

Buxton School Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	All staff
Location(s) covered	Buxton School
Date of Original Assessment	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	02/09/2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative	Yes	

Has action been taken?	ONGOING
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Mrs Bowers-Broadbent
Lead Assessor's signature	
Date:	July 2020

Has action been taken?	ONGOING
Manager's name (print)	Mrs Money
Manager's signature	
Date:	July 2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
Whole school wider opening Action Plan 31.09.20 Signed off by the LA School Improvement	11.08.20	Yes, following LA feedback	Mrs Bowers-Broadbent WF Health and Safety WF School improvement	18.8.20 25.8.20

**London Borough of Waltham Forest –
Health and Safety Team**



Waltham Forest

School's Fire Evacuation Procedures	Beginning September 2020		Mrs Bowers-Broadbent, Mrs Money and Mr Rodney	Beginning September 2020

Significant hazards and current controls

No	Hazard/ Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/ Med/ Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • The LBWF single point of contact public.health@walthamforest.gov.uk will be contacted for advice or guidance for general questions, and will be contacted whenever the London Coronavirus Response Centre is contacted so that LBWF are sighted on local issues. • If staff or children become unwell with a new continuous cough, loss of taste, smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g siblings). • A designated isolation room has been identified, the space between G16 and G19 leading in to the playground. • For pupils feeling unwell, unrelated to COVID, the first aid room for all pupils is located on the ground floor, G19. Normal school procedures will be followed • In the case of a staff member or child becoming unwell, the manager, employee/parent will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS. • Any child awaiting collection, will be moved to the space between G16 and G19 rooms with external ventilation (open doors leading to the outside) where they can be isolated depending on the age and needs of the child, with appropriate adult supervision if required. Ensure the internal doors to G16 and 19 are closed. • A separate toilet has been identified for use: The toilet next to G14 for pupils and adults. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times. • Where a 2m distance cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed: safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE). A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary for the provision of first aid or if a child/ adult becomes unwell with symptoms of coronavirus at school. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact 	Low

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2	Poor hand hygiene spreads Covid-19	Everyo ne	<p>THE ONLY SANITISER USED IN THE SCHOOL WILL CONTAIN OVER 60% ALCOHOL</p> <ul style="list-style-type: none"> • Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. • All staff and pupils wash hands & to use sanitiser on arrival at school (following the direction of travel zones) route system put in place for movement within school. • Virtual briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing. This will be delivered virtually. • Hand sanitiser and tissues/paper towels available in classrooms and other key locations throughout the school • Signage placed around the school will remind the school's community to regularly wash their hands • Hand sanitiser should be used before and after using photocopiers and other reprographics equipment. 	Mediu m

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3	Poor respiratory hygiene spread Covid-19	Everyo ne	<ul style="list-style-type: none"> • 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. • Thorough cleaning of classrooms and communal areas at the end of the day (including keyboards) • Cleaning of frequently touched surfaces often • Lidded Bins for tissues emptied regularly during the day • Each classroom only used by one bubble at any one time • Teachers to be provided with additional antibacterial spray to clean their desks more regularly if required • Tables cleaned between bubbles in the dining hall and the computer suites used only for Primary classes during PPA and KS4 • Each Keyboard in all the ICT suites to be covered with a plastic keyboard cover, pupils to clean the keyboard when they finish using it ready for the next person • Removal of unnecessary items from learning environments • No individual resources to be shared in lessons – pupils will each have their individual pencil case with stationary provided (Primary only, Secondary pupils bring in their own stationary) • Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. No items should be left over the weekend and these will be cleared and thrown away should they be left. • Pupils must bring their own filled water bottles; water fountains have been taken out of use. • Plastic screens in place where face to face is necessary, and social distancing may prove difficult – in the student reception, reception, attendance desk and the administrative offices • Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. • Secondary Pupils: when pupils enter the school plain face masks with no logos or branding can be worn in the corridors and dining hall where it is difficult to maintain at least a 1m distance from their peers. Face coverings are not permitted in the classroom. When masks are removed, they must be placed safely into the pupil's bag, pupils must then 	Low

