne transmission than face visors which should only be worn in situations where mask wearing is impossible e.g. swimming. All PPE is available for all staff to be used in line with staff and student risk assessments to maximize safety</p> <p>Staff encouraged to share concerns, anxieties and health related issues with SLT</p> <p>An in-house wellbeing service is available to hear any staff concerns or worries or to ask for advice. Staff should contact by email: Lynne Wade - lwade1@corbetstey.havering.sch.uk or Lorraine Killoran - killoran@corbetstey.havering.sch.uk</p> <p>Well-being calls within class teams if staff are unwell and referred to HR/SLT when wellbeing is of significant concern.</p> <p>Health assured EAP services available and promoted.</p>	<p>Likelihood: Unlikely 2</p> <p>Consequence: Catastrophic 5</p> <p>Risk Level: Tolerable 10</p>	<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.</p> <p>All staff to be encouraged to keep up to date with vaccinations and boosters.</p>		<p>EA,GM,TH</p>	<p>Y</p>

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.	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10			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 to go into homes.</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>	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	<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>	Likelihood: Very Unlikely 1 Consequence: Catastrophic 5 Risk Level: Adequate 5	Office Staff to ensure antibacterial wipes and gloves are available	Y
Lone working in our wider school community	<p>Staff from dangers of lone working</p> <p>Families visited</p> <p>Staff/families Contracting/spreading virus</p>	<p>Before any duty, staff asked to read and adhere to Lone working risk assessment (Available on Teams and on school website/T-Drive)</p> <p>Staff reminded of 2 metre rule when visiting student homes after putting items on doorstep.</p> <p>Phone Buddy identified on main school site/Avelon when staff are working remotely.</p>	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 Staff T Drive: COVID-19 RA Lone working risk assessment	Y
Car Park Risk of transmission	Staff, students and transport staff	<p>Staff to continue to fill the over flow car park before the main one to increase space and distanced 'flow' on arrival/exit.</p> <p>High level of staff supervision to ensure mixing between zones is minimized.</p> <p>Staggered arrival and departure times.</p>	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

		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.					
Educational Trips and Community Access	Staff and Students Contracting COVID-19 when out in the community	All COVID-19 control measures followed when on school site should be followed when offsite. All staff should be aware of the new COVID-19 procedures detailed on the Corona Virus Standard Procedures form . Staff should communicate with parents before the trip what COVID-19 procedures will be in place and have written consent from them. A plan should be in place and documented on the ESRA with regard to COVID symptoms/outbreak developing when off site. Pre 16 Educational trips to indoor areas to be risk assessed carefully. Masks should be worn by students when on trips to indoor areas. Post 16 Educational trips to indoor and outdoor areas are allowed in line with government advice. Masks should be worn by all students when on trips to indoor areas.	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	Shopping trips for Pre 16 can include: Outdoor food market stalls Small local shop where door can be left open for ventilation and staff can ensure there are no more than one or two other customers inside. Supermarket goods to continue to be purchased by staff or with students online for Pre-16 students	Likelihood: Unlikely 2 Consequence: Catastrophic 5 Risk Level: Tolerable 10	EA	Y
Swimming	Staff and Students	Timetabled swimming sessions re-started after May half term 21. See Swimming Pool Use risk assessment saved on the staff T Drive for COVID-19 control measures to minimize airborne and physical transmission when in the pool and changing areas.					
Next steps/ Notes	This Risk Assessment is accompanied by a classroom checklist which will be displayed in each classroom.						

Date Communicated to Staff:				
Who: Staff onsite via Google Meet Staff Meeting	When: 05/01/21 05/03/21 03/09/21 01/12/21, 05/01/22	Is a safe system of work in place	Yes	
Who: Staff via email	When: 06/01/21 08/03/21 06/09/21, 11/01/2021		Review date: <i>If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.</i>	Ongoing
Who: on school website	When: 06/01/21 05/03/21 06/09/21, 11/01/22			

Signed (Headteacher)	Date
Emma Allen	05/01/21
	08/03/21
	14/05/21
	08/06/21
	01/09/21
	01/12/21
	05/01/22

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					