

## Risk Assessment Reopening 17<sup>th</sup> May update

Risk	Severity			Control Measures / Mitigating Action	Responsible People
	Low	Medium	High		
Risk to staff of contracting and /or sharing virus on site			x	<ul style="list-style-type: none"> <li>• Staff offered lateral flow tests to be used at home in line with Government guidance</li> <li>• If the test is positive, staff are to contact Rachel Boyall. We will follow the same steps as if that staff member were displaying symptoms</li> <li>• Staff not to attend if showing symptoms or required to self-isolate with household member. Staff to be encouraged to be tested for CV19</li> <li>• Risk assessment written with staff who have previously shielded due to health issues/have identified health (critically vulnerable) issues including pregnancy</li> </ul>	All
				<ul style="list-style-type: none"> <li>• Staff are to wear a face mask if social distancing within enclosed spaces cannot be maintained e.g. meetings and in communal areas e.g. corridors/ offices. A face covering (e.g. visor) is not sufficient.</li> <li>• Staff to sanitise hands when entering/leaving a room</li> <li>• Staff to observe 2m social distancing between each other and students</li> <li>• Additional routine cleaning particularly of contact points</li> <li>• Deep cleaning of areas in which a person testing positive has been</li> </ul>	All

				<ul style="list-style-type: none"> <li>• Avoid sharing of areas – free room timetable published with additional routine cleaning of shared areas. Small hall made available</li> <li>• KS 3 Students to be timetabled into one room to which staff attend</li> <li>• Use video conferencing for all possible inter school communication</li> <li>• Control doors from the Reception area into the school to remain unlocked</li> <li>• Visitors to queue outside of the building (only visitors authorised by SLT to attend the site – i.e. no routine parent meetings on site)</li> <li>• Visitors (including Trust staff) must wear a face mask <b>when social distancing (2m) cannot be maintained</b></li> <li>• Appropriate signage in frequently used areas</li> <li>• Pastoral teams based in new year group areas</li> <li>• All contractors provide a risk assessment for their activities – must include CV19</li> </ul>	
				<ul style="list-style-type: none"> <li>• Staff to observe rigorous hand-hygiene e.g. before entry to the main buildings</li> <li>• 1<sup>st</sup> Aid staff to be provided with gowns, masks, gloves, eye shielding</li> </ul>	All
				<p>Working with students:</p> <ul style="list-style-type: none"> <li>• Maintain 2 metre distance from students</li> <li>• Avoid sharing desks or tables</li> <li>• Avoid leaning over students</li> <li>• Students / staff to avoid sharing resources e.g. textbook / computer</li> <li>• Teach from front rather than individually / small group</li> <li>• Guidance for TA – Social distancing from students only where possible unless an individual risk assessment</li> </ul>	All teaching, support, cleaning staff

				<p>states a visor (provided by the school) is to be worn with a face mask</p> <ul style="list-style-type: none"> <li>• Ensure good ventilation of all shared spaces (even during cold periods)</li> <li>• Safe hand-washing routines established</li> <li>• <i>Catch it/Bin it/Kill it &amp; Elbow sneeze</i> routines reminded frequently with lidded bins in identified rooms</li> <li>• Frequently disinfect items touched by students</li> <li>• Avoid touching students' property</li> <li>• Unwell students directed to Identified CV 19 room (meeting room 1)</li> <li>• Behaviour policy amended to reflect additional risky behaviour choices that are not acceptable and the action to be taken</li> </ul>	
				<ul style="list-style-type: none"> <li>• Enhanced cleaning regime</li> <li>• Observation of all PHE guidance</li> <li>• Frequent daily cleaning of high-contact areas; sinks and taps; toilets; door handles, bannisters etc.</li> <li>• Classroom tables and chairs disinfected daily</li> <li>• Sports Hall / Gym and studio halls cleaned daily</li> <li>• Phones that are being shared in offices / staffrooms cleaned frequently</li> <li>• Computer peripherals e.g. mice</li> <li>• Sports equipment cleaned after use</li> </ul>	CD; Site team; cleaners
				<ul style="list-style-type: none"> <li>• Observation of all Public Health England Medical guidance</li> </ul>	First Aiders All to observe published guidance
Minimise the risk of contracting / spreading the virus during the Lateral Flow testing of students / staff			x	<ul style="list-style-type: none"> <li>• Staff to wear PPE as published guidance for the testing</li> <li>• Testing arrangements in line with published guidance</li> <li>• Disposal of waste products separately to normal school waste</li> </ul>	SLT leaders of the testing regime

