

Significant Findings of Risk Assessment



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| Site / Premises: Sparkenhoe Primary ARK Theatre | Assessment Carried Out By Name: Melanie Thorpe/Rhian Jones | | Date Carried Out or Reviewed 1 st September 2020 V1 |
| Department: Education | Signature: Rhian Jones | | |
| Activity / Process: <ul style="list-style-type: none"> • Teaching • Admin • Premises • Contractors | Responsible Manager Name: Rhian Jones | | |
| | Signature: Rhian Jones | | |
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| Risk Rating. The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable. | | | |
| Covid-19 is a newly discovered infectious disease which has caused a global pandemic, leading to closures of facilities and services countrywide. Main symptoms include but are not limited to: Fever, new continuous cough, loss of smell and taste. Individuals with certain medical conditions, elderly plus others are more vulnerable to Covid-19 therefore extend periods of self-shielding are recommended, in the current climate this is advised at being 12 week from the date of closure 23rd March 2020. This risk assessment is very much a live document and should be adapted accordingly, aligning with advise given from central/local government (CG/LG) and Public Health England (PHE). | | | |
| General Principles of Control | The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously. | The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. | |

| What are the Hazards ? (What can go wrong) | Who might be Harmed & How ? | Existing Control Measures (What are you already doing to manage the hazards/risks?) | Risk Rating with controls in place | | | Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions. |
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| | | | Likelihood | Impact / Severity | Risk Rating Score | |
| <p>Catching / Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> <p>However it should be noted that not all individuals will not show symptoms, there are going to be individuals who are carriers and will go under the radar.</p> | Staff, Pupils, Visitors | <ul style="list-style-type: none"> All staff aware of social distancing rules (See below for class/group arrangements) Staff arrive via Front Door and sanitise hands by using the sanitiser bottle located on the table Staff will promote good hand washing with pupils Tissues provided in all rooms and pupils not in the Theatre. Staff to ensure pupils have a tissue at hand Staff will promote coughing or sneezing into the crook of their elbow if tissues not available and ensure their hands are washed afterwards. All staff will promote catch, kill it bin it and signs are placed around the Theatre Staff aware not to touch their eyes, nose or mouth if their hands are not clean Staff ensure that any contact with personnel suspected of having Covid – 19 must be avoided | 3 | 3 | 9 | <ul style="list-style-type: none"> All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher Monitored by Head Teacher / SLT, Premises officers , Site Manager Monitored by Head teacher , SLT and teaching staff, Stock levels monitored by Site manager and replaced by premises staff when needed Monitored by Head teacher , SLT and teaching staff <p>Implemented by Head Teacher by induction, tool box talks and sign</p> |

