This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard **Catastrophic** – 5 (multiple death) **Major** – 4 (single death or permanent disability) **Moderate** – 3 (broken bones, several days off work) **Minor** – 2 (basic first aid treatment required) **Insignificant** – 1 (minor scratch or bruise)	**LIKELIHOOD** of the risk occurring (with any outcome) **Certainty** – 5 (could happen at any time and on any day) **Probable** – 4 (could happen perhaps once a term) **Likely** – 3 (could happen perhaps once a year) **Conceivable** – 2 (might happen perhaps once in 5 years) **Improbable** – 1 (will probably never happen)	SEVERITY 5 4 3 2 1 . LIKELIHOOD 1 2 3 4 5

Activity: V7 Re-opening Schools from 1 September 2020	**Date:** 25th September 2020
Assessor:	**Re-assessment date:**

This is the 'Staff Activities' Sheet	This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities
What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become s
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents
Implementing protective measures in education and childcare settings / Social Distancing in Schools
Guidance for Full Opening of Schools in September 2020
Face Coverings in Education
Use of the NHS Covid App in Schools
Covid-19 - Contain Framework - Tiers of National Restrictions for Education
Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
Managing school premises during the coronavirus outbreak
Covid-19 - Cleaning in Non-Healthcare Settings
Critical workers: Health & social care, Education & childcare, Key pubic services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
Stay at Home - Guidance for Households with Possible Coronavirus

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Stay Alert & Safe (Social Distancing) Guidance		
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19		
GDST Coronavirus page on the HUB		
General Precautions		
As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises. For **pupils** this means: - being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) For **staff, visitors, contractors** and all other adults this means: - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people	Tolerable	Screens in music and Reception rooms. Classrooms arranged forward facing except for EYFS (mitigated by age/curriculum, large rooms, smal class sizes) and Year 1 (mitigted by age although arranged as forward facing as possible). Year group bubbles do not mix.
Where possible: - spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters (or '1m plus') apart at all times - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced. Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether of not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and <u>not</u> used in a room without an open window. - try to follow social distancing guidelines when ever possible - don't bring any unnecessary possessions into school, and keep your work areas clear from clutter and all unneccessary items to enable thorough cleaning to take place - remove unnecessary items from offices work rooms etc, especially if it impedes effective cleaning, where there is space to store it elsewhere	Tolerable	Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020. Staff allocated specific work stations either in offices or the school library. Many support staff to work from home on a rota basis. Perspex screens for all classroom teacher desks and supplied to offices too, where necessary.

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised: - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school	Tolerable	
Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a ziplock bag, and only use their own pens / pencils etc for any tasks	Tolerable	
Where possible, each member of staff should only use their own computer keyboard / mouse. If they have to use any other person's keyboard / mouse - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards	Tolerable	
Meetings with people who are **not** pupils or members of staff should, wherever possible, take place virtually. Where this is not possible, and the meeting is essential, it should take place in a well ventilated location where it is possible to maintain at least 2m separation (or '1m plus') . Small offices / rooms should be avoided where possible, as should furniture that can't be easily cleaned	Tolerable	
Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. If face-to-face meetings / training sessions take place they should: - Be kept as short as possible - Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone - Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT - Arrange rooms so that people sit side-by-side (rather than face-to-face) - Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session - Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms - Attendees should avoid sharing pens, documents and other objects	Tolerable	Staff meetings to continue virtually with the exception of training days where large, well-ventilated rooms will be used and arranged to ensure social distancing.
Getting To / From School		
Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car. - If possible provide additional bike racks and parking facilities for staff and pupils - If staff car share with people outside their households, encourage them to wear a face covering in the car - Plan for a higher volume of parents dropping off/collecting pupils by car	Tolerable	Safer travel guidance for passengers

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
If staff have no alternative but to use public transport to travel to school encourage them to: - As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a person's bag or pocket and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. - Allocate designated spaces for staff to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Staff and pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis	Tolerable	Safer travel guidance for passengers
Lessons / Teaching Activities		
Where necessary, take steps to avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,	Tolerable	
Staff can take books and other shared resources home, but unnecessary sharing should be avoided. - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. - Where possible work should submitted electronically for marking / assessment. If staff are marking paper based work, they should thoroughly wash their hands before hand and afterwards, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process	Tolerable	
Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area: - Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving) - As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher - If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups	Tolerable	
Break Times / Lunch Times		

Notes in margin (green text):

TBC - the disabled toilet at each site could be used for changing but it would then need cleaning soon after school day started, mid afternoon before school day ends and again once school day ended.

Staff generally marking their own class/year group work maintaining the year group bubble. Specialists will mark year group work on set nights so no mixing across year groups.

Cleaning equipment avaible to wipe down surfaces between groups. Use of quarantine boxes for equipment to be out of use for 72 hours, designated equipment for each girl/class or year group with no use across different year groups.

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required	
Moving around the site - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.	Tolerable	Bubble groups have allocated areas outside. If wet, pupils to have breaktimes in their bubble areas inside the school. Separate routes to each bubble group with allocated stairs if necessary/one way systems in place.	Movement of groups of girls inside buildings will be led by staff to ensure year groups not mixing and distances maintained. Designated routes wherever possible.
Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to keep 2m apart (or '1m plus') from their colleagues - mark chairs / seating areas that should not be used - Ensure that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle	Tolerable	Additional tea/coffee stations set up for staff. Break time to be taken in staff room and also in library to ensure social distancing.	
Cloakrooms & Handwashing / Toilet Facilities - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff, marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time and monitoring to ensure that they do not become overcrowded. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected. Adjust the time that push / sensor operated taps run for to encourage 20 secs of handwashing. If additional toilet / handwashing facilities are being provided opt for sensor operated taps, dispensers and toilet flushes - Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up - Provide signs / posters to remind people about good hand-washing techniques	Tolerable	Signage on clockroom doors for capacities. Specific cloakrooms for staff in bubble areas.	
Communication and Training			
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded			
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover and external coaches), pupils, parents, visitors and contractors		These activities have their own risk assessments which include the requirements for these staff to be provided with the staff guide and whole school risk assessment.	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Area / Activity Risk Assessments		
All Heads of Department/Heads of Year (for bubble zones) must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented		
Monitoring		
All Heads of Department/Head of Year (for bubble zones) should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department		

It is essential that:
- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:
- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log					
Action Required					**Completed**
1					
2					
3					
4					