

School: Codsall Middle School		Location: Wolverhampton Road, Codsall, Wolverhampton, WV8 1PB																																																																
Date of Assessment:	08/07/2020	Assessed By: (detail all involved)	Peter Bowers, Pam Baker, Anthony Smith																																																															
Date Authorised:	16/07/20	Authorised By: (detail all involved)	Peter Bowers, CEO																																																															
Date Communicated	16/07/20 to board	How Communicated?	via email discussed at meeting																																																															
Planned Review Date:	monthly	Date Reviewed:	26/11/2021	Reviewed By: (detail all involved)	SLT																																																													
<p>Hazard: Contraction of Coronavirus COVID-19</p> <p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.</p> <p>Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</p> <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>																																																																		
<p>Who might be harmed:</p> <p>Employees, contractors or visitors.</p> <p>Employees and their family members who are in the vulnerable categories:</p>		<p>How might people be harmed</p> <p>Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.</p> <p>Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.</p>																																																																
<p>Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.</p>																																																																		
Hazard	Likelihood	Severity	Assessed Risk	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Hazard Severity</th> </tr> <tr> <th>Negligible</th> <th>Slight</th> <th>Moderate</th> <th>High</th> <th>Very High</th> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td colspan="2">Likelihood of Occurrence</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Very Unlikely (A freak combination of factors required for an incident to result)</td> <td>1</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> <tr> <td colspan="2">Unlikely (A rare combination of factors required for an incident to result)</td> <td>2</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Medium</td> </tr> <tr> <td colspan="2">Possible (Could happen when additional factors are present but otherwise unlikely to occur)</td> <td>3</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> </tr> <tr> <td colspan="2">Likely (Not certain to happen but an additional factor may result in an incident)</td> <td>4</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td colspan="2">Very Likely (Almost inevitable that an incident would result)</td> <td>5</td> <td>Medium</td> <td>Medium</td> <td>High</td> <td>High</td> </tr> </tbody> </table>				Hazard Severity					Negligible	Slight	Moderate	High	Very High			1	2	3	4	5	Likelihood of Occurrence							Very Unlikely (A freak combination of factors required for an incident to result)		1	Low	Low	Low	Low	Unlikely (A rare combination of factors required for an incident to result)		2	Low	Low	Low	Medium	Possible (Could happen when additional factors are present but otherwise unlikely to occur)		3	Low	Low	Medium	Medium	Likely (Not certain to happen but an additional factor may result in an incident)		4	Low	Medium	Medium	High	Very Likely (Almost inevitable that an incident would result)		5	Medium	Medium	High	High
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Without controls	Very Likely (5)	Very High (5)	High (25)																																																															
With controls	Possible (3)	Very High (5)	High (15)																																																															

DETAILS OF AREAS OF CONCERN – Management of critical worker and vulnerable pupils during lockdown additional highlighted in green
/ Wider Return of Pupils to School – much of this also applies during lockdown

Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process and those staff who will continue to work from home.


What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
Ensuring Social Distancing Measures: Pupils Behaviour	Staff, Pupils, Visitors	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> Behaviour plan in place Rewards system in place School values Staff code of conduct School already uses a one-way system to main corridors 				
				<ul style="list-style-type: none"> School will utilise the one-way system where possible and a "keep to the left" approach. 	SLT, all staff	01/06/2020 5/1/21	Y
				<ul style="list-style-type: none"> Break times and lunch times are staggered to support social distancing & are closely supervised. 	SLT, all staff	01/09/2020 5/1/21	Y
				<ul style="list-style-type: none"> CMS deemed secondary model pupils will move between specialist subject teachers throughout the day in year groups. 	SLT, all staff	01/09/2020	Y
Ensuring Social Distancing in Toilets	Pupils, Staff, Visitors	Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands 	<ul style="list-style-type: none"> Pupils have designated toilets for each yeargroup. 	SLT, all staff	01/09/2020	Y
Catering	Staff, Pupil, Visitors	Increased risk of infection through poor hygiene or controls	<ul style="list-style-type: none"> Adherence to food safety controls. 	<ul style="list-style-type: none"> Guidance states that it is very unlikely that covid-19 will be transmitted through food or packaging. Staff must wash their hands for at least 20 seconds regularly including before and after handling food, when moving to different areas of the workplace, after blowing their nose, coughing or sneezing. Access to the kitchen must be limited to kitchen staff only. Social distancing to be maintained. Where a distance of 2 metres is not possible face to face working should be avoided. Limit access to contractors and delivery staff, as much as possible. Hand washing and sanitisation pumps available for staff. Posters promoting good hand hygiene are displayed. Pupils will eat in yeargroup bubbles and facilities cleaned between bubbles. 	Hub/catering/SLT		

