

Combined Risk Assessment Return to operations - Covid 19

Updated 13/05/2021 UPDATES IN RED TEXT
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Coronavirus Risk Assessment for Education									
Location/Dept: South Gloucestershire and Stroud College Group- SGS Pegasus School					Assessed by:				
Task/Activity: Coronavirus mitigation – Reopening Roadmap updates May 2021					Reference Number:				
Five stage sequential approach to risk estimation and management	1 Elimination - Stop the activity that is not considered essential if there are risks.	2 Substitution - Replace the activity with another that reduces the risks. Careful not to introduce new hazards.	3 Engineering controls - Design measures that help control or mitigate risk.	3 Administrative controls - Identify and implement procedures to improve safety, e.g. floor markings or signage.	5 PPE - Used in circumstances where the guidance says it is required.				
Task	Hazard/Risk	Persons at risk	General guidance and controls	0	Controls in place	Severity (1-5)	Likelihood (1-5)	total	
			SGS Group/Council/Gov guidance	Pegasus					
				Overview of opening situation	Has been continuously open for those pupils who have needed to attend.	3	1	3	
Estates Health & Safety	Accident or illness caused by issue arising from prolonged closure of school buildings.	Students Staff Parents Visitors	Ensure all normal health & safety checks, inspections and maintenance are up to date. Consider flushing of water systems if left unused. Discussions with insurer to determine further requirements.(SGS AT Group action)	Less than 18 months old.	Has been in continuous operation and building less than 24 months old.	3	2	6	
			Ventilation and other HVAC systems	HVAC systems in place in certain areas, most classrooms rely on natural ventilation.	Air is not being recirculated. All windows/doors open where appropriate. Disinfection of system is advised.	3	1	3	
Deciding who attends the school									
	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	All pupils are expected to return to school. Usage of COVID 19 Return to Work form with staff. Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.	Special school able to select initial groups to return and have been operating continuously.	All; children returned and worked in bubbles. These bubbles will now be extended to Primary corridor/Secondary corridor so that we can utilise specialist teachers in KS3	3	1	3	
	Increased risk of Coronavirus from students for staff that have undertaken foreign travel	Students Staff Parents Visitors	Monitor foreign travel and risk assess based on prevailing guidance. Follow quarantine rules and regularly monitor for any changes to country status.		Pupils, staff and families will be expected to follow UK government advice on quarantine following any foreign travel.	3	1	3	
	Transmission of Coronavirus to those most at risk.	Students Staff Parents Visitors	Vulnerable employees and students (clinically vulnerable to Coronavirus) identified and specific risk assessment carried out. New and expectant mothers risk assessment completed, if required. Extremely Clinically Vulnerable Staff and learners will not be expected to attend until after the 29th March when the situation will be reviewed by Government.	where clinically vulnerable staff and clinically vulnerable students, we will not expect them to attend unless they are happy to do so.	We have established which employees are at Risk and collated all relevant health information. We have assessed the risk for our pregnant member of staff to be too high and therefore will not be requesting her to return to the site. We have performed the same checks on parents/guardian and agreed with certain families that despite being eligible for a place we would support them in their decision to remain at home - social workers and EWO have been supporting us with home visits.no vulnerable staff will not be on site	3	1	3	
External bodies using areas of school buildings during term time.	Transmission of Coronavirus due to lack of space for social distancing and introducing person outside the normal school bubble.	Students Staff Parents Visitors	To limit numbers of any visitors into the school. If a body has a legal right to be using space within the school it may not be possible to stop their access and this will need to be negotiated and mitigated locally.	None	N/a	3	2	6	
Travelling to school.									
Being on the bus travelling to and from the school site.	Transmission of Coronavirus due to lack of space for social distancing	Students Bus drivers	Liaison with bus providers who will govern of operation and social distancing on their transport. Established arrangements are in place between the school and transport companies	No buses	We have no buses/taxis transporting children at the moment. We have requested that those on site do not use public transport (where possible) We have not encouraged the use of taxis to transport our Wave 1 and 2 children. Some parents that are eligible to return have requested the use of taxis. However, we have assessed this risk to be too high at the moment. The wearing of face masks remains compulsory on buses and school transports, either public or dedicated, other than where medical exemptions apply.	3	2	6	
Arrival at school.									
Drop off in carpark area. From buses and cars.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Parents Visitors	All students and staff will be expected to socially distance at all times. Communication on drop of procedures sent to all parents and carers.	Smaller number of students.	Member of SLT and one member of staff greet at agreed entrance. All children enter directly into their classrooms via side gate entrance - staff enter via staff room entrance. Social distancing maintained where possible and supervision ensures staff/ parents keep safe distancing on pick up/ drop off.	3	1	3	
			· Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).	Cycle storage available.	NO Bicycles to be kept in the building. Bike shed delivered and set up. Bikes will be given adequate space to keep them 2 metres apart in the shed.	3	1	3	
			· Car park spaces – staff to observe normal social distancing rules.	Dedicated carpark	V large carpark (60 places) 10-15 staff per day. Up to 2 will cycle. Staff will be told to park in alternate spaces.	2	2	4	