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4	Poor levels of cleanliness spread Covid-19	Everyone	<p>A cleaning schedule is in place and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of toilets, rooms/shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • records to be kept • Thorough cleaning of classrooms and communal areas at the end of the day (including keyboards) • Cleaning of frequently touched surfaces often; • Lidded Bins for tissues emptied regularly during the day; • Each classroom only used by one bubble per day • Teachers to be provided with additional antibacterial spray to clean their desks more regularly if required • Tables cleaned between groups; • Each Keyboard in all the ICT suites to be covered with a plastic keyboard cover, pupils to clean the keyboard when they finish using it ready for the next person, • Primary - all bubbles, pupils and staff, will be allocated their own toilet blocks/toilets. Toilets will be cleaned regularly and pupils/staff will be encouraged to clean their hands thoroughly after using the toilet. • Secondary- all bubbles and pupils will be allocated their own toilet block. 	High Medium

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5	Poor social distancing spreads Covid-19	Everyone	<p>Groups or pupils will be kept separate (in 'bubbles') rooms will be organised with tables facing forwards so children can sit back to back the groupings and layout have been developed to address:</p> <ul style="list-style-type: none"> • children's ability to distance, Yr. 2-11 tables are arranged in rows and are forward facing. At KS3 each child has been allocated a table. Each Year group bubble will be allocated a separate play space. In secondary all year groups have been allocated a separate playground. • Pupils in primary and KS3 (Year 7,8,9) will eat in their classrooms at lunchtime, each class will be allocated a midday or a TA/ Teacher to supervise • Staggered start and finish times are planned to reduce the number of people meeting at the gates (see attached timetables). • Each year group will be allocated a stair case and floor/ corridor (Secondary only) <p>In order to facilitate offering a broad curriculum (especially at Secondary) KS4 bubble will be permitted to use specialist rooms. KS3 will have a broad curriculum which will be classroom based- except PE which be outdoors where possible.</p> <ul style="list-style-type: none"> • Younger children, the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible. • Secondary pupils will remain in a designated classroom, specialist teachers will go to pupils. • Primary pupils will remain in their classroom at point of entry to the building until they exit the building to go home. 	Medium
6	Lack of Personal Protective Equipment spreads Covid-19	Staff	<p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where:</p> <ul style="list-style-type: none"> • an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only if a distance of 2 metres cannot be maintained. a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • The guidance on safe working in education, childcare and children's social care will be followed to decide on when and how PPE should be used, what type of PPE to use, and how to source it. 	Low

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7	Spread of Covid-19 through ventilation system	Everyo ne	<ul style="list-style-type: none"> The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system 	Low
8	Spread of Covid-19 goes unchecked	Everyo ne	<p>The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and parents/carers have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace to self-isolate If they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. If a child/staff member or someone in their household tests positive the HT must be informed immediately 	Low
9	There is a school confirmed case of Covid-19	Everyo ne	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the SBM/Head will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the Public Health Team. The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team 	Low