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				<ul style="list-style-type: none"> Cleaning frequency of preparation area to be increased, paying attention to frequently touched surfaces. Visible cleaning schedule to be displayed and kept up to date. Disposable cloths or paper roll provided to clean hard surfaces. Lidded bins available to reduce the risk of infection spread. Food safety management system and HACCP processes to be followed. Follow government guidance - https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 			
Medical Rooms	Pupils, Staff	The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> First Aid training is well maintained and a high level of trained staff. Appropriate medication available. 	<ul style="list-style-type: none"> The school does not have a designated medical room, minor first aid will be delivered in reception as usual. 	-	-	Y
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. See 'confirmed/suspected case in school' section 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> PPE will be available for staff administering first aid, including disposable gloves, face mask, apron and a reusable face visor. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets 	SLT, all staff	01/06/2020	Y
Arrival & Departure from School	Pupils, Staff, Visitors	Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> Finish times are staggered by 5 minutes between KS3 and KS2 	SLT, all staff	01/06/2020 11/1/21	Y
				<ul style="list-style-type: none"> The use of available entrances and exits is maximised. 	SLT, all staff	01/06/2020	Y
Transport	Staff, pupils	The use of public and school transport by pupils poses risks in terms of social distancing	<ul style="list-style-type: none"> Public transport provided by company sourced through County Transport. 	<ul style="list-style-type: none"> Transport Company requested to adhere to social distancing. this is the responsibility of Staffordshire Transport not CMAT. School will support, where possible, all guidance provided by Staffordshire Transport. 	Head Teacher	01/09/2020 11/1/21	Y
				<ul style="list-style-type: none"> Pupils should continue to wear a mask on school transport 	SLT, transport staff	8/3/2021	Y
Staff Areas	Staff	The configuration of staff rooms and offices makes compliance with social distancing measures problematic	<ul style="list-style-type: none"> Staffroom allows for staff wellbeing Staff breaks are covered to allow different teams to mix to create staff synergy. 	<ul style="list-style-type: none"> Staggered break and lunch will reduce numbers of staff in staffroom at any one time Empty classrooms and staff workroom can be used as additional space to reduce demand on staffroom Staff briefings and meetings reduced to a minimum, where necessary hosted in the Hall where staff can spread out most effectively. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Staff break times are staggered and staff are encouraged to take breaks outside. Social distancing is promoted through the display of posters in toilets. 	SLT, all staff	01/06/2020	Y