Entrance to buildings.	Transmission of Coronavirus from cross contamination on door surfacing or card readers.	Students Staff Parents Visitors	To reduce the number of contact points by removing barriers where consistent with Safeguarding and fire safety. There should be arrangements for students to remove face mask and dispose or to place in a seal bag for their return home.	Salto system	We currently use cards and SALTO system cannot be deactivated due to safeguarding of children on site. Use of Salto locks and internal doors limited through use of external/classroom access to outside. Security of the child is greater than the COVID infection on doors. Cleaning will be increased to focus on common touch-places Cleaners to concentrate on cleaning salto and door handles during school day. Hand sanitiser stations will also be placed near to card readers. School 'split in half' by preventing access to certain corridors for all staff.	3	2	6
Student and staff personal items	Increased risk of transmission from items including phones and laptops.	Students Staff Parents	Personal times 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.	3	2	6
Interactions with reception staff	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Reception staff Staff Visitors	Ensuring 2m distancing at all times.	Limited as students will be in their bubbles.	Any students needing assistance from central reception will request help via staff in their bubble.	3	2	6
Student activity before official lesson starts.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Visitors	All student will be expected to proceed directly to classrooms with no social time in corridors or circulation areas.		Children taken directly to classrooms. Hand sanitizer at all entrances and classrooms. 4 entrances and 8 classrooms. More entrances and fewer people passing through that area was agreed as safest option for our site. Staff and students to wash hands regularly throughout the day	3	2	6
Visitors arriving	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Students Staff 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.		Use of conference room for meetings with visitors only. Use of separate doors for staff and visitors. Hand sanitizer at entrance point. Sign in with mobile number to permit tracing. All contractors that come into the building will be escorted by Nick Martin, with all locations visited recorded. All contractor briefed that they must inform the school if, subsequent to the visit, they display covid symptoms. All visitors, including contractors, must continue to wear masks, unless medical exemptions apply. If physical staff meetings or gatherings are held and social distancing cannot be achieved masks must be worn, unless medical exemptions apply.	3	2	6
			Cancellation of all non essential events involving visitors (including Governors and Parents meetings)		All non essential meetings and visitors have been cancelled.	3	1	3
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.		Meetings with staff and parents held over TEAMS. Physical daily briefing is essential to ensure effective safeguarding. To be held in staff room with social distancing, with doors wedged open to prevent touch points. If physical staff meetings or gatherings are held and social distancing cannot be achieved masks must be worn, unless medical exemptions apply.	3	1	3
Common areas	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 two bubbles (primary corridor and secondary corridor) In the event of an outbreak we are able to identify room, toilet, And learning space for every child and staff.	3	2	6
Use of WCs.	Transmission of Coronavirus due to cross contamination from doors and other surfaces	Students Staff Visitors	Consideration to be given to bubbles having their own wc provision. Increased awareness of hand washing procedures. Pupils allocated specific wk. area to spread risk. Toilets to have a regular supply of hot and cold water complete with soap and towels.	Individually accessed Unisex wc cubicles.	1 wc allocated per classroom, other wc's to be locked off and signed out of use. Each active WC to be cleaned on entrance/exit by staff member. Spray to be kept in classroom. Anti bac used on exit/entrance to classroom. Hand gel requested. Extra precautions - lock spray in cupboard.	3	2	6
Use of staff tea points and staff rooms	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	No use of shared tea points and staff rooms.	Ground floor shared tea point.	Dettol wipes used on kettle before and after use. Everyone to bring their own flasks. Limit use of tea points as much as possible. Staff room to be closed to communal gathering. Notice boards available for individuals to view. Social distancing enforced at all times.	3	1	3
Circulation of staff and pupils in corridors.	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	All staff and pupils to maintenance 2m distance at all times. 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).	Building lends itself to one way operation, if number of floors in operation are limited. Widies corridors permit social distancing if required.	Very limited number of children and staff will be permitted per corridor. Wide corridors 2m's allow staff to safely pass. Instruction to staff - keep left.	3	1	3
Lifts	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination	Students Staff 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	N/a	3	1	3
First Aid and welfare								
Access to first aid	Inadequate first aid cover if limited staff on site.	Learners Staff Contractors Visitors	Access number of staff and learners and required first aid cover, based on normal ratios for the school.		Trained 4 staff as first aiders. 2 in primary, 2 in secondary	3	1	6

