

# Significant Findings of Risk Assessment



<b>Site / Premises: Sparkenhoe Primary Ark Theatre</b>	<b>Assessment Carried Out By</b> <b>Name: Melanie Thorpe</b>			
<b>Department:</b> Education	<b>Signature:</b>		<b>Date Carried Out or Reviewed</b>	
<b>Activity / Process:</b> <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Admin</li> <li>• Premises</li> <li>• Contractors</li> </ul>	<b>Responsible Manager</b>		1 <sup>st</sup> September 2020	
	<b>Name: Rhian Jones</b>		14 <sup>th</sup> December 2020	
	<b>Signature:</b>		3-03-21	
<b>Risk Rating.</b> 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.				
<b>Covid-19 is a newly discovered infectious disease which has caused a global pandemic, leading to closures of facilities and services countrywide.</b> <b>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 23<sup>rd</sup> March 2020.</b> <b>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).</b>				
<b>General Principles of Control</b>	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> <li>1. Avoiding contact with those who have symptoms.</li> <li>2. Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>3. Regular Cleaning of settings.</li> <li>4. Minimising contact &amp; mixing.</li> </ol> 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.
			Likelihood	Impact / Severity	Risk Rating Score	
<p><b>Catching / Spreading</b></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	<p>Re – occupation of Ark Theatre March 8<sup>th</sup></p> <p>On- going – Rapid Result tests (Lateral Flow Tests) are available for all School staff to conduct weekly testing in order to detect those who do not display the Covid 19 symptoms. All staff aware this is voluntary.</p> <p>The test consists of two lateral flow tests taken each week at home 3 – 4 days apart.</p> <p>Lateral Flow Test Results</p> <p>A negative result will allow the member of staff to attend school.</p> <p>A positive result will require staff member to self-isolate for 10 days. Staff informed to undertake a Covid 19 Viral (PCR) Test.</p> <p>If a member of staff is displaying symptoms they will self – isolate for 10 days regardless of any lateral flow test result, and will arrange a viral (PCR) test.</p> <p>Staff carrying out the tests at home will report to NHS Test and Trace as soon as the test is completed online or by telephoned as per instructions in the home test kit. Staff will inform Head teacher of a positive result for contact tracing.</p> <p>Head teacher issues staff home test kits keeping in line with the 2m distance rule and informs them to destroy the instruction sheet in the kit and handed the latest</p>	3	3	9	<ul style="list-style-type: none"> <li>All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher</li> </ul>