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Staffing Numbers	Staff, Pupils	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> Use of supply staff and staff deployed from different teams, part-time to full-time to ensure supervision levels remain safe. 	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. 	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes in emergencies or due to last minute / high levels of staff absence. 	SLT, all staff	01/06/2020 5/1/21	Y
				<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Increased hours for part time staff, if required and where possible. 	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Should staffing levels fall to a critical level the school will consider a full or partial closure. 	SLT, all staff	01/06/2020	Y
Transition	Pupils	Pupils moving on to the next phase in their education do not feel prepared for the transition	<ul style="list-style-type: none"> Induction days School visits Parent presentations 	<ul style="list-style-type: none"> Covid transition plan has been implemented, copies of letters and videos available on school website. 	SLT, all staff	30/06/2020	Y
				<ul style="list-style-type: none"> Opportunity for new Y5 and Y7 pupils to visit and meet their tutors during inset day on 1st September 	SLT, all staff	01/09/2020	
				<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	SLT, all staff	30/06/2020	Y
				<ul style="list-style-type: none"> Virtual parent presentations of the school are available for parents and pupils. 	SLT, all staff	30/06/2020	Y
Curriculum Organisation		Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> A rich and varied curriculum. 	<ul style="list-style-type: none"> CMS deemed secondary school and as such will operate a full curriculum where pupils will move each lesson to a subject specialist. Some subjects are also setted or streamed. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Pupils progress will be assessed and gaps addressed by relevant catch up programmes. 	SLT, all staff	01/09/2020	Y
				<ul style="list-style-type: none"> Learning is planned with wellbeing and safety at the core. Risk assessment updated, to include covid-19 secure standards, by subject staff where necessary 	SLT, all staff	01/06/2020	Y
The School Day	Staff, Pupils & Visitors	The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> Almost all children are arranged within a similar day and structure. All children move freely around the school building and mix at key times such as lunchtimes. 				
				<ul style="list-style-type: none"> The use of available entrances and exits is maximised. Both playground gates are to be utilised. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Different entrances/exits are used for different year groups, making use of classroom fire exits wherever possible. 	SLT, all staff	01/06/2020	Y

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Communication Strategy	Staff, Pupils, Visitors	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> Regular and frequent communication as appropriate 	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Supported by the Trust Business Hub and the Trust SET Headteacher Forum. 	Head Teacher	01/06/2020 and ongoing	Y
Policy Review	Staff, Pupils, Visitors	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> Safeguarding policy reviewed Behaviour policy First Aid Policy 	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Hub to identify model policies/Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Dynamic updates to policies in response to new guidance or situations. 	Head Teacher	01/06/2020 and ongoing	Y
Staff Induction & CPD	Staff	<p>Staff are not trained in new procedures, leading to risks to health</p> <p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<ul style="list-style-type: none"> Staff memos INSET Days CPD School Policy Induction Staff handbook 	<ul style="list-style-type: none"> Staff are clear on new heightened procedures, protocols and understand the expectations upon them. 	Head Teacher	01/06/2020	Y
				<ul style="list-style-type: none"> Induction programmes are in place for all new staff 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> The revised staff handbook is issued to all new staff prior to them starting. 	SLT, all staff	Ongoing	Y
Free School Meals		Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive 	<ul style="list-style-type: none"> Dynamic updates to procedures in response to new guidance. Also see catering section. FSM pupils provided with food vouchers £15 weekly via Operations director if pupils off absent from school with Covid from September 2021 	Operations director / Hub Team	01/06/2020 and ongoing 4/1/21	Y

