

## Combined Risk Assessment Return to operations - Covid 19

Updated 19/05/20

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| Coronavirus Risk Assessment for Education                          |   |  |   |   |  |                  |       |   |
|--|---|--|---|---|--|------------------|-------|---|
| Location/Dept: South Gloucestershire and Stroud College Group- fhs |   |  |   |   |  |                  |       |   |
| Task/Activity: Dealing with coronavirus – return to work for...    |   |  |   |   |  |                  |       |   |
| Task   | Hazard/Risk   | Persons at risk                          | General guidance and controls   | Controls in place   | Severity (1-5)   | Likelihood (1-5) | total |   |
|  |   |  | SGS Group/Council/Gov guidance  | FHS   |  |                  | 0     |   |
|  |   |  |   | Overview of opening situation   | Opening from 15th June likely numbers 10 to 17 per day with 2/3 staff. Use of Spotlight for main provision and library for ECHP. One way system and no access to other areas for the school.       | 4                | 1     | 4 |
| <b>Estates Health &amp; Safety</b>                                 | Accident or illness caused by issue arising from prolonged closure of school buildings. | Students<br>Staff<br>Parents<br>Visitors | Ensure all normal health & safety checks, inspections and maintenance are up to date. Consider flushing of water systems if left unused.<br>Discussions with insurer to determine further requirements.(SGS AT Group action)  |   | Weekly flushing of water outlets has been undertaken. Testing for Legionella has been undertaken   | 4                | 2     | 8 |
|  |   |  | Ventilation and other HVAC systems  |   | Areas to be reoccupied do not have AHU plant associated. <b>Spotlight area and library will have windows open to ensure areas are well ventilated at all times..</b> Wc's extract only no windows. | 4                | 2     | 8 |
| <b>Deciding who attends the school</b>                             |   |  |   |   |  |                  |       |   |
|  | Transmission of Coronavirus due to lack of space for social distancing                  | Students<br>Staff                        | Only those year groups approved by government and students specifically sanctioned by the Head of the school may attend the school and only at agreed set times.<br>Usage of COVID 19 Return to Work form with staff.<br>Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment. | Years and 12 to return from 15/06/20. Circa 72 to be invited with between 10 and 28 per day with up to 17 per day expected. | All students have been informed of plans are aware whether they can attend the school and on which days and times. Including arrival times.  | 4                | 2     | 8 |

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|--|---|--|--|---|---|---|---|---|
|  | Increased risk of Coronavirus from students for staff that have undertaken foreign travel | Students<br>Staff<br>Parents<br>Visitors | Monitor foreign travel and risk assess based on prevailing guidance.   |   | No foreign travel current permitted for most UK citizens. V Low risk.   | 4 | 1 | 4 |
|  | Transmission of Coronavirus to those most at risk.  | Students<br>Staff<br>Parents<br>Visitors | Vulnerable employees and students (clinically vulnerable to Coronavirus) identified and told not to attend school if shielding.<br>Consider other risk factors - age, obesity, pregnancy and ethnicity.<br>New and expectant mothers risk assessment completed, if required. | X clinically vulnerable staff and X clinically vulnerable students. | Vulnerable staff and learners have been identified via staff survey or EHCP and will not be on site   | 4 | 1 | 4 |
| <b>Travelling to school.</b>                             |   |  |  |   |   |   |   |   |
| Being on the bus travelling to and from the school site. | Transmission of Coronavirus due to lack of space for social distancing                    | Students<br>Bus drivers                  | Liaison with bus providers who will govern of operation and social distancing on their transport.<br>Established arrangements are in place between the school and transport companies  | No buses will run. Only minibuses.                                  | The school mini bus will pick up a maximum of 3 learners per day who will socially distance in the minibus. Both drivers are under 65 and not clinically vulnerable. The bus will be driven by a qualified school driver. Students will wear masks and the bus will be disinfected by the driver after each trip. | 4 | 2 | 8 |
| <b>Arrival at school.</b>                                |   |  |  |   |   |   |   |   |
| Drop off in carpark area. From buses and cars.           | Transmission of Coronavirus when social groups and lack of social distancing.             | Students<br>Staff<br>Parents<br>Visitors | All students and staff will be expected to socially distance at all times.<br>Communication on drop of procedures sent to all parents and carers.  | Social congregating in carpark and outside of entrances.            | A member of SLT will oversee arrivals each day. Students have been given time slots(5 students each) to arrive in order to minimise queuing and social gatherings outside the school buildings.   | 4 | 1 | 4 |
|  |   |  | · Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).   | Cycle storage available   | Limited number of pupils able to cycle, have been encouraged to do so. Bikes will be separated to ensure social distancing.   | 4 | 2 | 8 |
|  |   |  | · Car park spaces – consider coning off every other space and having in place clear signage from spaces to building entry point to promote 2m spacing.   | Dedicated car park  | Car park close to entrance to have very other space coned off. <b>Pete Ritchie confirm is cones are available.</b>  | 3 | 2 | 6 |