Minimise the risk of contracting / spreading the virus when using the canteen		x		<ul style="list-style-type: none"> <li>Enhanced surface and other cleaning</li> <li>Students to sanitise hands before eating</li> <li>Staff encouraged to provide their own lunches / refreshments</li> <li>Students to use the canteen only once per day in year groups</li> <li>Seating areas cleaned in between sittings</li> </ul>	Cleaning team
Fire evacuation		x		<ul style="list-style-type: none"> <li>Students will be organised within their year groups: - KS 3 – by currently taught class KS 4 – by current taught class KS 5 – by year group</li> </ul>	Site Team Teaching staff
Member of staff falls ill with COVID-19 symptoms on site.	x			<ul style="list-style-type: none"> <li>Alert First Aid team by email</li> <li>If taken very ill while with class, member of staff discreetly to summon assistance to get to medical room (meeting room 1 to be used as required)</li> <li>If slightly unwell, member of staff immediately and discreetly takes self to private car if available, or to medical room if not</li> <li>Speaks to First Aid team to establish fitness to drive / alternative way to get home</li> <li>Seek NHS 111 advice</li> <li>Encourage staff member to take CV19 test as recommended in the guidance.</li> <li>Working area e.g. classroom where person has been for the 2 previous days deep cleaned</li> <li>Incident reported to appropriate parents / staff members</li> <li>In school contact tracing completed</li> </ul>	First Aid Team

Staff fatigue due to demands of new regime		x		<ul style="list-style-type: none"> <li>• Staff to speak to line-managers before problem worsens</li> <li>• Staff to look out for each other and report concerns</li> <li>• Regular KIT meetings maintained</li> <li>• Line-managers to maintain close contact with team members</li> </ul>	All All staff Line-managers
Staff suffer new / recurring mental health issues due to COVID-19 related concerns	x			<ul style="list-style-type: none"> <li>• Line managers to check-in regularly with people with known history</li> <li>• Positivity from leaders inspires positive school</li> <li>• Staff to offer support</li> <li>• Regular sharing of good news / thanks /praise</li> <li>• Dissemination of best practice in maintaining good mental health</li> <li>• Dissemination of ways to access professional support – services - available to staff free of charge for initial period</li> </ul>	All staff
General low mood if situation endures – staff and students		x		<ul style="list-style-type: none"> <li>• Pooling of ideas to maintain morale</li> <li>• Shared projects, i.e. to improve fabric of school, gardening etc</li> <li>• Shared exercise opportunities</li> </ul>	All staff
Concerns over distribution of work under new regime	x			<ul style="list-style-type: none"> <li>• All staff expected to contribute fairly</li> </ul>	All teachers and support staff
Risk of lone working	x			<ul style="list-style-type: none"> <li>• Staff sign in / out at reception</li> <li>• No member of staff to be alone on site</li> <li>• Radios distributed as appropriate (cleaned after use)</li> </ul>	All staff
Inappropriate use of Teams by students and staff		x		<ul style="list-style-type: none"> <li>• Guidelines for staff and students created in conjunction with Trust IT team and revised by safeguarding lead.</li> <li>• Parents and students will receive guidance to make them aware of our expectations</li> </ul>	SLT