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			vouchers/school meals when not in school.				
Risk Assessments		Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> Risk assessments and school policies in place and adhered to. 	<ul style="list-style-type: none"> Risk assessments will be reviewed as necessary, particularly in line with government guidance, a local outbreak or a change in school. 	SLT, all staff	01/06/2020	Y
Equity in the workplace (including BAME and protected characteristics such as disability & pregnancy)	Staff, Pupils, Visitors	Staff, pupils, visitors contracting Covid-19	<ul style="list-style-type: none"> Compliance with equalities act. 	<ul style="list-style-type: none"> Government guidelines (whilst still in place) in regard to starting maternity leave early to be followed 	SLT	01/09/2020	
Increased handwashing and sanitising	Staff, Pupils, Visitors	Staff, pupils, visitors contracting Covid-19	<ul style="list-style-type: none"> Regular handwashing in place 	<ul style="list-style-type: none"> Increased handwashing by all staff, pupils and visitors. 8 pupil washrooms available plus dedicated staff washrooms and disabled facilities. Staff handling deliveries or goods should ensure handwashing takes place immediately or the use of hand sanitiser where this is not possible. Regular refill of washroom soap dispensers All classrooms provided with hand sanitiser. Sanitiser to be administered by staff to ensure pupil safety. Catch it, bin it, kill it posters, handwashing posters, shutting toilet lid posters displayed in all classrooms and toilets. Regular reminders from staff to remind pupils to wash hands, sanitise and shut toilet lids. 	SLT, all staff	01/09/2020	
Infection Control in People	Staff, Pupils, Visitors	Staff contracting Covid-19	<ul style="list-style-type: none"> Individual staff risk assessments are in place. Staff absence policy Wellbeing policy 				
				<ul style="list-style-type: none"> Any member of staff with symptoms of Covid-19 should not attend and should be tested 	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Loss of key staff, e.g site or senior leadership team, for the above reason or due to infection will prompt decision on whether school can remain open – key compliance tasks as outlined in the 'Maintaining a Practicably Compliant School' guidance document must be maintained and will be reviewed to inform this decision. 	SLT, all staff	01/06/2020 and ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
Infection Control in People	Staff, Pupils, Visitors	Pupils contracting Covid-19	<ul style="list-style-type: none"> Care plans 				
				<ul style="list-style-type: none"> Any member of staff or pupil with symptoms of Covid-19 should not attend and should be tested 	SLT, all staff	01/06/2020 and ongoing	Y
Confirmed / suspected case in school	Staff	Potential contamination of surfaces and for person to person spread.	<ul style="list-style-type: none"> Pupil/staff member sent home. Parents/family to be called. Where contact with a pupil's parents cannot be made, staff to contact other family members. Member of staff supporting pupil/staff member to call emergency services immediately if symptoms worsen. Any administered medication will be in line with school policy. 	<ul style="list-style-type: none"> Staff member/s dealing with suspected case should wear full PPE equipment and ensure it is securely disposed of afterwards. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Pupil/staff member isolated in secure area if awaiting collection in line with government guidelines. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Isolation area identified as: Courtyard adjacent to Reception. Where this is not possible the back up room is the parent's meeting room. Toilets to be used by pupil/staff member in isolation area are: Disabled toilet. Cleaning should happen if they are used by suspected case. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Where possible staff members should ensure social distancing between the pupil/staff member and themselves 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the Estates Manager and Headteacher. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Headteacher to contain an outbreak as much as possible by following local health protection team advice. 	Headteacher	01/09/2020	
				<ul style="list-style-type: none"> Headteacher to report confirmed cases and follow necessary government guidance. 	Headteacher	01/09/2020	
				<ul style="list-style-type: none"> Areas used by symptomatic staff and pupils are appropriately cleaned once vacated and will have extended focus on touch points. 	Estates	01/06/2020	Y
				<ul style="list-style-type: none"> Cleaning and disinfection of the isolation room and isolation toilet to be carried out by cleaning contractor in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	Estates	01/06/2020	Y
Testing & Managing Symptoms	Staff, Pupils, Parents	<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p> <p>Infection transmission within school due to staff/pupils (or members of their household)</p>		<ul style="list-style-type: none"> Guidance on getting tested has been published. Communication is regular to parents via letter and staff via briefings and emails. Home testing kits available. 	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> The guidance has been explained to staff as part of the induction process. 	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Robust collection and monitoring of absence data is in place. 	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	SLT, all staff	01/06/2020 and ongoing	Y