		<p>information and recorded in the issue log and record kept. Staff inform Head teacher of result and results are recorded on a results log and records kept as per schools testing logging protocols.</p> <p>Lateral Flow Test Incident Reporting Staff will report as follows <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> &amp; the School Management. Home testing Non Clinical Incidents to - NHS Test &amp; Trace Service Telephone No 119 &amp; the School Management. Incidents in School to - DfE Coronavirus Helpline 0800 0468687. Staff taking part in the lateral flow testing all have been sent the RA on home testing</p> <ul style="list-style-type: none"> <li>• All staff aware of social distancing rules <ul style="list-style-type: none"> <li>• Staff arrive via the only entrance staff entrance and will use the hand sanitiser stand located at the front door</li> <li>• Tissues provided on all tables in the foyer and meeting room and covered bins</li> <li>• Staff aware not to touch their eyes, nose or mouth if their hands are not clean</li> <li>• Staff ensure that any contact with personnel suspected of having Covid – 19 must be avoided</li> <li>• All follow the good respiratory hygiene and skin cleaning hygiene measures at all times</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>• All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher</li> <li>• Monitored by Head Teacher Ark Staff</li> <li>• Monitored by Head teacher , SLT and teaching staff,</li> <li>• Monitored by Head teacher , SLT and teaching staff</li> </ul>
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• Clear signage and information displayed around the Theatre reminding all of social distancing, good hygiene and handwashing</li> <li>• 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</li> <li>• 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.</li> <li>• Records will be kept of all visitors and students, Should they be needed for the local public health team</li> <li>• Any staff with concerns can contact Amica (poster in staff room with telephone Number ) and speak to the Head teacher who can refer staff to occupational health services to provide support as per wellbeing policy</li> <li>• Head teacher monitors Government guidelines on Clinically Extremely Vulnerable &amp; Clinically Vulnerable staff including Pregnancy)</li> </ul>				<ul style="list-style-type: none"> <li>• Monitored by Ark staff and signs replaced when required</li> <li>• Implemented by Head Teacher by induction, tool box talks and sign</li> <li>• Records kept by Ark Staff</li> <li>• Monitored by Head teacher and action taken if required</li> <li>• Monitored by Head Teacher</li> </ul>
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>Welfare facilities are provided through out the Ark Theatre which contain suitable levels of soap and hand sanitiser.</li> <li>Frequent hand washing is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. Hands are then dried using Paper towel or disabled wc hand dryer as only used by adults</li> <li>Only essential visitors allowed onsite and approved by head teacher. Log kept to ensure how many people are on site at one time by Ark office and space used to accommodate keeping in line with the 2 Metre rule</li> <li>Visitors who are not booked in are turned away. Visitors will hand sanitise their hands upon entry and when leaving.</li> <li><b>External curriculum providers will take a lateral flow test and inform the school of the results prior to coming onsite.</b></li> <li>Good respiratory hygiene and skin cleaning measures are promoted by posters.</li> <li>Stock levels are kept up to date for replacements.</li> <li>Areas cleaned daily with an hourly regime for touched areas. When Ark is occupied</li> </ul>				<ul style="list-style-type: none"> <li>Monitored by Ark staff and replenished when necessary</li> <li>Implemented by Head Teacher</li> <li>Implemented by Head Teacher</li> <li>Monitored by Head teacher and implemented by Ark Staff</li> <li>Head Teacher / SLT monitor</li> <li>Monitored by Ark Staff and replaced when required</li> <li>Monitored by Ark Staff and stock levels monitored and site managers orders</li> </ul>
--	--	--	--	--	--	--

- Bins with lids on are placed in all rooms
- PPE is available at school, i.e, gloves, disposable aprons, masks and visors. Staff shown how to correctly wear them and how to dispose of safely.

**Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.**

**Staff will be reminded how to correctly wear face masks and how to dispose of safely.**

**All staff wear face masks in corridors & communal areas.**

Clear signage and information displayed reminding all persons of social distancing, hygiene and hand washing requirements.

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 10 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.

Staff are informed to try and avoid working with paper/other materials that are to be shared. Equipment needs to be cleaned

- Emptied regularly when ark is occupied by ark staff
- Supply of masks available should staff or visitor forget to bring one. Stock levels monitored and ordered to ensure masks are always in stock

- Head Teacher Implements and signs monitored by ark staff and replaces when required

- Head Teacher/SLT and site manager monitor government guidelines on any changes

		<p>after use. Photocopying should be sent electronically whenever possible to reduce contact with buttons. If machine is used gloves need to be worn and disposed of after and the machine needs to be wiped.</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>All employees have access to support services (occupational health)/Amica.and mental health information via email) with this Risk Assessment</p>				<ul style="list-style-type: none"> <li>Implemented by Head teacher and Ark staff to implement</li> <li>Monitored by Head Teacher / SLT and office staff</li> <li>Monitored and implemented by Head teacher and referred if needed for additional support</li> </ul>
<b>Suspected case whilst working on site/ or Positive Viral Test Result</b>	Staff, Pupils, Visitors	<p>All staff informed of symptoms and procedure by induction and information displayed as per Government/PHE guidelines</p> <p>Staff will inform head teacher If they feel unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) The staff member will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p>	3	3	12	<ul style="list-style-type: none"> <li>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</li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <ul style="list-style-type: none"> <li>Head Teacher / SLT authorise for staff member/pupil to come back to work</li> <li>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</li> </ul>

Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive

- 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

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 liase 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 10 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 only if they do not have an high temperature

If a member of staff has no symptoms but have tested positive for COVID-19, they are to stay at home and self-isolate **for 10 days** from the day the test was taken.

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

- Head Teacher monitors and implements
- Head Teacher / SLT monitors
- 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



isolation for 10 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).

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.