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| | | <ul style="list-style-type: none"> • Headteacher/ Senco Co-coordinator reviews existing individual Risk Assessments • All follow the good respiratory hygiene and skin cleaning hygiene measures at all times • Pupils are monitored using the toilets • Clear signage and information displayed around the Ark Theatre reminding all of social distancing, good hygiene and handwashing and child related to ensure they understand • Staff who have been living with a shielding category. Head teacher has notified staff member of the stringent Covid – 19 control measures in place and that they fully understand it is safe to return • Headteacher emails parents and puts on school website. Contractors are emailed by Site manager • Headteacher will inform all staff of this Risk Assessment via email and will be communicated to all staff a week before group inductions to give staff time to question anything on this risk assessment. The group session will be held adhering to social distancing. | | | | <p>Monitored by head teacher / SEN Co –ordinator</p> <p>Monitored by Head teacher / SLT, All Staff</p> <p>Signage monitored by site Manager/ Premises and replaced when necessary</p> <p>Monitored by Head Teacher</p> <p>Monitored by Head Teacher/ SLT and Site Manager</p> <p>Implemented by Head Teacher</p> |
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| | | <ul style="list-style-type: none"> Records are kept of all staff, classes, groups, visitors and their close contacts should they be needed for the local public health team Any staff with concerns can contact Amica (poster in staff room with telephone Number) and speak to the Headteacher who can refer staff to occupational health services to provide support as per wellbeing policy Head teacher monitors Government guidelines on Clinically Extremely Vulnerable & Clinically Vulnerable staff including Pregnancy) <p>Male, Female and disabled wash facilities which contain suitable levels of soap</p> <p>Frequent hand washing is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. Hands are then dried using disposable towels etc, which are disposed of into the bins provided.</p> <p>Only essential visitors allowed on site approved by head teacher. Log kept to ensure how many people are on site at one time by ARK office and the spaces used to accommodate 2 Metre rule. Visitors who are not booked in are turned away. Visitors will hand sanitise their hands upon entry and when leaving.</p> <p>All existing individual Risk Assessment (disability, pupils or new expectant mothers)</p> | | | | <p>Implemented by Head Teacher</p> <p>Head Teacher / SLT / Admin monitor</p> <p>Head Teacher Implements</p> <p>Monitored by Site Manager / premises officers, Stock levels are monitored and ordered. Should be hard to get hold of refills, Bottles of soap are in stock if needed</p> <p>Monitored by all Staff</p> <p>Monitored by Head Teacher / SLT and office staff</p> |
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| | | <p>will be reviewed following CG/PHE guide lines</p> <p>Good respiratory hygiene and skin cleaning measures are promoted by posters, verbally and at tool box talks and by teachers encouraging and teaching pupils.</p> <p>Stock levels are kept up to date for replacements. Areas cleaned daily with an hourly regime for touched areas.</p> <p>Bins are placed all around all buildings.</p> <p>PPE is available i.e, gloves, disposable aprons, masks and visors. Staff shown how to correctly wear them and how to dispose of safely.</p> <p>Clear signage and information displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will also be easily understandable to small children.</p> <p>All staff informed that they have to inform head teacher immediately if a person living with them is self-isolating, and they are to stay at home for 14 days as per government guidance. Staff informed that people who live with them should have a test if symptomatic. If test is negative staff member can return.</p> <p>Staff are informed to try and avoid working with paper/other materials that are to be shared. Equipment needs to be cleaned</p> | | | | <p>Monitored by Head Teacher / SEN Co – coordinator</p> <p>Monitored by all Staff and implemented</p> <p>Monitored by Site Manager/</p> <p>Monitored by Site Manager / Premises officers</p> <p>Stock levels monitored by Site Manager. All staff informed at induction and signs showing the correct procedure for use of PPE displayed in Rooms and Adult wash areas</p> <p>Monitored for deterioration and replace and replaced by premises officers / Site Manager</p> <p>Informed by Inductions and email by Head Teacher</p> |
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| | | <p>after use.</p> <p>Head teacher identifies staff who are in the clinically extremely vulnerable group (Shielding Category) and will identify after following the Government guidelines and an individual Risk Assessment is completed.</p> <p>Staff will inform Head teacher that they feel control measures in place are insufficient for their personal circumstances. An individual Risk Assessment is completed for the member of staff</p> <p>Head teacher will follow medical advice on any children who have been shielding to assess if they can still attend</p> <p>All employees have access to support services (occupational health)/Amica and mental health information via email) with this Risk Assessment</p> | | | | <p>Monitored by All staff onsite</p> <p>Implemented by Head teacher and monitored</p> <p>Staff informed at induction and monitored by Head teacher , SLT</p> |
| Suspected case whilst working on site/ or Positive Viral Test Result | Staff, Pupils, Visitors | <p>All staff informed of symptoms and procedure by induction and information displayed as per Government/PHE guidelines</p> <ul style="list-style-type: none"> Staff onsite will inform Headteacher/SLT they have developed the systems and will immediately go home and self – isolate for 10 days and their household should self-isolate for 14 days and arrange a test. Staff member will inform Head teacher | 3 | 3 | 12 | <ul style="list-style-type: none"> Implemented by Head teacher/SLT and Site Manager. Guidelines monitored and if there is any changes. Staff to be informed via email, verbally and information displayed Head Teacher / SLT authorise for staff member/pupil to come back to work |