Protection of first aiders	Cross contamination and ensuring social distancing		<p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> - Washing hands or using hand sanitiser, before and after treating injured person; - Wear gloves or cover hands when dealing with open wounds; - If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; - If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. - Dispose of all waste safely.(See disposal of waste below) <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 13 days.</p>	Ground floor first aid room	Used to isolate anyone showing C-19 symptoms. Doors to be kept open whilst waiting for collection. Room to be deep cleaned when vacant again.	3	2	6
Suspected or confirmed case of CV at the school.	Transmission of Coronavirus	Learners Staff Contractors Visitors	<p>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.</p> <p>Decontamination – following advice/guidance from the Health Protection Team.</p>		All staff and learners to be aware of procedures to be followed.	3	2	3
			<p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> -All surfaces and objects which are visibly contaminated with body fluids; -All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. -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 -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. 	Bespoke	Head to ascertain potential locations that the person has been in and advise supervisor who will carry out a clean according to set Procedures.	3	2	3
			Refer to separate children with (EHC) Plan's in place risk assessments.	72 pupils with EHCP	All EHCP have been reviewed in line with guidance.	3	2	6
			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.		All first aid staff made aware.	3	2	6
Access to catering provision								
Food for students and staff	Inadequate food and drink provision for welfare of students and staff.	Students Staff	Staff advised to bring food to work if possible.	Contractor Aramark	Aramark have their own procedures	3	1	3
Queuing and eating areas	Transmission of Coronavirus due to lack of space for social distancing	Students 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.		Staggered break and lunchtime with secondary and primary lunch separated for staff and learners. Thorough cleaning of chairs and tables between sittings.	3	2	3
Staff handling and preparing food	Cross contamination	Students Staff	Limited risk due to high food hygiene standards.	In place	Aramark will have normal food standards in place.	3	2	6
Money and student pay cards.		Students Staff Catering Contractors	Contactless payments only. No cash.	In place	Aramark will have normal food standards in place.	3	2	6
Classrooms								
Use of classrooms	Transmission of Coronavirus due to lack of space for social distancing.	Students Staff	<p>Reduce number of rooms in use to ease cleaning.</p> <p>Use of single open space to enable cleaning to be concentrated on one area.</p> <p>Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.</p>		children allocated one seat in each class. It is not possible to keep all our children together in one area due to the nature and severity of the autism/seem needs. It is safer for students and staff for students to be kept in small numbers with high staff ratios spaced across the school.	3	2	6
Access and egress	Transmission of Coronavirus due to lack of space for social distancing.		<p>2m separation at all times.</p> <p>Use of one way system if possible.</p>		Students will maintain as much social distance as possible when queuing to enter and leave a classroom. The teacher will arrange of the door to be wedged open for students to leave and enter.	3	2	6
Pupil locations during lessons	Transmission of Coronavirus due to lack of space for social distancing.		<p>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)</p> <p>EW - social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible)</p> <p>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.</p>		All desks in classrooms will be forward facing and spaced as far apart as the room allows.	3	2	6
Teacher locations during lessons	Transmission of Coronavirus due to lack of space for social distancing		<p>Ensure teaching locations are 2m from the nearest pupil.</p> <p>Screens maybe required in some spaces.</p>		Teacher remains at the front of the classroom and attempts to keep a 2m distance at all time. This is not always possible due to the nature and severity of our children's autism and SEMH needs.	3	2	6
Teaching assistants	Transmission of Coronavirus due to lack of space for social distancing and need for one to one support.				To be placed with specific child/ group within the same bubble for the entire week			