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

Head teacher will note all persons who the affected person has been in contact and will inform to self-isolate for 10 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.

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 staff need to be sent home to self-isolate.

Visitors/contractors names kept if required for test and trace purposed by local public health team

<p><b>Travel off site</b></p>	<p>Staff,</p>	<p>Travel is only required for essential purposes.</p> <p>Head teacher will authorise if there needs to be travel for staff beyond travelling to school, e.g a home visit. Staff members must keep in line with the 2 meter social distance rule and mask to be worn</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>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>Monitored by Head teacher / SLT and staff informed at induction</li> </ul>
<p><b>Contamination during Access to &amp; egress from site</b></p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> <li>All Staff enter via the main entrance door and sanitise their hands via a bottle of hand sanitiser located on a tables or the sanitiser station and will exit by washing hands and will wear a mask/visor in communal areas</li> <li>All staff using the car park arriving and leaving site ensure that social distancing is adhered to at all times</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Only visitors deemed necessary to the safe running of the school, to deliver the curriculum and to deliver statutory work with children are to be allowed on site.</li> <li>No non-essential visitors are allowed onto site.</li> <li>Site rules are displayed on the glass front door</li> </ul>	<p>2</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>Implemented by Head teacher. Additional masks are available if staff / visitor have forgot to bring one</li> <li>Monitored by Staff and implemented</li> <li>Monitored by Staff and implemented</li> <li>Monitored by Staff and implemented</li> </ul>

		<ul style="list-style-type: none"> <li>• Visitors will enter via the main entrance door which will be open and will sanitise their hands via the bottle of sanitiser located on the table before entering further into the foyer</li> <li>• Visitors will be asked if they are feeling unwell with COVID – 19 symptoms before entering site and refused entry if displaying symptoms also sign on door</li> </ul>				
<b>Contamination within internal areas</b>	Staff, Pupils, Visitors	<p>Staff informed via induction and displayed in staff entrance and outside classroom to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry:</li> <li>• Use alcohol-based hand sanitiser if soap and water not available.</li> <li>• Wash hands every hour for 20 Seconds</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul> <p><b>Only</b> use cleaning products supplied by the school. Staff all aware not to bring any cleaning products onto site.</p> <p>Pupils will arrive and sanitise their hands on arrival and when leaving</p> <p><b>Music Lessons Theatre</b></p> <p><b>Teacher and staff member will keep a 2m distance from pupils at all times</b></p> <p><b>Only Year 4 take the lessons with 30 pupils keeping and playing only their allocated instrument. The mouth piece will be sanitised after each use.</b></p>	3	3	9	<ul style="list-style-type: none"> <li>• Monitored by Head Teacher / SLT and Teaching Staff</li> <li>• Premises Staff and 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</li> </ul>

	<p>Instruments will be stored on site in a secure area.</p> <p>Only 15 children will play at any one time.</p> <p>Seats are set up forward facing in rows of 4.</p> <p>Chairs will be cleaned at the end of the day and floor cleaned.</p> <p>Staff member will issue instruments to each child on the day put them away by wearing gloves and then will wash hands</p> <p>Ventilation system will be put on and door open</p> <p><b>Theatre</b></p> <ul style="list-style-type: none"> <li>• Head teacher approves external curriculum workshops.</li> <li>• Only 1 year group allowed</li> <li>• Each class will sit on one side of the tier seating on alternative rows to keep in line with the 2m rule</li> </ul> <p>Staff to open all windows and WC first thing in the morning</p> <p>Hand dryers are not in use only the disabled toilet which is only used by adults</p> <p>Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging used.</p>				<ul style="list-style-type: none"> <li>• Implemented by Ark Staff and Monitored by Head teacher</li> <li>• Monitored by Head Teacher</li> </ul>
--	---	--	--	--	---

