

Checklist completed by:	Name:	Brett Storry
	Position:	Head Teacher
	School:	Mount Tamar
	Date:	November 2020
Checklist submitted to LA (maintained schools)	Date:	September 2020
Checklist reviewed by LA (maintained schools)	Confirmed	September 2020

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
	Pupils acting in unsafe manner, spitting, not social distancing	Educate pupils of the importance of this. Offer alternative classroom and or curriculum High levels of staff deescalation Staff to wear PPE If a physical restraint is needed staff to complete this and then swap out with others asap who have full PPE including Vapour resistant masks SLT to contact parent carer social worker to inform of dangers to staff and other pupils and send pupil home Decision made as to whether child safer at home not in school by HT and Senco	4	3	1 2				

	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	Two entrances now in place: Primary and Secondary Visitors have to book in advance Clear signs to state anyone with symptoms not to be on site One way routes in place 1. Taxis to drop off pupils at two entrances 2. If one child is of a different Bubble then the school will offer to collect using school car	4	2	8				
	Parents and pupils gathering at school gate not social distancing	<i>One taxi at a time to empty, pupils taken straight to classes by staff</i> Parents to drop off outside reception area to add to separation 1. Only one parent to drop or collect children 2. Not to enter the school grounds unless to attend a pre-arranged meeting	4	2	8				
	Overcrowding in classrooms and corridors.	<i>Keeping to small groups, one child per classroom at first moving to two later in the term</i> <i>Desks spaced out as far apart as possible.</i> Maximum of one child at desks that are far apart and enable staff to maintain distance Access rooms through one way system Many lessons or classroom activities to take place outdoors No assemblies to be held Staggered break times (including lunch), so that all children are not moving around the school at the same time Avoiding unnecessary staff gatherings – staffroom open to	4	3	1 2		4	3	12

		only 4 at a time. Staffrooms and toilets allocated to each Bubble group							
	Increased numbers during breaks compromising social distancing.	<p>Staggered break times</p> <p>School placed into 5 bubbles:</p> <p>Secondary (including Prospect, Farm and Wolsleley centres)</p> <p>Seymour, Primary, Darwin AP, Admin staff</p> <p>Within these Bubbles there will be Groups based around the tutor groupings.</p> <p>The Hostel will be split into the two Primary and Secondary Bubbles and work over different nights</p> <p>Staff will where possible work in their own bubbles, this may be across groupings on occasions</p> <p>Where this is not possible i.e secondary KS4 curriculum social distancing will be kept and increased hygiene and many outdoor lessons</p>	4	2	8				
	Increased numbers during lunchtime compromising social distancing.	<p>Staggered lunchtimes</p> <p>Canteen tables and chairs removed, markers to be placed on floor</p> <p>Hand washing system before lunch organised by tutors</p> <p>tables and chairs in use will be cleaned after each bubble</p>	4	3	1 2				
	Ventilation to reduce spread	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety and safeguarding)</i></p> <p>Every classroom being used will be monitored to improve ventilation.</p>	4	2	8				
	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Continue to talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i>	4	2	8		4	2	8

		<p>Staff newsletters used to reduce anxiety levels</p> <p><i>Pamassist/Employee Assistance Programme is available</i></p>							
	Contaminated surfaces spreading virus.	<p><i>Unnecessary items removed from classrooms and other learning environments where there is space to store it.</i></p> <p><i>Regular cleaning, high touch/traffic areas</i></p> <p>Each classroom has own spray and cloths for more regular cleaning</p> <p>Cleaning rota for education staff and also cleaners to be put in place with signatures required</p> <p>Hand washing regime in place – SLT to monitor closely</p> <p>External play areas cleaned regularly and between use</p> <p>New external handwashing sinks in place</p>	4	2	8		4	2	8
	Shared resources and equipment increasing spread	<p><i>No sharing of stationery and other equipment</i></p> <p>All pupils have new own stationary labelled. Checked and cleaned at end of day</p> <p>Play equipment /toys to be cleaned and only used by individual child</p> <p>Any resources brought into school must be cleaned and allocated to a child</p> <p>Anything brought into school by children e.g coats to be placed in personal bag and stored under desks</p>	4	3	1 2				
	Sufficient hand washing facilities for staff and pupils	<p><i>Where a sink is not nearby, hand sanitiser in classrooms and other learning environments.</i></p> <p>Signs in place to help with hand washing</p> <p>Pupil instruction video has been made and appears around</p>	4	3	1 2				