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| | | <p>of the result if negative then staff member will return to work and household members can end their self-isolation only if they do not have any symptoms</p> <ul style="list-style-type: none"> Head teacher will contact all persons who have been in contact with the member of staff and monitor staff / Pupils who have been in contact with the member of staff / Pupil <p>Staff member tests positive will inform the school immediately and will self – isolate for 10 days or (longer if the high temperature symptom continues) and the head teacher will notify the local health protection team, who will come in and carry out a risk assessment and liaise with the school management to determine if the rest of the class or group and any staff members or contacts should be sent home and advise to isolate for 14 days. The other household members of the wider class or group do not need to self – isolate unless that person within the group or class subsequently develops COVID – 19 symptoms</p> <p>Head teacher will be informed immediately or member of the SLT team. Staff informed not to touch anything. Staff to go home immediately and to arrange a test. If negative the staff member can come back to work if positive then will need to go into isolation for 14 days as per government/PHE guidelines (for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal).</p> | | | | <ul style="list-style-type: none"> Area will be deep cleaned if nothing has been touched. If touched the area will be closed off for 72 hours and then deep cleaned. Rubbish will be double bagged in a bin liner and left for 72 hours and then will be disposed of in general waste as per Government/PHE Guidelines Head Teacher monitors and implements <p>Head Teacher / SLT monitors</p> <p>Area will be deep cleaned if areas have not been touched. If touched the area will be closed off for 72 hours and then a deep clean as per . Rubbish will be double bagged in a bin liner and left for 72 hours and then will be disposed of in general waste Government/PHE guidelines</p> |
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| | | <p>If the suspected case is a pupil, the staff member dealing with pupil will if possible keep a 2 meter distance from pupil and will wear a mask and gloves. The pupil will move to the male changing room</p> <p>Where a member of Staff has helped someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues used will be double bagged in a bin liner and left for 72 hours and premises officer will put the bag in a store room and then dispose in general waste. Teacher will tell pupil if you needs to cough or sneeze into the crook of their elbow.</p> <p>Head teacher will note all persons who the affected person has been in contact and will inform to self-isolate for 14 day , A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p> <p>The possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate.</p> | | | | |
| Travel off site | Staff, Pupils | Travel is only required for essential purposes. | 3 | 2 | 6 | |

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| | | <p>Head teacher will authorise if there needs to be travel for staff beyond travelling to school, Staff members must keep in line with the 2 meter social distance rule and mask to be worn</p> <p>Head teacher identifies staff who may be able to work from home if possible.</p> <p>Staff aware to limit their use of public transport and car sharing.</p> <p>All staff aware when coming onto site after any journey they are to wash their hands.</p> <p>Public transport is the only suitable method of transport, all current guidelines must be followed. Face covering should be worn, maintain social distancing, avoid physical contact.</p> | | | | <ul style="list-style-type: none"> Monitored by Head teacher / SLT and staff informed at induction |
| <p>Contamination during Access to & egress from site</p> | <p>Staff, Pupils, Visitors</p> | <ul style="list-style-type: none"> All Staff will enter via the front door, sanitise their hands via a bottle of sanitiser located on the table in the foyer and will either use the washroom or sanitiser when leaving. All staff using the car park arriving and leaving site ensure that social distancing is adhered to at all times Staff will bring their year group into the ark via the front door and staff member will put sanitiser on each pupil and will ensure the pupil correctly rubs the sanitiser over their hands. | <p>2</p> | <p>2</p> | <p>6</p> | <ul style="list-style-type: none"> Implemented by Head teacher by letter and daily reminders |