<b>Contamination in Outdoor Areas</b>	Staff, Pupils	<p>The garden area can be used by small groups of children for curriculum lessons.</p> <p>All measures outlined in the main school risk assessment will be adhered to.</p>	2	3	6	Monitored by Head Teacher, Site Manager, Premises officer
<b>Allocation of Staff</b>	Staff	<p><b>Access to school is authorised by Head Teacher</b></p> <p>All staff medical needs are discussed with the head teacher before entering the school</p> <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 of staff as well as Saxby building staff room 4 Gopsall building current staff room 2 persons. Ground floor 6. Keeping in line with the 2m rule</p> <p>Head teacher ensures that a qualified first aider is onsite.</p> <ul style="list-style-type: none"> <li>• First aiders cannot keep in line with social distancing during the delivery of first aid, but physical contact should be kept to a minimum.</li> <li>• 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.</li> <li>• .There is no lone working for teaching staff, Teaching Assistants, SLT and office staff.</li> </ul>	3	3	9	<p>Head Teacher implements and Monitors daily</p> <ul style="list-style-type: none"> <li>• Head Teacher implements and monitors Government / PHE guidance.</li> <li>• Staff using this area must wash hands before using the kettle. Staff must only use their own cup and utensils. These must be washed after use and stored safely.</li> <li>• All surfaces must be cleaned after use by the staff members.</li> <li>• First aid guidance As per HSE Guidelines/ PHE Stock levels monitored by Site Manager and orders places when stock levels are low. Masks and visors, gloves available for staff if they wish to use them</li> <li>• Implemented by Head teacher and monitored</li> </ul>

<p><b>Work planning</b></p>	<p>Staff, Pupils,</p>	<p>Timetables reviewed to determine acceptable activities.</p> <p>Any use of the Staffroom is to be staggered.</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 &amp; 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>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• Head Teacher implements and monitors Government / PHE guidance.</li> <li>• Head teacher/SLT monitor</li> <li>• Head teacher/SLT/office staff , Premises officer</li> <li>• All Staff to implement and Monitored by Head teacher</li> </ul> <p>Headteacher/SENCO to review risk assessments. HT/SLT/ /Site Manager to ensure adequate PPE is availability, i.e. gloves, masks, visors, individual sanitiser.</p>
<p><b>Cleaning</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Touch point areas will be cleaned when Ark is occupied by Ark Staff</p> <p>If cleaning a heavily contaminated area then eye and respiratory protection will be worn.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>

		<p>Cleaners will use Jey cloths in each area they clean and throw the cloths away into a bin liner.</p> <p>All surfaces are cleaned prior to using the virmicidal spray</p> <p>The cleaner will give extra attention to touched areas that are used more frequently:  External door push button and internal doors, toilets, doors handles, phones, light switches, door fobs, exit buttons, fire call points and emergency exit buttons.  Cleaner will wash and dry hands after removing PPE.</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>Carpets are sanitised every Friday by the Premises officer</p>				<p>Site Manager to ensure a sufficient supply of eye and respiratory protection for the use of cleaning staff. Due to the 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><b>Deliveries &amp; Waste collection.</b></p>	<p>Staff, Pupils, Delivery drivers, Waste collection operatives</p>	<p>.Goods are dropped off in the car park at the Saxby building 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 school 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 Manager or Premises officer keeping within the 2 meter rule.</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>

		LCS 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.				
<b>Contractors</b>	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 when ark is occupied 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> <p>The Premises officers or Site Manager will meet contractors and take them to the location where they are working</p>	2	3	6	Site manager monitors and any changes needed are implemented immediately



		<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 &amp; 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> <p>Head teacher/SLT to ensure a suitable classroom is kept free should a class need to move. This must be a class that has not been occupied.</p>
<p><b>Inclement weather – cold temperature allows disease to survive</b></p>	<p>Staff, Pupils, Visitors</p>	<p>All staff informed to dress appropriately for the weather.</p> <p>Hand sinks are located in the toilets with paper hand towels for pupils and Staff. Staff will monitor pupils handwashing in toilets to ensure that the 20 second rule is applied</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Implemented by Head Teacher and monitored</p> <p>•3 mobile additional heaters purchased put in Theatre to compensate for the ventilation system being on, when weather is bitterly cold</p>