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. No activities involving shared equipment without thorough sanitization between use. Items such as headphones and microphones not to be shared and to be taken home with learners. 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.		Recovery Curriculum - created with Local Authority and Special School's across South Glos to be used for term 1.	3	2	6
Specialist teaching areas and activities								
Computer rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles. Maintain as much social distancing as the rooms allow without major alterations or additions.		Computers to be wiped down at the end of each day. Teachers to minimise any time spent within 1m of pupils.	3	2	6
Science labs	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		Labs will not be used. This will be reviewed at week 4.	3	1	3
Engineering and workshop areas.	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	None	N/a	3	1	3
Sports halls and sports equipment	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	1	3
Movement Rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	Required under certain EHCP	Social distancing to be maintained. Staff and children to not handle the same ingredients/ equipment. Clean down completed end of every session.	3	1	3
Food tech	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	Required under certain EHCP	The Room will not be used but Food tech activities can take place in the classroom to comply with EHCP.	3	1	3
Educational visits	Increased risk of transmission of Coronavirus due groups mixing with others outside the school environment.		No overnight UK or overseas educational visits. Non-overnight domestic educational visits permitted subject to additional risk assessment. Only essential visits to be undertaken and use made of external areas in the community.	Details of any planned visits recorded here.	External Educational Visits are permitted, but must be fully CV-19 compliant and subject to a rigorous dedicated Risk Assessment. Open days are permitted but must be fully CV-19 compliant and subject to a rigorous dedicated Risk Assessment	3	2	6
Staff areas								
Use of office areas.	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use of office areas to be minimised and as much social distancing as the space allows.	3	1	3
Use of staff rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	3	1	3
Staff meeting rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Conference room	Use for face to face meeting to be minimised and as much social distancing as space permits.	3	1	3
End of the school day								
Pupils leaving buildings	Social groups and enforcing social distancing.		Staff to over see exit from buildings and ensure single file movement to transport.		Use of external games area for pupils to socially distance whilst awaiting transport. Over seen by member of staff. Gates wiped and locked by KO after all pupils have left.	3	1	3
Cleaning	Cross contamination from one day to the next		Extended/amended hours to ensure cleaning can take place.	Interserve	Cleaning staff from 3PM to 5PM with thorough cleans conducted before students arrive and after they leave. Cleaning activities will focus to touch points, including doors and staircases. Staff to clean classrooms in between lessons and as they use specialist rooms.	3	1	3
School plan								
One way routes				No plan required	No one way system used as corridors deemed wide enough. However, school to be 'split in half'	3	2	6
Classrooms to be used.				No plan required	All classrooms will be in use.	3	2	6
Communication								
Communicating with students and staff.	Adverse impact on mental health due to concerns over Coronavirus and lack of information.	Staff Learners Parents	Regular family contact to ensure that those children from families with symptoms do not attend school. Close liaison between families regarding symptoms, the college/school will not monitor temperatures.		Regular briefings to parents. Consider	3	2	6
			Specific site signage for prepared for - WC Open way system		New signage in place	3	1	3
			Refer to and ensure all staff are aware of its contents and new protocols.		Staff are kept up-to-date with daily communications as required and weekly whole staff briefings. There are additional meetings held via TEAMS and in person on site to review the week ahead and discuss issues arising with children.	3	1	3
			Staying COVID-19 Secure in 2020 poster in place at reception.		Placed in reception.			0