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| | | <p>Visitors</p> <ul style="list-style-type: none"> No non-essential visitors are allowed in the Ark Theatre Site rules will be displayed on the hatch and front door for all to read and only booked in visitors authorised by Head teacher will be allowed on site. Only visitors deemed necessary to the school are to be allowed on site. All visitors will enter and sanitise their hands by using the bottle of sanitiser located on the table next to the door and will sanitise when leaving. Log is kept of who the visitor has had contact with and location. <p>Staff</p> <p>Staff who are showing any of the signs of Covid-19 are not allowed in school.</p> <p>Staff MUST inform the head teacher if a member of their family are displaying signs of Covid-19 and they are not to come into school.</p> <p>All staff have been informed via induction about the need for self – isolation as advised by the Government Guidelines Staff must inform the head teacher and not allowed on site</p> | | | | <p>All visitors are pre booked in advance by Ark Staff</p> <p>Monitored by Ark Staff and implemented</p> <p>Monitored by Head Teacher / SLT</p> |
| <p>Contamination within internal areas</p> | <p>Staff, Pupils, Visitors</p> | <p>Foyer only 10 persons allowed at any one time</p> <p>Sign displaying</p> <ul style="list-style-type: none"> Sanitise hands on entry Wash hands every hour for 20 seconds | 3 | 3 | 9 | <p>Monitored by Ark Staff</p> |

- Wash hands if face is touched.
- All hand contact surfaces to be cleaned throughout the day.

Only use cleaning products supplied by the school. Staff all aware not to bring any cleaning products onto site.

Staff to staff interaction

- Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home.
- Teachers only complete tasks relating to the Teachers Standards which can NOT be completed at home.
- No physical contact.
- No close contact activities (2m distance).

Theatre Adult teaching

- **Visitors will keep all personal items with them at all times**
- **Maximum number in theatre with tiered seating out is 42 persons.**
- **Seating 2 persons at each end keeping in line with the 2m rule**
- **Teacher will use the stage keeping a 2m distance from seating**
- **Any equipment used in sound room will be only used by the teacher and sanitised after via the pack of sanitiser available**
- **Air handling unit is full of fresh air and will be switched on when theatre is occupied**

Theatre without tiered seating Music lesson

- Monitored by Head Teacher / SLT and Ark Staff

- Monitored and implemented by Staff

- Monitored by Teacher and teaching staff

- Only Year 4. Instruments will be allocated to each child via staff member wearing gloves and a visor
- Mouth pieces will be sanitised after each use
- After lesson staff member will wear gloves and put away all the instruments away ensuring that each case has the pupils name on and this will be stored for week before being used again
- Seating will be arranged side to side and back row will be 2m away from the front row to ensure that the air from other instruments will not blow onto any other player
Area sanitised after each use
- Pupils will wash hands for 20 seconds after music lesson

Theatre meetings

- maximum 8 persons
Staff will position tables on stage and chairs positioned 2m apart and ensuring 2m distance for face to face area sanitised after each use. Air handling unit is full of fresh air and will be switched on when theatre is occupied

Meeting Room

- maximum number of 6 persons seating at tables 2m apart.
Facing area sanitised after each use and windows open

- Implemented by Ark Staff
- Implemented by Ark staff

- Monitored by Site Manager Touch areas are cleaned hourly and WC by cleaner and restock ie soap, paper hand towels and deep cleaned daily at the end of school day. Carpet is sprayed with a sanitiser on Fridays ready for the next week. Rubbish removed