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10	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> • Pupils and staff have been advised to cycle or walk to school • Bike racks available for staff and pupils, individual locks will be needed to secure bikes • Start and finish times have been amended for all year groups of pupils to reduce the travel risk. <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Year Group</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">Mon</th> <th style="text-align: left;">Thurs</th> <th style="text-align: left;">Finish</th> <th style="text-align: left;">Friday</th> </tr> <tr> <th style="text-align: left;">Finish</th> <th colspan="5" style="text-align: left;">Gate</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8:40</td> <td>3:20</td> <td>3:20</td> <td></td> <td>Cann Hall</td> </tr> <tr> <td>Reception</td> <td>9:00</td> <td>3:10</td> <td>12:50</td> <td></td> <td>Cann Hall</td> </tr> <tr> <td>Year 1</td> <td>8:50</td> <td>3:00</td> <td>12:50</td> <td></td> <td>Terling Close</td> </tr> <tr> <td>Year 2</td> <td>8:50</td> <td>3:00</td> <td>12:40</td> <td></td> <td>Cann Hall</td> </tr> <tr> <td>Year 3</td> <td>8:40</td> <td>2:45</td> <td>12:30</td> <td></td> <td>Woodhouse 2</td> </tr> <tr> <td>Year 4</td> <td>9:00</td> <td>3:20</td> <td>12:40</td> <td></td> <td>Terling Close</td> </tr> <tr> <td>Year 5</td> <td>8:50</td> <td>3:00</td> <td>12:40</td> <td></td> <td>Woodhouse 2</td> </tr> <tr> <td>Year 6</td> <td>8:40</td> <td>3:10</td> <td>12:30</td> <td></td> <td>Terling Close</td> </tr> <tr> <td>Year 7</td> <td>8:25</td> <td>2:30</td> <td></td> <td></td> <td>Cann Hall</td> </tr> <tr> <td>Year 8</td> <td>8:55</td> <td>3:00</td> <td></td> <td></td> <td>Woodhouse 1</td> </tr> <tr> <td>Year 9</td> <td>9:05</td> <td>3:10</td> <td></td> <td></td> <td>Woodhouse 1</td> </tr> <tr> <td>Year 10</td> <td>8:30</td> <td>3:25</td> <td></td> <td></td> <td>Woodhouse 2</td> </tr> <tr> <td>Year 11</td> <td>8:30</td> <td>3:25</td> <td></td> <td></td> <td>Woodhouse 2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Families using public transport should refer to the safer travel guidance for passengers • Parents have been informed in advance (July 2020) that the use of public transport for pupils will be expensive and difficult. • Parents will be supported to decide upon walking routes into school. • Masks, if worn, should be removed, placed securely into the individual's bags before entry to classrooms. Hands should be washed/ sanitised thoroughly on arrival to Buxton School and on entry to a new classroom (KS4). Shared classroom spaces will be sanitised by teachers after a group leaves. 	Year Group	Start	Mon	Thurs	Finish	Friday	Finish	Gate					Nursery	8:40	3:20	3:20		Cann Hall	Reception	9:00	3:10	12:50		Cann Hall	Year 1	8:50	3:00	12:50		Terling Close	Year 2	8:50	3:00	12:40		Cann Hall	Year 3	8:40	2:45	12:30		Woodhouse 2	Year 4	9:00	3:20	12:40		Terling Close	Year 5	8:50	3:00	12:40		Woodhouse 2	Year 6	8:40	3:10	12:30		Terling Close	Year 7	8:25	2:30			Cann Hall	Year 8	8:55	3:00			Woodhouse 1	Year 9	9:05	3:10			Woodhouse 1	Year 10	8:30	3:25			Woodhouse 2	Year 11	8:30	3:25			Woodhouse 2	Medium
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11	Member of school community is clinically vulnerable / extremely clinically vulnerable	Extrem ely clinically vulnera ble person BAME staff Pregna nt staff	<ul style="list-style-type: none"> • Advice for those who are clinically-vulnerable, including pregnant women, will be followed. A separate Individual Health Assessment will be carried out for those members of staff at higher risk as required. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Staff who are CEV are asked to either work from home where possible or maintain strict 2 metre social distancing from all others if on site when allowed from 1st August, being particularly mindful of control measures in place and will be subject to Individual risk assessments and controls around their situation where requested. • Parents given clear guidance about whether children should attend or not and told to seek medical advice if unsure. • Staff or pupils who live with someone who is CEV may attend site • Staff who are BAME may be more at risk than others. Staff should ask for an individual risk assessment if they believe they are more at risk than others and individual risk assessments and controls can then be implemented if possible. 	Low
12	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> • A separate Individual Health Assessment will be carried out for those members of staff at higher risk, e.g. staff that are pregnant, were included in the clinically vulnerable list previously or are members of the BAME community. 	

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13	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. <p style="text-align: center;">Staff</p> <ul style="list-style-type: none"> • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. This will be shared with all staff • The schools have an employee assistance provider with the following free phone number 0800 243 458 and this has been promoted to all staff • Teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. • Staff encouraged to take breaks outdoors where possible maintaining adequate social distancing • Line managers to stay in regular contact with those they are responsible for. • Staff are encouraged to come forward confidentially should they have any concerns • Whole staff training starting in September on pupil wellbeing. • Where practically possible staff will be allowed to work from home should their timetable allow for this • Personal Counselling availability where requested. <p style="text-align: center;">Pupils</p> <ul style="list-style-type: none"> • The School's Behaviour Policy has been reviewed and adapted to take into consideration the current position – this was shared with staff September 2nd-4th 2020. • Teachers and Tutors to pay particular attention to pupils who are displaying concerning behaviour and involve parents as soon as they can. • Additional PSHE lessons to be added to the timetable using the resources as provided by the PSHE Leads in the Primary and Secondary Phases • Use of P4C lessons to gauge pupils' concerns and anxieties • Increased DSL capacity throughout the school • Safe Guarding training taking place 3rd September all staff. • Contact My Teacher direct communication for parents available on the website. • School Councillors available 	Low