		the school Handwashing when pupils arrive, break, lunch and end of day All classrooms have equipment for increased cleaning							
	Additional time for staff and pupils to carry out handwashing	<i>frequent hand cleaning as part of normal routine Guidance on hand cleaning and introduced handwashing songs for younger children</i>  Teachers to educate pupils on this area and continually reminded throughout the day by staff.  <i>School based pupil video in place for pupils to watch and learn</i> Signs in place on all class windows	4	3	1 2				
	Sufficient supplies of soap and cleaning products	<i>Ongoing discussions in place to make sure we have enough cleaning equipment</i>	4	2	8				
	Toilets being overcrowded	Visiting the toilet one after the other  All toilets are single use and single occupancy design. No other person will utilise the toilet area whilst in use. Toilet area to be checked and cleaned three times per day and also at end of day by cleaners  Allocated staff toilets per bubble – disinfected after use	4	3	1 2				
	Member of a class group (staff or pupil) becoming unwell with COVID19 symptoms	<i>If a child is awaiting collection, they will be moved to the support room near the library where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. Headteacher is responsible for calling NHS 111</i>  SLT informed at the outset who will then control and maintain procedures and protocols until the situation is resolved and the child is in full isolation at home.  Is the class group to be isolated from the rest of the bubble pending outcome of test?  All of that class group to be sent home to isolate for 14 days if a positive result comes back	4	2	8				

	<p>Staff understanding new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p>	<p>We will continue to talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p> <p>In place and continue to maintain practice</p> <p>Review ongoing the need for additional training</p> <p>Discussed with cleaners and Site Staff if additional equipment or time required for additional tasking</p> <p><b>All staff temperatures to be taken every day before starting work</b></p>	4	1	4				
	<p>Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection and face visor will also be worn</p> <p>Continue to maintain safe conditions and ensure appropriate PPE is in place at all times</p>	4	3	1 2				

	<p>Use of PPE</p>	<p>PPE can be used by staff at any time. It should be used if not able to keep 2 m apart and if a child is displaying symptoms or behavioural issues that may end in heightened risk</p> <p>In place and stored in variety of areas across the school sites</p> <p>Gloves, masks, face goggles available around school.</p> <p>Vapour resistant masks stored in key areas around the school</p> <p>Face masks given to every member of staff</p> <p>Training given on newsletter on how to use PPE In place</p> <p><b>Masks are to be worn at all times once outside of your classroom area or if you are working within 1m of a student</b></p>	4	2	8				
	<p>Travel to school and provision of safe school transport:</p>	<p>Encouraged parents and children and young people to walk or cycle to school where possible</p> <p>Advised parents re not car sharing outside of their household and hygiene requirements around use of public transport</p> <p>Use of the school vehicles will be with staff using PPE and pupils also if not possible to keep apart</p> <p>Vehicles cleaned regularly between use</p>	4	3	1 2				
	<p>Use of school vehicles</p>	<p>Wherever possible children should sit in the back of the car, diagonally opposite the driver, the car should be well ventilated and a face covering should be worn. This could allow up to a maximum of a driver plus 3 passengers to be transported.</p> <p>Where this is not possible one adult to sit in the back of the vehicle</p>	4	3	1 2				
	<p>Kitchen facilities comply with latest Covid19 guidance to</p>	<p>Health &amp; Safety policies are followed</p> <p>All the relevant weekly checks have been carried out on our catering equipment</p>	4	2	8				

	reduce risk of infection/contamination	In place More regular cleaning and checks in place Maximum of two catering staff in canteen Catering staff to wear face masks when serving food							
	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	<i>As above</i>							
	Catering staff are operating in a safe environment	<i>Social distancing where possible is in place.</i>	4	2	8	In place and only one member of staff is in place in the kitchen at all times  Catering staff to wear masks	4	2	8
	Large gatherings of staff	<i>Whole staff gatherings not to take place in morning briefings nor staff Inset.</i>	4	3	12	Bubble groupings for Inset and briefings  Sports hall to be used for training as this is longer than 5 minute briefings  Sports hall has automated hand sanitiser in place and entrance/exit routes  Chairs cleaned before use and placed 2m apart.	4	3	12
	All staff and pupils full understand and comply	<i>Fire drill to be completed during this time</i> Muster point is larger so that social distancing can be kept to if	4	3	12				



	with fire evacuation expectations	possible. Staff and pupils can stand around the MUGA areas as well as inside Priority is not social distancing but leaving the building asap								
	Suppliers understanding and complying with new arrangements	Suppliers and deliveries to be arranged for quiet times or outside school hours	4	3	1 2			4	2	8
	Communications to parents and staff	Regular communications – identified and logged. In place through parents and staff newsletters	4	2	8					
	First Aid, Intimate Care	Avoiding and minimising the risk of spread All areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use adequate first aid trained staff on site sufficient and appropriate equipment available sufficient stock of PPE available, minimum disposable gloves	4	2	8					

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Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
1					
2					
3					

Action Plan

I confirm that this risk assessment is an accurate reflection of the risks and controls in place YES

The further action required, as outlined in the Action Plan above, will be achieved by the target dates YES

\*Manager's comments (if further resources are required etc).....  
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Signed by responsible manager: NAME Mr Brett Storry Signature..... Date November 2020