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| | | <p>Office</p> <ul style="list-style-type: none"> maximum persons 2 seating at 2m apart with window open and sanitised regularly <p>Green Room</p> <ul style="list-style-type: none"> maximum 2 persons with window open at 2 m apart and sanitised regularly and window open <p>Male changing room (Designated Room)</p> <ul style="list-style-type: none"> Only used for a suspected case of COVID – 19 and window will be open and cleaned if nothing touched, If touched, then the door will be locked and a deep clean will take place 72 hours later by Premises officer following PHE Guidelines Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging used. | | | | <ul style="list-style-type: none"> Monitored by Site Manager <p>Monitored / Implemented by Ark Staff and Premises staff</p> <p>Monitored by Office Staff</p> |
| Contamination in Outdoor Areas | Staff, Pupils | <p>All staff ensure pupils wash their hands after being in the Garden</p> <p>Maximum no. of adults in garden is 10 keeping in line with the 2m rule standing 3 benches only 1 person to each bench</p> | 2 | 3 | 6 | <p>Monitored by Staff</p> <p>Monitored by Ark Staff</p> |
| Allocation of Staff | Staff | <p>Access is authorised by Head Teacher</p> <p>All staff medical needs are discussed with the head teacher before entering the school</p> | 3 | 3 | 9 | <p>Head Teacher implements and Monitors daily</p> <ul style="list-style-type: none"> Head Teacher implements and monitors Government / PHE guidance. |

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| | | <p>All staff will confirm if they wish to go onto school and is confirmed by the head teacher.</p> <p>Additional room for staff room at the Ark Theatre foyer for 10 members keeping in line with the 2m rule</p> <p>Head teacher ensures Ark Theatre has full first aiders onsite at all times</p> <p>First aiders cannot keep in line with social distancing during the delivery of first aid, but physical contact should be kept to a minimum.</p> <p>Those administering first aid will wear PPE appropriate to the circumstances i.e Gloves, Surgical mask and disposable apron and will wash hands and ensure the affected area is cleaned upon completion.</p> <p>First aider will not give breaths if CPR is needed</p> <p>The same staff are allocated to work in the ark at all times</p> <p>Cleaning staff rotas have been changed to make sure there is Hourly cleaning on touch points and washrooms.</p> | | | | <ul style="list-style-type: none"> • Staff must only use their own cup and utensils. These must be washed after use and stored safely. • All surfaces must be cleaned after use by the staff members. • First aid guidance As per HSE Guidelines/ PHE Stock levels monitored by Site Manager and orders placed when stock levels are low. Masks and visors, gloves available for staff if they wish to use them • Staff will have access to a pack of gloves and masks when outside in order to deal with any accidents or injuries in the playground. • Implemented and monitored by head teacher • Head teacher/SLT/Site Manager monitor |
| Work planning | Staff, Pupils, | No performance or assemblies | 3 | 3 | 9 | <ul style="list-style-type: none"> • Head Teacher implements and monitors Government / PHE guidance. |

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| | | <p>Any use of the Ark Foyer Staffroom is to be staggered.</p> <p>No staff other than designated office staff must go in to the office. Any assistance or enquiries from staff must be made from the foyer area.</p> <p>No more than 2 members of office staff will work in the office. These will be consistent members of staff and they will be seated 2 m apart.</p> <p>Staff any items that are shared must be cleaned & disinfected after each use.</p> <p>Where SEN pupils are attending school the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/Risk Assessment, and considering the individual circumstances of each case.</p> | | | | <ul style="list-style-type: none"> • Head teacher/SLT monitor • Ark staff monitor and implement <ul style="list-style-type: none"> • Headteacher/SENCO to review risk assessments. HT/SLT/ /Site Manager to ensure adequate PPE is availability, i.e. gloves, masks, visors, individual sanitiser. |
| Cleaning | Staff, Pupils, Visitors | <p>Staff will sanitise area they are using after each use and remove rubbish</p> <p>If cleaning a heavily contaminated area then eye and respiratory protection will be worn.</p> <p>Cleaners will use Jey cloths in each area they clean and throw the cloths away into a bin liner.</p> | 2 | 3 | 6 | <p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p> <p>Site Manager to ensure a sufficient supply of eye and respiratory protection for the use of cleaning staff. Due to the</p> |