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14	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> • Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place. • The school has reviewed existing practices and have used the DfE's workload reduction toolkit. • Staff will be made aware of the DfE range of resources, including case studies to support remote education and help address workload. • Access to the photocopying room will be limited to 2 people at a time who will be required to wear a face covering. • TAs and LSAs will be organised by the SENco to work in year group bubbles where practicably possible. I:1 support staff will organised in a way that allows minimum movement as far as is practicably possible. 	Low
15	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> • All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. • Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. • The DfE guidance will be followed. 	Low
16	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> • The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents at the start of term. • Pupils and parents informed of pupil expectation, clear reprimands and consequences will be apportioned should pupils be irresponsible and their actions contravene safety measures • Pupils will be taught to keep their distance from their peers and staff • Pupils will be taught to be aware of the symptoms of Coronavirus 	Low
17	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> • The Primary PAD to work as a separate bubble, location of PAD has been moved to a bigger space with more ventilation allowing pupils to retain a distance. PAD pupils will have their break time with yrs. 5 and 6 as the majority are from those year groups. • Procedures for operating the Internal Inclusion Room have been updated to reflect social distancing and the Internal Inclusion room has been relocated to a bigger more ventilated space in the old drama and music block. 	Low

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18	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> • Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic • Equipment will be set aside for 48 hours (72 for plastics) where it is not possible to clean it between uses. • Pupil's work will be set aside for 48 hours before being touched or marked by staff. 	Low
19	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> • The DfE guidance on trips is being followed. • No residential trips will take place in the autumn term • Only non-residential day trips are currently allowed to Covid-19 secure locations, although these will not be planned for in the first half of the autumn term. • No trips can take place without the permission of the HT. 	Low
20	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> • The DfE guidance will be followed. • The following advice has been followed: <ul style="list-style-type: none"> ◦ guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport ◦ advice from organisations such as the Association for Physical Education and the Youth Sport Trust • The work with external coaches, clubs and organisations for curricular and extra-curricular activities have been carefully considered and operate within the school's wider protective measures in this risk assessment. No external coaches will be on site for the Autumn Term in the first instance, this will be reviewed before a decision is made for the Spring Term • For Primary PPA PE the curriculum will be adapted to allow for reduced use of equipment where appropriate. Equipment will not be used for different bubbles unless it has been cleaned meticulously or left out of circulation for 72 hours. • Primary and Secondary pupils have been advised that on the days that they have PE to come into school wearing PE uniform. • Where possible PE will be held outdoors and contact sports will be avoided. • Primary pupils will have use of the secondary sports hall as timetabled to allow for the use of a bigger more ventilated space. • Changing rooms will be cleaned regularly throughout the day • Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. All outdoor times have been staggered to reduce the risk of infection • As part of the wellbeing curriculum secondary pupils will be given opportunities to do the Buxton mile on a regular basis. 	Low

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2 1	Exposure to Covid-19 during music	Music staff and pupils	<ul style="list-style-type: none"> • Singing, chanting, playing wind or brass instruments, shouting, choirs or ensembles will not be allowed. This applies even if pupils are at a distance • Pupils will be physically distanced during lesson, where possible the lesson will be undertaken outside • Music lessons will be limited to bubble groups • Pupils will be positioned back-to-back or side-to-side, • Instruments are not to be shared during a lesson • Singing assemblies will not take place until further notice. The school will keep up to date with DfE guidance • All music equipment will be cleaned before a different bubble uses it 	Med
2 2	Extra curricular activities increase risk of Covid-19		<ul style="list-style-type: none"> • The DfE guidance will be followed. • Guidance followed includes Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Breakfast Club and Brilliant Bears After School Club will be available to parents who require use of these childcare provisions. Pupils will be organised into the following bubbles: EYFS, KS1 and KS2. The school reserves the right to close one or both of these provisions should it see that the health and safety of pupils and staff potentially might be compromised. • Staff ratios will be increased to enable pupils to be safely supervised, though this will increase the cost of the service for parents. • Pupils and staff will observe social distancing measures • Pupils and staff will regularly wash and sanitise their hands • Activities will be carefully planned and managed to limit sharing and the potential transmittance of the virus. • Equipment will be regularly cleaned or put out of use for 48 hours or 72 in the case of plastics • All pupils will have their own named pencil case and resources 	Low
2 3	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> • dedicated transport providers will be asked for their risk assessments to ensure the DfE guidance is being followed • The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient. • Two pupils (1 year 6, 1 year 8) currently use the LA transport system, arrangements have been made and shared with all relevant staff. See the secondary SENco for further details. 	Med