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		displaying symptoms Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 Home testing kits are available for both staff and KS3 pupils and are distributed regularly		<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. A record of any COVID-19 symptoms in staff or pupils is reported to the trust Estates Manager and Headteacher Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	SLT, all staff	01/06/2020 and ongoing	Y
				A record of any COVID-19 symptoms in staff or pupils is reported to the trust Estates Manager and Headteacher	SLT, all staff	01/06/2020 and ongoing	Y
				Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	SLT, all staff	01/06/2020 and ongoing	Y
				This guidance has been explained to staff and pupils as part of the induction process.	SLT, all staff	01/06/2020 and ongoing	Y
				Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	SLT, all staff	01/06/2020 and ongoing	Y
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Medical Policy 	<ul style="list-style-type: none"> Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the national guidance. Clear signage displayed promoting social distancing Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various locations around the premises Promote catch-it, kill-it, bin-it School COVID Safety Lead is Pam Baker. School COVID Safety Lead or Headteacher will address issues staff raise, communicate procedures, monitor to ensure procedures are adhered to, etc. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times. The clean up items and PPE are then disposed of in a bin designated for bodily fluid spillage Pupils to arrive at their designated time unless registered in breakfast club. All Breakfast Club arrivals will be through main Reception. Pupils to 	Headteacher	01/06/2020	Y
				Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the national guidance.	SLT, all staff	01/06/2020 and ongoing	Y
				Clear signage displayed promoting social distancing	Estates	01/06/2020	Y
				Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various locations around the premises	Estates	01/06/2020	Y
				Promote catch-it, kill-it, bin-it	SLT, all staff	01/06/2020	Y
				School COVID Safety Lead is Pam Baker. School COVID Safety Lead or Headteacher will address issues staff raise, communicate procedures, monitor to ensure procedures are adhered to, etc.	SLT, all staff	01/06/2020	Y
				Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times. The clean up items and PPE are then disposed of in a bin designated for bodily fluid spillage	SLT, all staff	01/06/2020	
				Pupils to arrive at their designated time unless registered in breakfast club. All Breakfast Club arrivals will be through main Reception. Pupils to	SLT, all staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				enter via classroom fire door or designated corridor door from Breakfast Club.			
				<ul style="list-style-type: none"> The school is cashless. A Perspex screen will be installed to limit risk for individuals taking cash. Individuals opening post will ensure that hands are either washed for 20 seconds or sanitised. The use of paper forms will be reduced as much as possible with a move to electronic forms. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Break times for pupils and staff will be staggered in the morning. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Lunch times for pupils and staff will be staggered. 	SLT, all staff	01/06/2020 5/1/21	Y
				<ul style="list-style-type: none"> Departure of pupils will be at their staggered time through their designated exit door. 	SLT, all staff	01/06/2020	Y
Infection Control (physical practices)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Net capacity assessment Classrooms contain resources to interest children and make them comfortable. 	<ul style="list-style-type: none"> Aim for physical separation through: <ul style="list-style-type: none"> Implementing a 'keep to the left' system in corridors. N.B it is recognised that social distancing of 2 metres is not always possible in school.	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Spare desks/chairs removed so they cannot be used. 	Estates	01/06/2020	Y
				<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing wherever possible. N.B. School office capacity is one person at any one time.	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Access to classrooms directly from the outdoors, where possible 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Heating, ventilation system switched to fresh air mode New ventilation systems fitted in IT1, DT3, rm12 as per H&S advice 	Estates	01/06/2020 12/20	Y
				<ul style="list-style-type: none"> Windows opened where possible, where temperature allows it, and without creating undue risks 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> Work back-to-back Install screens between workstations Developing a rota so that staff don't have to work together 	SLT, all staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> Prohibit shared workstations if robust cleaning cannot be ensured between users 			
Lateral Flow Tests	Staff, pupils, visitors	Positive case can spread infection	<ul style="list-style-type: none"> All KS3 Pupils will have 3 supervised LFTs and then be issued with home kits All staff to be issued with home test kits and self-administer twice per week 	<ul style="list-style-type: none"> Closely monitor tests are in operation in accordance with national guidance 	SLT, all staff	From 01/03/2021	Y