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| | | <p>All surfaces are cleaned prior to using the Virmicidal spray</p> <p>The cleaners will give extra attention to touched areas that are used more frequently: Doors, toilets, Doors handles, phones, light switches, door fobs, exit buttons, bannister rails and fire call points and emergency exit buttons.</p> <p>Cleaners will wash and dry hands after removing PPE.</p> <p>Ark staff will hourly clean of touched areas and will replenish stock when needed</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners will be used in all bins and bins will be emptied at least daily but more often if needed.</p> <p>Carpet areas will be sanitised every Friday.</p> | | | | <p>current climate hard to resource masks, visors currently still trying source</p> <p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p> |
| <p>Deliveries & Waste collection.</p> | <p>Staff, Pupils, Delivery drivers, Waste collection operatives</p> | <p>Site Manager is notified by phone when the delivery is expected.</p> <p>Goods are dropped off in the car park and left. Contractors and premises officer/Site manager keep a safe distance with the 2 meter rule.</p> <p>Premises staff will wear gloves and sanitise the items before bringing them into the building and will wash hands thoroughly and then will either distribute items or put into store room.</p> <p>PHS will contact Ark Theatre for access and will wash hands upon entry and leaving to collect the sanitary bins and bodily fluid bin. They must be escorted by Site</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>All staff made aware of procedures.</p> <p>Head teacher/Site Manager to monitor.</p> |

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| | | <p>Manager or Premises officer keeping within the 2 metre rule.</p> <p>LCC have no need to access the building and collect bins from the car park for waste collections. Premises staff will wipe bin lids after touched. Rubbish will be piled next to the bin and the premises officer will use gloves to put in the bin and will wash hands after gloves are removed.</p> | | | | |
| Contractors | Staff, Pupils, Contractors | <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Contractors are booked in and asked the timescale of how long the works will take.</p> <p>Contact will only be with the premises officer or Site manager outside to complete site induction. This will be at a safe distance (2 m)</p> <p>Access times are limited between the hours of 07:00 – 08:00 / 15:30 – 17:30 hours, when staff and pupils are not onsite.</p> <p>Contractors who fail to turn up with the correct PPE are not allowed onsite.</p> <p>Contractor is verbally informed that a 2 meter distance must be kept at all times.</p> <p>Contractors must wash their hands or sanitise before entering the main building.</p> <p>Contractors must wash their hands or sanitise before entering individual work areas</p> | 2 | 3 | 6 | Site manager monitors and any changes needed are implemented immediately |

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| | | <p>The Premises officers or Site Manager will meet contractors and take them to the location where they are working</p> <p>PO/Site manager will monitor the work from a safe distance to ensure the contractor stays in the same area and then will escort them off the premises keeping in with the 2 meter rule.</p> <p>Depending on works that have been done a deep clean will take place where the work has taken place.</p> <p>Contractor will also inform who they have been in contact with for tracing purposes</p> <p>Contractors & Third Party organisations will email the school before working onsite their own COVID – 19 risk assessment and safe working procedure to ensure is compatible to the school COVID – 19 arrangements, or are to comply with the school arrangements</p> <p>Areas that need emergency works will not be occupied in the day and Head teacher/ SLT will be informed straight away.</p> <p>Should an area need closing off while occupied the HT/SLT will be informed and the area cleaned while waiting for a contractor and then cleaned again after the contractor has finished.</p> | | | | <p>Premises officer will wear gloves and mask to enter the classroom/area and then will sanitise area where he has been working.</p> <ul style="list-style-type: none"> • Head teacher / site manager monitor |
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| <p>Inclement weather – cold temperature allows disease to survive</p> | <p>Staff, Pupils, Visitors</p> | <p>All staff informed to dress appropriately for the weather.</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>Implemented by Head Teacher and monitored</p> |
| <p>Poor hygiene</p> | <p>Staff, Pupils, Visitors</p> | <p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Posters at entrance informing that all need to wash hands in the allocated area before entering the main building.</p> <p>All Staff will encourage each other on good hygiene measures.</p> <p>Staff will ensure pupils hands are washed before entering the building and leaving</p> <p>Age related posters are displayed in all toilets to encourage washing hands and around buildings enforcing good Hygiene</p> | <p>3</p> | <p>3</p> | <p>9</p> | <ul style="list-style-type: none"> • Informed at induction and posters located around the building to re – enforce, • Stock levels monitored by Site Manager and ordered to keep stock levels correct • Daily checks by Premises officers of any detrition and replaced • All Staff Monitor |