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| Entrance to buildings.                          | Transmission of Coronavirus from cross contamination on door surfacing or card readers.  | Students<br>Staff<br>Parents<br>Visitors | To reduce the number of contact points by removing barriers where consistent with Safeguarding and fire safety.   | Manual Doors  | All doors to be wedged open to minimise contact points. No student touch points.   | 4 | 2 | 8 |
| Student and staff personal items                | Increased risk of transmission from items including phones and laptops.  | Students<br>Staff<br>Parents             | Personal items brought into the school to be strictly limited to essential or healthcare items. Bags to be as small as possible.  |   | Staff laptops and phones are encouraged, rather than using shared devices. Where shared devices are used, staff will be encouraged to ensure they are wiped down before and after use.   | 4 | 2 | 8 |
| Interactions with reception staff               | Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.   | Reception staff<br>Staff<br>Visitors     | Ensuring 2m distancing at all times.  | All pupils pass reception area and interact with staff for lost badges etc. | Repositioning of signing in books and safeguarding literature. Signing in pads will not be used. A register of all students will be taken as they arrive and entered directly into Arbor by a staff member. Reception staff will be protected by a plastic barrier screen. <b>SGS to provide screen.</b> | 4 | 2 | 8 |
| Student activity before official lesson starts. | Transmission of Coronavirus when social groups and lack of social distancing.  | Students<br>Staff<br>Visitors            | All student will be expected to proceed directly to classrooms with no social time in corridors or circulation areas.   | Delivery to take place in Spotlight space                                   | No opportunity for social gathers other than in delivery group overseen by teacher.  | 4 | 2 | 8 |
| Visitors arriving                               | Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.   | Students<br>Staff<br>Visitors            | All visitors by appointment only, numbers limited to absolute essential visits only. Hand Gel provided at reception. All visitors other than contractors requiring essential access will be limited to the school reception area and adjacent meeting facilities. | No meetings expected in first 2 weeks of opening.                           | Use of room adjacent to Heads office for any meetings. Hand sanitizer at entrance point. Sign in with mobile number to permit tracing.   | 4 | 2 | 8 |
|   |  |  | Cancellation of all non essential events involving visitors (including Governors and Parents meetings)  |   | All no essential meetings and visitors have been cancelled.  | 4 | 1 | 4 |
| Staff Meetings                                  | Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.   | Staff                                    | To use TEAMS or other online meetings unless in exceptional circumstances.  |   | All meetings held online.  | 4 | 1 | 4 |
| <b>Common areas</b>                             | Transmission of Coronavirus due to cross contamination spread across buildings ensuring tracing of area a person suspected of having the virus as visited. |  | Pupil and staff limiting access to certain areas of the building. Recording any additional areas they have entered.   |   | Student interaction/activity limited to a two specified areas. In the event of an outbreak we are able to identify room, toilet, and learning space for every child and staff. One way system in place to avoid passing points.  | 4 | 2 | 8 |