Test and Trace	Staff, Pupil, Visitors	Building users may not be aware they have been exposed to covid-19 if adequate track and trace provisions are not in place		<ul style="list-style-type: none"> Headteacher to follow guidance from NHS, Public Health England and Staffordshire covi 19 outbreak team School will display QR code for all visitors to use to aid the test and trace process. 	Headteacher	Amended 05/10/2020	
First Aiders / DSL	Staff, Pupil, Visitors	Availability of or inappropriate first aid or safeguarding leads puts staff, pupil and visitors safety at risk	<ul style="list-style-type: none"> Regularly reviewed and training updated. 	<ul style="list-style-type: none"> Dates of DSL certificates are checked qualifications renewed once available through SSCB. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> First Aid certificates extended for three months. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> Rotas are reviewed to ensure coverage, where applicable. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> A programme for training additional staff is in place 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> First aid is delivered in the usual way, using appropriate PPE (gloves, mask, disposable apron, face shield). 	SLT, all staff	01/06/2020	Y
Cleaning <i>See additional daily cleaning statement at the end of this document.</i>	Staff, Pupil, Visitors	Poor cleaning procedures puts the health of building users at risk.		<ul style="list-style-type: none"> Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. 	Hub Team/SLT	22/05/2020	Y
				<ul style="list-style-type: none"> An audit of cleaning materials, sanitising materials and handwashing materials is completed prior to opening and monitored daily. 	Hub Team/SLT	01/06/2020	Y
				<ul style="list-style-type: none"> Additional lunchtime cleaning in place with a focus on high-contact surfaces such as door handles, surfaces and making sure there are adequate disposal. No requirement for additional PPE to be worn. 	Hub Team/SLT	01/06/2020	Y
				<ul style="list-style-type: none"> Daily cleaning statement to be followed with a focus on high contact surface areas. 	Hub Team/SLT	01/06/2020	Y
				<ul style="list-style-type: none"> Bins emptied twice daily by cleaners. 	Hub Team/SLT	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing – a minimum of before and after cleaning commences. Cleaning after a suspected or confirmed covid-19 case will be undertaken by an external approved cleaning contractor. Cleaning hours pushed back to after school to reduce the possibility of school staff/pupils encountering cleaning staff. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	Hub Team/SLT	01/06/2020	Y
					Hub Team/SLT	01/06/2020	Y
					Hub Team/SLT	01/06/2020	Y
					Hub Team/SLT	01/06/2020	Y
Intimate Care/Higher Dependency Students	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Children who soil are managed by school staff where able. 	<ul style="list-style-type: none"> Intimate care plan followed with usual PPE worn. Soiled children outside of those with known difficulties/medical needs to be collected by parents. 	SLT, all staff	01/06/2020	Y
PPE	Staff, Pupil, Visitors	Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Minimal PPE in schools beyond medical kit and that which is used by site technicians. 	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Facemasks will not be issued, in accordance with government guidance. Pupils and staff may wear own face coverings if they wish. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	SLT, all staff	22/05/2020	Y
					SLT, all staff	22/05/2020	Y
					SLT, all staff	17/05/2021	Y
					SLT, all staff	22/05/2020	Y
Communications With Parents	Parents/Carers	Parents and carers are to be kept fully informed of the health and safety requirements for the reopening of the school Parents and carers are to fully understand their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> School maintains communication in a number of ways: <ul style="list-style-type: none"> - letters - texts - emails - newsletter 	<ul style="list-style-type: none"> As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil communications created. Key messages in line with government guidance are reinforced via email, text and the school's website. Buddy system in place for site manager attended alone (call-in, call-out) Lone working will be avoided where possible. 	Head Teacher	01/06/2020 and ongoing	Y
					SLT	01/06/2020	Y
					SLT, all staff	01/06/2020 and ongoing	Y
					SLT, all staff	01/06/2020 and ongoing	Y
					Hub Team	01/06/2020 and ongoing	Y
					Hub Team	01/06/2020 and ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
Mental Health Concerns: Pupils & Staff	Staff, Pupils	Staff and pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> PSHCE curriculum HeadTeacher open door policy Wellbeing policy Anti-bullying Policy 	There are sufficient numbers of trained staff available to support pupils with mental health issues.	SLT, all staff	01/06/2020 and ongoing	Y
				There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	SLT, all staff	01/06/2020 and ongoing	Y
				Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	SLT, all staff	01/06/2020 and ongoing	Y
				Resources/websites to support the mental health of pupils are provided.	SLT, all staff	01/06/2020 and ongoing	Y
				Staff are encouraged to focus on their wellbeing.	SLT, all staff	01/06/2020 and ongoing	Y
				Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	SLT, all staff	01/06/2020 and ongoing	Y
				Staff briefings and training have included content on wellbeing.	SLT, all staff	01/06/2020 and ongoing	Y
				Staff have been signposted to useful websites and resources.	Hub Team	01/06/2020 and ongoing	Y