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| | | <p>All pupils are encouraged by their teacher to avoid touching face /eyes/nose/mouth with unwashed hands.</p> <p>Pupils taught to cover their cough or sneeze in a tissue (or sleeve) and then throw it in the bin.</p> <p>PHSE lessons to regularly remind pupils about good hygiene and the rules.</p> <p>Poster up with catch bin kill it around school.</p> <p>Bins provided around school.</p> <p>Hourly cleaning regime in place for cleaning and soap, paper towels levels checked.</p> <p>Bins checked regularly and emptied.</p> <p>All supplies are stored in the correct way as per COSHH regulations for soap and room is secure.</p> <p>Year groups using the toilets are monitored by staff to ensure hands are washed and dried and paper towel is put in the bin</p> | | | | <ul style="list-style-type: none"> • Daily checks by Premises officers of any detrition and replaced • Implemented by teaching staff and monitored • Monitored by Ark staff • Monitored by Head Teacher / SLT and Staff |
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|--|---------------|---|----------|----------|----------|---|
| <p>Canteen use - exposure from large numbers of persons</p> | <p>Staff,</p> | <p>Staff</p> <p>Staff should stay onsite once they have entered and not use local shops.</p> <p>Staff must bring their own pre – prepared meals from home as well as drinks, cups, cutlery and other utensils.</p> <p>These must be washed after use and stored in a personal bag. No individual utensils etc must be left in or around sinks or on tables in shared areas.</p> <p>Food and drink must only be consumed in dedicated areas. Up to 10 members of staff can use the Foyer and this is staggered from the main school</p> <p>Staff may use the garden for 3 members of staff</p> <p>Visitors</p> <p>Can use the foyer but must bring their own pre – prepared meals and drinks, cups and cutlery and other utensils or stay in the Theatre. If they wish to stay onsite. Foyer will be cleaned after use and rubbish taken away. Theatre rubbish will be removed after each use</p> | <p>2</p> | <p>3</p> | <p>6</p> | <ul style="list-style-type: none"> Implemented by Head Teacher and monitored by head teacher/SLT and Site Manager and informed at induction Head Teacher / SLT and teaching staff monitored daily <p>Monitored and implemented by Ark Staff</p> |
|--|---------------|---|----------|----------|----------|---|

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|---|--|---|----------|----------|----------|---|
| <p>Use of Changing facilities, toilets and showers</p> | <p>Staff, Pupils</p> | <p>Pupils who need to use the toilet at other times of the day will be taken by an adult (with social distancing).</p> <p>Cleaning of toilets during the day will be increased.</p> <p>Hand driers will not be used in any pupil or staff toilets.</p> <p>Wash & dry hands before and after using the facilities.</p> <p>Changing facilities</p> <p>Only one member of staff is allowed with the pupil and will wear PPE. Plastic apron, mask/visor if required and gloves available to change a child.</p> <p>Door to the facility should is left open or ajar providing the dignity of the child is not compromised.</p> <p>Bin liners are in all bins and nappy bin used which is collected by PHS.</p> <p>Wash & dry hands before and after using the facilities.</p> <p>Area is sanitised after each use.</p> | <p>3</p> | <p>3</p> | <p>9</p> | <ul style="list-style-type: none"> • Head Teacher / SEN Co –coordinator to identify if visor required for certain pupils • Monitored by Headteacher/SLT/all staff |
| <p>Lack of awareness</p> | <p>Staff, Pupils, Visitors</p> | <p>Posters and signs displayed in suitable places around school reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Child friendly posters in suitable places around the school.</p> <p>Child friendly rules displayed in all classrooms and other areas of the school.</p> | <p>2</p> | <p>3</p> | <p>6</p> | <ul style="list-style-type: none"> • Monitored by Premises officers and site manager and updated information will be removed and latest one put up |