|  |   |  |  |  |   |   |   |   |
|--|---|--|--|--|---|---|---|---|
| Use of WCs.                                      | Transmission of Coronavirus due to cross contamination from doors and other surfaces              | Students<br>Staff<br>Visitors                | Increased awareness of hand washing procedures. Pupils allocated specific wk. area to spread risk.<br>· Toilets to have a regular supply of hot and cold water complete with soap and towels.  | Communal wc's male and female with single door access creating pinch point.  | Doors leading off corridor will be proper open. Propped open. Pupils will be escorted to WC by teaching using one way system. Supplies of soap and water available in all wc areas.                                       | 4 | 2 | 8 |
| Use of staff tea points and staff rooms          | Transmission of Coronavirus due to cross contamination from doors and other surfaces.             | Students<br>Staff                            | No use of shared tea points and staff rooms.   | Ground floor shared tea point.   | Tea point to be closed. Staff encouraged to bring drinks from home in Thermos flasks.   | 4 | 1 | 4 |
| Circulation of staff and pupils in corridors.    | Transmission of Coronavirus due to cross contamination from doors and other surfaces.             | Students<br>Staff                            | All staff and pupils to maintenance 2m distance at all times.<br>· The flow of learners and staff around the school should be reviewed to enable 2m distancing to be maintained, where possible (i.e. Control measures could include one way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).  | Complex estate. Consideration of which blocks are open and which are not. Narrow corridors make social distancing difficult. | Only central block will be accessible. One way system around ground floor of main block to be put in place. Leading from Spotlight to canteen and wcs and around the exterior of the building back to Spotlight.          | 4 | 2 | 8 |
| Lifts  | Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination | Students<br>Staff<br>Visitors                | Lifts only to be used by those with clinical need. ( Is the clinical need such that they should not be attending site?)  |  | No lifts to be used.  | 4 | 0 | 0 |
| <b>First Aid and welfare</b>                     |   |  |  |  |   |   |   |   |
| Access to first aid                              | Inadequate first aid cover if limited staff on site.  | Learners<br>Staff<br>Contractors<br>Visitors | Access number of staff and learners and required first aid cover, based on normal ratios for the school.   |  | 1 first aider per 50 staff and students to be maintained as a minimum ratio. Ratios have been arranged to provide cover.  | 4 | 2 | 8 |
| Protection of first aiders                       | Cross contamination and ensuring social distancing  |  | Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:<br>· Washing hands or using hand sanitiser, before and after treating injured person;<br>· Wear gloves or cover hands when dealing with open wounds;<br>· If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;<br>· If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.<br>· Dispose of all waste safely.(See disposal of waste below)<br>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. | Ground floor first aid room  | behaviour room (next to reception) to be used for people showing C-19 symptoms. Windows to be kept open whilst waiting for collection. Room to be deep cleaned when vacant again. FA room retained for non-C19 incidents. | 4 | 2 | 8 |
| Suspected or confirmed case of CV at the school. | Transmission of Coronavirus   | Learners<br>Staff<br>Contractors<br>Visitors | If an employee, learner or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.<br>Decontamination – following advice/guidance from the Health Protection Team.   |  | All staff and learners to be aware of procedures to be followed. Pupils to be isolated in ground floor first aid room until can be collected by a parent. Teacher support from adjacent office.                           | 4 | 2 | 8 |