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24	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> The catering provider has confirmed they are working to the guidance for food businesses on coronavirus (COVID-19) as a minimum standard. Morning break has been removed for KS3 and KS4 Year 10 and 11 only will access the canteen, Requirement to wash and sanitise hands before and after lunch. Regular cleaning of surfaces between service, pupils will be taught to self-clean and signage will encourage cleanliness 	Low
25	Building not maintained/ used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak. The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. Logs are kept by the site services manager Appointments are organised and overseen by the site services manager 	Low
26	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown The SBM/Head Teacher will contact the Public Health Team and follow their advice, including what is in the Local Outbreak Control Plan, and share with staff and parents. Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health 	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/ Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
17	Students in alternative provision behaviour may increase exposure and spread of Covid -19	Where appropriate, separate risk assessments are undertaken for each pupil/class/year groups to ensure all are protected	Low	Heads of service	3 September 2020	4 th Sept 2020	Primary and Secondary SENcos
1, 4, 21 & 23	Refer to the above numbers	A review of the revised guidance issued in August 2020 will be incorporated into this risk assessment	Low	SBM / Head	26 Aug 2020	4 th Sept 2020	HT SBD
2	Poor hand hygiene spreads the virus	A review of the following will be carried out and addressed during the summer holidays: <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • All primary spaces were checked and where hand sanitiser stations are needed has been identified ready for Sept • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow the timetable to allow pupils enough time to wash hands etc 	Low	SBM	1 Aug 2020	4 th Sept 2020	SBD Site Services Manager

No.	Hazard/ Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
5	Poor social distancing spreads the virus	<p>This is school dependant following DfE guidance</p> <ul style="list-style-type: none"> • The following controls are in place for classrooms: • All primary classrooms set up for 30 pupils all front facing. Each bubble of pupils will remain in their base classroom all day. Play/lunchtimes are staggered with each bubble using their own designated outdoor space. • all secondary classrooms All classrooms set up for 30 pupils all front facing. Each bubble of pupils will remain in their base classroom all day except KS4 who will move for GCSE options. All pupils to hand sanitize before entry to every room. Each room has access to hand sanitizer throughout the day for tables etc. • The following controls are in place for corridors: All pupils to walk on the left following the signs and keeping social distance where possible. Designated corridors for each year group. Staggered end of lessons/end of day finish times to ensure minimum number of pupils on corridors Designated staircases for all year groups. • The following controls are in place for toilets: All year group bubbles have designated toilets which are clearly labelled All primary staff to have designated toilets Toilet designation to be shared with staff during the Inset in 	Low	Head	26 Aug 2 September for 2020	4 th Sept 2020	BLT HOD HOY All ML

No.	Hazard/ Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
10	Pupils and staff use public transport to get to and leave school	<p>The school will work with Local Authority colleagues on mapping pupil journeys to identify if any further controls can be put in place, e.g. walking bus</p> <p>Staff and Pupils are being encouraged to walk, drive or cycle to school where possible</p> <p>Staggered times for start and finish will help staff avoid rush hour in the afternoon</p>	Low	Head	31 Aug 2020	4 th Sept 2020	All Staff and Parents
		<p>At the start of the school term Pupils and Staff will be shown and trained in how to put on and remove their face covering, dispose/store safely</p> <p>This has been included in all Day 1 lessons for pupils and in letter home to pupils. To ensure all year groups and their parents clearly understand the logistics of staggered starts/finish times, entrances/exits and movement around the building we have planned to stagger the first day of term for each year group</p> <p>Pupils will be shown how to wash/sanitise their hands before/on entering the building and monitored each day</p> <p>This has been included in day 1 lessons for pupils.</p>	Low	SMT	7 Sep 2020	4 th Sept 2020	All staff Pupils

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

Items to Consider Purchasing and Planning to support opening up the school

- outside plumbed in handwashing stations
- posters (for example, to encourage consistency on hygiene and keeping to own group) Also see annex C of <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring>
- soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet (and if possible, in classrooms)
- the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
- disposable paper towels rather than hand dryers, to reduce aerosol production from drying wet hands
- the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly
- cleaning products including sanitising wipes for wiping some equipment
- tape for cordoning off areas and marking floors with one-way signage and keep your distance.