				Think well service actively promoted to staff and occupational health referrals made where necessary.	SLT, all staff	01/06/2020	Y
Bereavement Support	Pupils & Staff	Pupils and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> Access to services through hospices and charitable organisations. 	The school has access to trained staff who can deliver bereavement support.	SLT, all staff	01/06/2020	Y
				Support is requested from other organisations when necessary.	SLT, all staff	Ongoing	Y
Maintaining provision	Pupils	Educational provision must still be maintained for priority children when the school reopens	<ul style="list-style-type: none"> Education for all 	Arrangements are in place to ensure that all pupils are tracked and supported effectively.	SLT, all staff	01/06/2020	Y
				Current government guidance is being followed.	SLT, all staff	01/06/2020	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Contractor access to site for PPM/compliance inspections to be continued wherever possible. 	Deputy Head to meet weekly or email with the Estates Manager to review any premises compliance items that are becoming a concern	Deputy Head Teacher/ Hub team	Ongoing	Y
				Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks checklist must be maintained and will be referred to inform this decision.	Head Teacher/ Hub team	Ongoing	Y
				School to keep a documented record of all PPM tasks that are slipping to support recovery phase. Note that the reopening of the school might need to be delayed until after key compliance tasks have been completed.	All staff	Ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
Mothballing / shutdown of buildings	Staff	Failure to shutdown correctly leading to issues with recommissioning. Failure to follow Zurich guidance leading to failed claims for buildings or theft.	<ul style="list-style-type: none"> • Programme in place for managing site in extended holidays • Inspection schedule 	<ul style="list-style-type: none"> • Guidance document on DfE <i>Mothballing and Shutting Down School Premises and Plant</i> 	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> • Zurich checklists for partial/total closure completed. 	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> • Site staff to carry out weekly walk around/inspection. 	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Hub Team	29/05/2020	Y
Fire	Staff, Pupil, Visitors	Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> • Fire Evacuation Policy 	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required N.B. In the event of a real fire evacuation the safety of all building users must take priority over social distancing. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> • Incident controller and fire marshals have been trained and briefed appropriately. 	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	SLT, all staff	01/06/2020 5/1/21	Y
Contractors/ visitors	Staff, Pupil, Visitors	Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • Where possible work will be undertaken outside of normal school hours. 	<ul style="list-style-type: none"> • An assessment will be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 	Estates	Ongoing	Y
				<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. 	Hub Team	Ongoing	Y
				<ul style="list-style-type: none"> • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Hub Team	Ongoing	Y
				<ul style="list-style-type: none"> • Signage in reception indicates the requirements of contractors whilst on site. 	Reception	Ongoing	
				<ul style="list-style-type: none"> • The visitors area and signing in equipment will be wiped down after every visitor. Particular attention is paid to the pen to ensure that it is sanitised after each use. 	Reception	Ongoing	
				<ul style="list-style-type: none"> • All visitors must sign in to enable an adequate record for track and trace purposes. 	Reception	Ongoing	
				<ul style="list-style-type: none"> • Covid-19 risk assessments are obtained for contractors working on site 	Estates/all staff	Ongoing	
				<ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Estates/all staff	Ongoing	Y
				<ul style="list-style-type: none"> • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including hazard exchange forms). 	Hub Team	Ongoing	Y
Heat	Staff, Pupil, Visitors	Staff, pupils or visitors suffer heat related issues	<ul style="list-style-type: none"> • Following Heatwave plan for England guidance 	<ul style="list-style-type: none"> • Staff who are at risk of heat related issues to indicate to Head Teachers to allow an individual risk assessment to be carried out. • Continue to follow government guidance and early warning systems. 	Head Teacher	Ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> Ensure rooms are as well ventilated as possible. 			
Costs of the Schools' Response to COVID-19	School	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	<ul style="list-style-type: none"> Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional sources of income are under exploration. 	<ul style="list-style-type: none"> The school's projected financial position has been shared with governors and trust. Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced 	Hub Team	16/06/2020	Y
				<ul style="list-style-type: none"> Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 	Hub Team	31/08/2020	Y
Oversight of the Governing Body	School	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	Head Teacher	Ongoing	Y
				<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. 	Chair of Governors	Ongoing	Y
				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Chair of Governors	Ongoing	Y
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Head Teacher	Ongoing	Y