Risk of students contracting and /or sharing virus on site			x	<ul style="list-style-type: none"> <li>• Students are to self-test at home twice a week reporting a positive result to covid@stpetersshuntingdon.org</li> <li>• Face masks to be worn when social distancing cannot be maintained e.g. in corridors</li> <li>• Students to wear a face mask when moving to/from lessons and when lining up</li> <li>• Face masks to be worn when entering the canteen, but removed when eating</li> <li>• Parents to provide a plastic bag for students to store their facemask in</li> <li>• Parents are to keep at home children showing signs of illness for 10 days in line with guidance with all household members isolating for 10 days, with day zero being the day of the positive test</li> <li>• Students to sanitise hands when entering / exiting a room/before eating</li> <li>• Bus – students to queue / sit in year groups wearing a face mask</li> <li>• Social distancing to be emphasised, including on journeys to and from school</li> <li>• Students to enter site via designated entrances</li> <li>• Staggered start / finish times</li> <li>• Students grouped in years, allocated to specific areas of the school for lesson and break times</li> <li>• KS3 – minimal movement – staff move to students</li> <li>• KS4/5 move within their allocated part of the school</li> <li>• KS 3 classes adhere to the published seating plan for all lessons</li> <li>• KS 4/5 staff record the seating plan used</li> <li>• Staggered lunchtimes</li> </ul>	All staff
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Student falls ill with COVID like symptoms on site		x		<ul style="list-style-type: none"> <li>• Student direct to attend identified CV 19 room (meeting room 1)</li> <li>• First aid team alerted by email / radio</li> <li>• Student taken to medical room; isolated until collected</li> <li>• Parent contacted for removal</li> <li>• Seek NHS 111</li> <li>• Parent encouraged to arrange a PCR test for their child</li> <li>• Student to self-isolate for 10 days</li> <li>• Working area e.g. classroom where student has been in the previous 2 days deep cleaned</li> <li>• Incident reported to appropriate parents / staff members</li> </ul>	All staff

				<ul style="list-style-type: none"> <li>In school contact tracing completed</li> </ul>	
Students adversely affected by new working conditions - implications for mental health		x		<ul style="list-style-type: none"> <li>Staff lead with positivity and kindness</li> <li>Focused student interaction encouraged - observing social distancing</li> <li>Lessons encourage some talk and safe social interaction</li> <li>Staff aware of student fears and anxieties – individuals monitored; opportunities given to talk</li> <li>Students signposted to mental health services</li> </ul>	All staff
Student suffers bereavement	x			<ul style="list-style-type: none"> <li>Sensitive communication with family</li> <li>Provision of counselling / bereavement services</li> </ul>	All staff
Member of staff suffers bereavement	x			<ul style="list-style-type: none"> <li>Support offered, possibly requiring sensitive communication via closest Staff</li> <li>Time off – discretion of Head Teacher</li> <li>in application Staff Absence Policy</li> <li>Signposting to specialist bereavement counselling services</li> <li>Support for closest friends at school</li> </ul>	All staff
Death of member of school community	x			<ul style="list-style-type: none"> <li>Sensitive management of news</li> <li>Sensitive communication with family</li> <li>Provision of bereavement counselling services to closest staff / students</li> <li>Careful management of school input to funeral / memorial services</li> </ul>	All staff SLT / Line manager HR



## Hair Salon Risk Assessment

Risk	Severity			Control Measures / Mitigating Action	Responsible People
	Low	Medium	High		
<b>Risk to staff attending site</b>					
General			x	<ul style="list-style-type: none"> <li>• Staff to sanitise hands on entering/exiting rooms</li> <li>• Staff to observe 2m social distancing between each other</li> <li>• Additional cleaning of door handles/biometric scanners</li> <li>• Appropriate signage in frequently used areas</li> <li>• Visitors to queue outside of the building – contact A Forbes by telephone</li> </ul>	All
When working with customers			x	<ul style="list-style-type: none"> <li>• Face mask/visor to be worn</li> <li>• Newly sterilise equipment used for each customer</li> <li>• Staff to observe rigorous hand-hygiene e.g. before entry to the main buildings</li> </ul>	All
<b>Risk to customers attending site</b>					
General			x	<ul style="list-style-type: none"> <li>• Customers to sanitise hands on entry to site</li> <li>• Entrance through side gate to minimise contact points</li> </ul>	All
When receiving hair dressing service			x	<ul style="list-style-type: none"> <li>• Face mask worn as appropriate</li> </ul>	All