|                                     |   |   |  |   |  |   |   |   |
|-------------------------------------|---|---|--|---|--|---|---|---|
|                                     |   |   | Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:<br>-All surfaces and objects which are visibly contaminated with body fluids;<br>-All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.<br>-Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected<br>-If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. | Cleaners employed direct                  | Head to ascertain potential locations that the person has been in and advise Pete Ritchie who will carry out a clean according to set Procedures. Copy of industry standard procedures will be provided and discussed with all cleaning staff.   | 4 | 2 | 8 |
|                                     |   |   | Refer to separate children with (EHC) Plan's in place risk assessments.  | x pupils with EHCP                        | All EHC have been reviewed in line with guidance. Those pupils who require additional support will be taught in the library area to ensure social distancing.  | 4 | 2 | 8 |
|                                     |   |   | Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.  |   |  | 4 | 2 | 8 |
| <b>Access to catering provision</b> |   |   |  |   |  |   |   |   |
| Food for students and staff         | Inadequate food and drink provision for welfare of students and staff.  | Students<br>Staff                         | Staff advised to bring only food to work.  | Food available via Aramark                | No food will be provided during first weeks of opening. Students will be required to bring packed lunches.   | 4 | 1 | 4 |
| Queuing and eating areas            | Transmission of Coronavirus due to lack of space for social distancing  | Students<br>Staff                         | 2m separation at all times. Staggered break times. Lunch and breaks staggered to minimise social gatherings for pupils and staff. Halls, dining areas are used with half normal capacities.  | Use of left hand side of restaurant area. | All students will eat at break in the restaurant area and be sat one per table. Where numbers require a number of sittings, all tables will be cleaned between each use.   | 4 | 1 | 4 |
| Staff handling and preparing food   | Cross contamination   | Students<br>Staff                         | Limited risk due to high food hygiene standards.   | In place                                  | No food served on site- children bring their own   | 3 | 2 | 6 |
| Money and student pay cards.        |   | Students<br>Staff<br>Catering Contractors | Contactless payments only. No cash.  | In place                                  | No food served on site- children bring their own   | 3 | 2 | 6 |
| <b>Classrooms</b>                   |   |   |  |   |  |   |   |   |
| Use of classrooms                   | Transmission of Coronavirus due to lack of space for social distancing. | Students<br>Staff                         | Reduce number of rooms in use to ease cleaning. Use of single open space to enable cleaning to be concentrated on one area. Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.  |   | Use of Spotlight for main delivery. Where EHCP or other factors require separate delivery the library will be used. Spotlight will be set up with tables 2m apart and seating planes will ensure each pupil will sit at the same space each time they attend. Library to be used only for children with support worker (1:1), who will ensure social distancing and compliance with hygiene / RA stipulations. All soft furnishings will be removed as too PC keyboards and mice. each students will have their own keyboard and mouse to avoid cross-contamination. | 4 | 2 | 8 |

|                                   |   |  |   |  |   |   |   |   |
|-----------------------------------|---|--|---|--|---|---|---|---|
| Access and egress                 | Transmission of Coronavirus due to lack of space for social distancing.                           |  | 2m separation at all times.<br>Use of one way system if possible.   |  | Students will proceed into the spotlight area in single file at 2m distance.  | 4 | 2 | 8 |
| Pupil locations during lessons    | Transmission of Coronavirus due to lack of space for social distancing.                           |  | Class sizes reduced in order to ensure 2m spacing is achievable. (Alternative that tutor classes are treated as a single "family" group for all activities)<br>EW - social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible)<br>Space audit conducted in order to evaluate the splitting of class sizes in half (no more than 15) with desks space as far apart as possible and unnecessary items/furniture removed. |  | 2m spacing between desks in any classrooms in use.  | 4 | 2 | 8 |
| Teacher locations during lessons  | Transmission of Coronavirus due to lack of space for social distancing                            |  | Ensure teaching locations are 2m from the nearest pupil.<br>Screens maybe required in some spaces.  |  | Teacher to be located at the front of the Spotlight space keeping social distancing at all times and limiting movement. | 4 | 2 | 8 |
| Teaching activity                 | Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination |  | No work to be handed in on paper, electronic only.<br>No activities involving shared equipment without thorough sanitization between use.<br>Items such as headphones and microphones not to be shared and to taken home with learners.<br>The usage of play/gym/sports equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.   |  | All desks locations to be cleaned by cleaners after pupils leave.   | 4 | 2 | 8 |
| <b>Specialist teaching areas</b>  |   |  |   |  |   |   |   |   |
| Computer rooms                    | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| Science labs                      | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| Engineering and workshop areas.   | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| Sports halls and sports equipment | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| Movement Rooms                    | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| Food tech                         | Transmission of Coronavirus due to lack of space for social distancing                            |  | No access on reopening, unless required under EHCP  |  | No access on reopening to be reviewed.  | 4 | 1 | 4 |
| <b>Staff areas</b>                |   |  |   |  |   |   |   |   |