Track & trace and testing									
Track and Trace	Ensure transmission of Coronavirus is controlled by identifying those at risk of potential transmission.		To actively engage with the NHS Track and Trace system.		All registers and records of those on site during any day will be readily available to be sent to NHS track and trace. This will include a method of contact. In particular any close contact between pupils or staff from outside of their bubbles to be recorded.				
Testing			Anyone exhibiting symptoms will be advised to use the Gov website to book a test asap. Gov are issuing a limited number of self test kits to schools. These are to be issued if the school believes doing so will significantly increase the likelihood of someone being tested who may not otherwise do so.	Reception	The tests will be kept locked in reception and will be issued with the consent of the headteacher.				
Lateral Flow Testing			All schools and colleges will offer staff and pupils a CV 19 LFT as soon as possible at the beginning of the term, provide staff testing weekly and provide serial testing to avoid self isolation. All testing is voluntary.	All LFT now home based	LFT home based as appropriate for individual learners. Staff are expected to carry out 2 tests per week and record results with NHS and the school.				
Other tasks									
Cleaning operations	Transmission of Coronavirus due to inadequate cleaning regime		Clean and disinfect frequently touched objects and surfaces.	Bespoke	To be undertaken by Bespoke cleaners through cleans conducted before students arrive and after they leave site	3	2		6
			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).	Bespoke	To be undertaken by Bespoke	3	1		3
			Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.	Bespoke	To be undertaken by Bespoke	3	1		3
			Hand-contact points cleaned daily/where practicable.	Bespoke	To be undertaken by Bespoke	3	1		3
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	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.	3	1		3
			Catering staff to maintain good hygiene in line with guidelines and HACCP.	Aramark	Not applicable	3	1		3
			Posters promoting good hand hygiene displayed in food areas.			3	1		3
Disposal of waste that may be contaminated by a coronavirus sufferer	Transmission of Coronavirus	Learners Staff Contractors 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.	In house cleaners	Cleaners to deal with all waste.	3	1		3
			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.		Follow guidance from HPT	3	2		3
General prevention of Transmission	Transmission of Coronavirus	Learners Staff Contractors Visitors	Basic infection controls should be followed as recommended by the government:- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. - Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Do not touch your eyes, nose or mouth if your hands are not clean.		Will ensure staff and students will follow all guidance.	3	2		6
			Hand sanitiser to be available at key points through buildings, entrances and exits of buildings, near food outlets and toilets (if appropriate).		At reception.	3	2		6
			Undertake the Ellis Whittam COVID-19 Daily Management Checklist.		To be produced by Estates for each setting	3	1		3
			Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.		To be produced by Estates for each setting	3	1		3
Use of PPE	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.		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.	3	1		3

Risk/Priority Indicator

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
3. 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
3. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX				
LIKELIHOOD	5	15	80	
	3	12	16	
	3	9	12	
	2	6	8	
	1	3	3	
		3	3	

Summary	
Dec-25	
06-Nov	
01-May	

Daily Monitoring

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		[NAME]	
Identified and implemented the (new) recommended control		[NAME]	