<p><b>Poor hygiene</b></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 sanitise hands at the sanitiser station at the main front door..</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 the building</p> <p>Age related posters are displayed in all toilets to encourage washing hands and around buildings enforcing good Hygiene</p> <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 Ark</p> <p>Bins provided around the Ark</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>Informed at induction and posters located around the school to re – enforce,</li> </ul> <p>Stock levels monitored by Site Manager and ordered to keep stock levels correct</p> <p>Daily checks by Premises officers of any detrition and replaced</p> <p>All Staff Monitor</p> <ul style="list-style-type: none"> <li>Daily checks by Premises officers of any detrition and replaced</li> <li>Implemented by teaching staff and monitored</li> </ul>
----------------------------	--	--	----------	----------	----------	--

		<p>Hourly cleaning regime in place for when the ark is occupied 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>				<p>Monitored by Site Manager Premises officers , Cleaning staff</p> <p>Monitored by Head Teacher / SLT and Staff</p>
<b>Canteen use - exposure from large numbers of persons</b>	Staff, Visitors	<ul style="list-style-type: none"> <li>• Five round tables in foyer with 2 chairs to a table to ensure social distancing rules are met. Only 10 persons allowed in the foyer at any one time</li> <li>• Tables will be sanitised after each sitting</li> <li>• Visitors and staff will keep their lunch/ drink with them at all times</li> <li>• Visitors are allowed to leave site via the main entrance</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Implemented by Head Teacher and monitored by head teacher/SLT and Site Manager and informed at induction</li> <li>• Head Teacher / SLT and teaching staff monitored daily</li> </ul>
<b>Use of Changing facilities, toilets and showers</b>	Staff, Pupils	<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 drier in Disabled toilet in use as only used by Adults. Male and Female WC have paper towels.</p>	3	3	9	<ul style="list-style-type: none"> <li>• Head Teacher / SEN Co –coordinator to identify if visor required for certain pupils</li> <li>• Monitored by Headteacher/SLT/all staff</li> </ul>

		Wash & dry hands before and after using the facilities.				
<b>Lack of awareness</b>	Staff, Pupils, Visitors	<p>Posters and signs displayed in suitable places around the Ark reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Child friendly posters in suitable places around the Ark</p> <p>Signs will be outside meeting room, offices, and Theatre and foyer Temp staff room 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>	2	3	6	<ul style="list-style-type: none"> <li>Monitored by Premises officers and site manager and updated information will be removed and latest one put up</li> <li>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.</li> <li>Monitored by all Staff and Head teacher, SLT and line managers. Refresher training for staff who do not comply.</li> </ul>
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>All staff aware of the emergencies procedures via information displayed in all rooms</p> <p>All will line up at the assembly point opposite St Peters church and all will keep in line with at 2m distance</p> <p>Evacuations: social distancing will be followed where practical. Social distancing will be in place at assembly points.</p>	3	3	9	Implemented and Monitored by Head teacher / Site Manager

		Invacuation: social distancing will be followed where practical.				
<b>First Aid provision</b>	Staff Pupils, Visitors	<p>Staff allocated to each class checked to ensure one is a first aider.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <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 &amp; dried and any points of contact, and the affected area cleaned and disinfected.</p>	3	3	9	Monitored by Head teacher/SLT/Site Manager

## 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>

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>

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Face coverings in education

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

National Restrictions 05 November 2020 – 02 December 2020 (Includes identification of Clinically Vulnerable)

[https://www.gov.uk/guidance/new-national-restrictions-from-5-november?utm\\_source=2%20November%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/guidance/new-national-restrictions-from-5-november?utm_source=2%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Identification of Clinically Extremely Vulnerable

<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#cev>

Education restrictions from 5<sup>th</sup> November 2020

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Safe working in education childcare and children social care including the use of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec>

School Covid 19 routine & serial testing guide

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

School Covid 19 Testing 04 – 11 January 2021

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Lateral Flow Testing in Primary Schools

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

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 (A)	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.
	3 Possible	3	6	9	12	15		Major	4	Death of an employee, service user, member of the public, etc.
	2 Unlikely	2	4	6	8	10		Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	1 Very Unlikely / Rare	1	2	3	4	5		Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic		Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

## Impact (B)

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

### 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.

### Likelihood Criteria (A)

LIKELIHOOD	SCORE	EXPECTED FREQUENCY
Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> 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	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event <b>NOT EXPECTED</b> . 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	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.