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| Use of office areas.                   | Transmission of Coronavirus due to lack of space for social distancing                    |                              | 2m separation at all times.  |                  | Only heads office to be used by one staff member at a time. Cleaned after each day.   | 4 | 2 | 8 |
| Use of staff rooms                     | Transmission of Coronavirus due to lack of space for social distancing                    |                              | Closure or 2m separation at all times.   |                  | To be closed with no access.  | 4 | 1 | 4 |
| Staff meeting rooms                    | Transmission of Coronavirus due to lack of space for social distancing                    |                              | Closure or 2m separation at all times.   |                  | Not to be used.   | 4 | 1 | 4 |
| <b>End of the school day</b>           |   |                              |  |                  |   |   |   |   |
| Pupils leaving buildings               | Social groups and enforcing social distancing.  |                              | Staff to over see exit form buildings and ensure single file movement to transport.  |                  | Students will leave in 5 person groups to limit opportunities for social gatherings outside of school buildings.  | 4 | 1 | 4 |
| Cleaning                               | Cross contamination from one day to the next  |                              | Extended/amended hours to ensure cleaning can take place.  |                  | 2 cleaning staff will attend between 8am and 9-30am then again between 12 and 2pm to clean all used surfaces during and after use. With a single cleaner in through to clean down surfaces including restaurant tables. | 4 | 1 | 4 |
| <b>School plan</b>                     |   |                              |  |                  |   |   |   |   |
| One way routes                         |   |                              |  | No plan required | After students have arrived a one way system form Spotlight, pasted wc's to the restaurant and then returning past the liability and around the exterior of the building to be enforced and labelled with arrows.       | 4 | 2 | 8 |
| Classrooms to be used.                 |   |                              |  | No plan required | Spotlight and library only.   | 4 | 2 | 8 |
| <b>Communication</b>                   |   |                              |  |                  |   |   |   |   |
| Communicating with students and staff. | Adverse impact on mental health due to concerns over Coronavirus and lack of information. | Staff<br>Learners<br>Parents | Regular family contact to ensure that those children from families with symptoms do not attend school.<br>Close liaison between families regarding symptoms, the college/school will not monitor temperatures. |                  | Regular briefings to parents. Use of a Coronavirus contract to ensure buy in to guidance and procedures provided by the school to be signed by student and parents and deliver to school into a sealed box.             | 4 | 1 | 4 |
|  |   |                              | Specific site signage for prepared for -<br>WC<br>Open way system  |                  | Signage in place  | 4 | 1 | 4 |
|  |   |                              | Refer to and ensure all staff are aware of its contents and new protocols.   |                  | Daily staff briefings.  | 4 | 1 | 4 |