Assessment completed by:	Peter Bowers, Pam Baker	Date: 15/7/20	
Assessment documented by:	Anthony Smith	Date: 15/7/20	

ACTIONS:

- Order of sanitiser required – need advice on quantity. 200 bottles.
- Additional bins required – need advice on quantity. 25 lidded bins.
- Tissues to be ordered – need advice on quantity. 200 boxes
- Vicki to talk to Karen regarding catering section.
- Anti bac wipes needed – need advice on quantity. 100 packs
- Bottles of anti-bac spray. 200 bottles
- disposable paper towels needed – 200 rolls
- 2 plastic old fashioned rubbish bins to hold footballs in with detergent.
- Bottles of detergent/disinfectant for balls needed – 10 bottles
- Check that ihasco training has been undertaken
- Perspex screen to be installed in kitchen where cash collection takes place
- Need large bottles of washing up for practical lessons – 10 bottles
- Need kampa washing up stand and bowl – 4 stands needed
- 3 wall mounted soap dispensers by outside water dispensers. Science, yr 6, quad
- Identify how much schools have spent on covid-19 arrangements.
- More paper towels

Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are already in place and what else needs to be put in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below).

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

Risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.



**COVID-19- Proposed Cleaning Schedule
for CMAT Schools 25th May 2020
PRIVATE & CONFIDENTIAL**

ADDITIONAL CLEANING PRIOR TO OPENING

- External cleaning company to undertake COVID-19 clean of full site (due to lower confidence levels in quality of cleaning)

Standard cleaning schedule

- Schools will continue to be cleaned as usual, including:
 - Mop all corridors and floors
 - Thoroughly vacuum all carpets including edges and behind doors
 - Wipe all surfaces and table tops
 - Thoroughly clean all sinks
 - Thoroughly clean all toilets, urinals and cubicle walls
 - Clean all internal glass
 - Empty all bins

ADDITIONAL PROVISION OVER STANDARD END OF DAY CLEANING IN ALL SCHOOLS

- Audits to be undertaken of cleaning work daily by external provider, to evidence that best practices are in place.
- Cleaners will clean the school site using approved cleaning solution for all hard surfaces, including floors.
- Cleaner will clean all surfaces that are accessible including door handles, grab rails, door glass, table-tops/desks and work surfaces with soapy water prior to disinfection using providing cleaning solution.
- Where waste is not suspected to be infectious it will be bagged and disposed of in line with school's normal procedures. Cleaning after suspected infection will be as point 2.
- Staff will remain at least two metres apart when carrying out their role.

ADDITIONAL CLEANING DURING THE SCHOOL DAY

- During school hours school staff (TA) to wipe down door handles and all hard surfaces with approved cleaning solution (that is compliant with Public Health England (PHE) guidance) and cloth hourly.
- Upholstered surfaces (those that have not been removed) will be cleaned with a steam cleaner periodically by the school's site team.

CLEANING IN THE EVENT OF A SUSPECTED OR CONFIRMED COVID CASE

- External cleaning company to undertake COVID-19 clean of isolation room, isolation toilet, bubble classroom and any corridors that have been travelled between those locations. N.B. All areas will be closed down immediately until deep clean has taken place.

Further measures and notes

- All schools – staff to wash their hands with soap and water for at least 20 seconds prior to starting and finishing work.
- All schools – above procedures meet or exceed cleaning guidance issued.
- All schools – staff have been made of risk assessment and cleaning guidance
- All schools – rooms and areas to be ventilated as much as possible.
- All cleaning will supplement the use of sanitisers located throughout school, at entrance points to the building and classrooms that will be replenished in a timely fashion.