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| | | <p>Signs will be outside meeting rooms, offices, staffroom displaying the number of persons allowed in the room for appropriate distancing.</p> <p>Induction and toolbox talks will be carried out by Head teacher/SLT/Site Manager for all personnel on site, warning them of the risks posed by the virus, symptoms as well as the control measures outlined in this assessment and from government guidance.</p> <p>Posters will be displayed in way to continually re – enforce the message.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p> | | | | <ul style="list-style-type: none"> • • • Site manager to put signs up • Implemented by Head teacher /SLT. Any changes in government guidance/PHE then staff will be informed verbally, by email and copy given to members of staff. Displayed in school. • Monitored by all Staff |
| Emergency procedures (Fire alarm activations etc) | Staff, Pupils, Visitors, Contractors | <p>All staff aware of the emergencies procedures via information displayed in all rooms</p> <p>All year groups will line up at the assembly point with at 2m distance from other years</p> <p>Evacuations: social distancing will be followed where practical. Social distancing will be in place at assembly points. Invacuation: social distancing will be followed where practical.</p> | 3 | 3 | 9 | <ul style="list-style-type: none"> • Implemented and Monitored by Head teacher / Site Manager |
| First Aid provision | Staff Pupils, Visitors | <p>Ark Staff allocated to building are all full first aiders</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> | 3 | 3 | 9 | <ul style="list-style-type: none"> • Monitored by Head teacher/SLT/Site Manager |

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| | | <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, hands must be washed & dried and any points of contact, and the affected area cleaned and disinfected.</p> | | | | |
|--|--|--|--|--|--|--|

Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

[Extremely Vulnerable Persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Travel guidance](#)

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

[Guidance on actions for early years and childcare providers:](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

[Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:](#)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

[Guidance for the full opening of schools](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

| Scoring Table | | | | | | | Risk Scoring Guide | | | |
|---------------|-----------------------|----------------|----|--|----|----|--|------------------------|--|--|
| LEVEL OF RISK | | OVERALL RATING | | HOW THE RISK SHOULD BE TACKLED/MANAGED | | | Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below. | | | |
| HIGH RISK | | 15-25 | | Immediate Management Action | | | | | | |
| MEDIUM RISK | | 9-12 | | Plan for Change | | | | | | |
| LOW RISK | | 1-8 | | Continue to Manage | | | | | | |
| Likelihood | 5 Almost Certain | 5 | 10 | 15 | 20 | 25 | Impact Criteria (B) | IMPACT | SCORE | HEALTH & SAFETY EFFECT |
| | 4 Probable /Likely | 4 | 8 | 12 | 16 | 20 | | Critical/ Catastrophic | 5 | Multiple deaths of employees, service users, members of the public, etc. |
| | | | | | | | Major | 4 | Death of an employee, service user, member of the public, etc. | |

| | | | | | |
|------------------------------|------------------------------------|------------|---------------|------------|---------------------------------|
| 3 Possible | 3 | 6 | 9 | 12 | 15 |
| 2 Unlikely | 2 | 4 | 6 | 8 | 10 |
| 1 Very Unlikely / Rare | 1 | 2 | 3 | 4 | 5 |
| | 1 Insignificant / Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Critical / Catastrophic |

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

| | | |
|----------------------------|---|--|
| Moderate | 3 | Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention. |
| Minor | 2 | Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work. |
| Insignificant / Negligible | 1 | A day to day issue/problem but negligible harm would result. |

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

| Likelihood Criteria (A) | LIKELIHOOD | SCORE | EXPECTED FREQUENCY |
|-------------------------|---------------------|-------|---|
| | Almost Certain | 5 | Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year |
| | Probable / Likely | 4 | Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
| | Possible | 3 | LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term. |
| | Unlikely | 2 | Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term. |
| | Very Unlikely /Rare | 1 | EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event. |