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|   |   |  | Staying COVID-19 Secure in 2020 poster in place at reception.   |  | placed in reception.   |   |   | 0 |
| <b>Other tasks</b>  |   |  |   |  |  |   |   |   |
| <b>Cleaning operations</b>  | Transmission of Coronavirus due to inadequate cleaning regime |  | Clean and disinfect frequently touched objects and surfaces.  | Directly employed staff                                  | Following industry procedures. 2 cleaning staff will attend between 8am and 9-30am then again between 12 and 2pm to clean all used surfaces during and after use. With a single cleaner in through to clean down surfaces including restaurant | 4 | 2 | 8 |
|   |   |  | Clean School building(s) on a daily basis, including frequently touched surfaces (railings, tables, sports equipment, door and window handles, toys, teaching and learning aids).   | Directly employed staff                                  | Following industry procedures.   | 4 | 1 | 4 |
|   |   |  | Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.  | Directly employed staff                                  | Following industry procedures.   | 4 | 1 | 4 |
|   |   |  | Hand-contact points cleaned daily/where practicable.  | Directly employed staff                                  | Following industry procedures.   | 4 | 1 | 4 |
| <b>Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus</b> | Transmission of Coronavirus                                   |  | All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.  | Reception dealing with post.                             | Ensure regular hand sanitisation.  | 4 | 1 | 4 |
|   |   |  | Catering staff to maintain good hygiene in line with guidelines and HACCP.  | Aramark  | Not applicable   | 4 | 1 | 4 |
|   |   |  | Posters promoting good hand hygiene displayed in food areas.  |  |  | 4 | 1 | 4 |
| <b>Disposal of waste that may be contaminated by a coronavirus sufferer</b>   | Transmission of Coronavirus                                   | Learners<br>Staff<br>Contractors<br>Visitors | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.                | Directly employed cleaning staff to deal with all waste. | Following industry guidelines.   | 4 | 1 | 4 |
|   |   |  | Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.  |  | Follow guidance from HPT   | 4 | 2 | 8 |
| <b>General prevention of Transmission</b>   | Transmission of Coronavirus                                   | Learners<br>Staff<br>Contractors<br>Visitors | Basic infection controls should be followed as recommended by the government:<br>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ·<br>Put used tissues in the bin straight away.<br>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.<br>Do not touch your eyes, nose or mouth if your hands are not clean. |  | Will ensure staff and students will follow all guidance.   | 4 | 2 | 8 |
|   |   |  | Hand sanitiser to be available at key points through buildings, entrances and exits of buildings, near food outlets and toilets (if appropriate).   |  | At reception. In place.  | 4 | 2 | 8 |



|  |                   |  |  |  |   |   |   |   |
|--|-------------------|--|--|--|---|---|---|---|
|  |                   |  | Undertake the Ellis Whittam COVID-19 Daily Management Checklist.   |  | To be produced by Estates for each setting  | 4 | 1 | 4 |
|  |                   |  | Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.  |  | To be produced by Estates for each setting  | 4 | 1 | 4 |
|  | <b>Use of PPE</b> | Ensuring proper use of PPE if required as a final line of defence. | Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – if 2m cannot be maintained. |  | In place by 5/6 We will support students supplying and wearing their own face mask if it helps with anxiety and limiting transmission of infection; Students may wear whatever PPE they feel safe with if they supply themselves. PPE will be provided for students who become unwell at school and need direct personal care – if 2m cannot be maintained. | 4 | 1 | 4 |

**Risk/Priority Indicator Key**

| Severity (Consequence)   |
|--|
| 1. Negligible (delay only)                                     |
| 2. Slight (minor injury/damage/interruption)                   |
| 3. Moderate (lost time injury, illness, damage, lost business) |
| 4. High (major injury/damage, lost time business interruption, |
| 5. Very High (fatality/business closure)                       |

| Likelihood                  |
|-----------------------------|
| 1. Improbable/very unlikely |
| 2. Unlikely                 |
| 3. Even chance/may happen   |
| 4. Likely                   |
| 5. Almost certain/imminent  |

| RISK/PRIORITY INDICATOR MATRIX |   |    |
|--------------------------------|---|----|
| LIKELIHOOD                     | 5 | 25 |
|                                | 4 | 20 |
|                                | 3 | 15 |
|                                | 2 | 10 |
|                                | 1 | 5  |
|                                | 5 |    |

| Summary |  |
|---------|--|
| Dec-25  |  |
| 06-Nov  |  |
| 01-May  |  |

### Daily Monitoring Checklist

Ensure that you have:

| Action   | Yes | Confirmed by | Comments |
|--|-----|--------------|----------|
| Reviewed the updated guidance from the government                      |     | [NAME]       |          |
| Reviewed and updated the risk assessment to incorporate any            |     | [NAME]       |          |
| Ensured sufficient stocks of soap, hand sanitiser and disinfectant are |     | [NAME]       |          |
| Identified and implemented the (new) recommended control               |     | [NAME]       |          |

24/06/202024/06/202024/06/202024/06/2020

### CAMPUS ACTION PLAN

| Action | Yes | Confirmed by | Comments |
|--------|-----|--------------|----------|
|        |     |              |          |
|        |     |              |          |
|        |     |              |          |
|        |     |              |          |