



Assessor: <b>Helen Williams</b>	Date: <b>02 July 2020</b>	Activity: <b>Full reopening from September 2020 (COVID-19)</b>	Location: <b>Immanuel College/Academy</b>
Standard of dress for activity (if relevant)		PPE required: <b>Disposable Gloves, Aprons, Face masks, Goggles*</b>	Other equipment used during activity: <b>Cleaning equipment + household cleaning products</b>
Persons exposed (please tick):	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Students</b> <input checked="" type="checkbox"/>	<b>Public</b> <input checked="" type="checkbox"/>
			<b>Others</b> <input checked="" type="checkbox"/> <b>Expectant Mothers</b> <input type="checkbox"/>
<p><b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b>. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.</p>			
<b>Physical Injury Hazards</b>		<b>Physical Agents and Hazardous Substances</b>	<b>Miscellaneous</b>
Hit by moving vehicles		<b>Hazardous substances</b>	<input checked="" type="checkbox"/> Display Screen Equipment
Contact with moving part of a machine		<b>Micro organisms</b>	<input checked="" type="checkbox"/> Hot work/fire hazards <input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation	Vibration
Fall(s) from height		Noise	Restricted access
Slips, trips and falls from the same level		Pressure systems	Manual handling
Contact with/ use of live electrical equipment		Ultraviolet light	Lone working
Contact with cold objects		Lasers	Confined spaces
Contact with hot objects		Flammable liquid/solids	Waste produced by activity <input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature	<b>Stress</b> <input checked="" type="checkbox"/>
Impact with objects			Posture
Physical attack			<b>Unauthorised entrance to site</b> <input checked="" type="checkbox"/>
Finger “nips”			
<b>Danger to others from failure of Students/ parents to comply with safety instructions from staff</b>	<input checked="" type="checkbox"/>		

## September Opening of Secondary Schools

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Students &amp; staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.</b>	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high;	Students Children/ Staff	1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions <b>may</b> still need to work from home to comply with clinical and/or public health advice; 2. Where staff or students who no longer need to shield (from 1 <sup>st</sup> August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measured followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces;	5	2	15	H	1. Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; 2. When school is informed of a rise in community transmission rates to high, students or staff who have been advised to shield will be sent home and asked to work from home until notified it is safe to return;	



<p><b>Persons entering site with COVID19 symptoms</b></p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Students / Staff/ Others</p>	<p><b>1. Staff &amp; Students must not attend if they have symptoms or are self-isolating due to symptoms in their household;</b>  <b>2. School settings do not need to take student's temperatures every morning.</b>  <b>3. School to inform the local PHE Health Protection Team if you have a number of unconfirmed cases.</b></p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<p>1. Remind parents &amp; staff that the 10-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days (including siblings) from when the symptomatic persons first had symptoms.  <b>2. Remind staff, students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia)</b>  <b>3. Inform Parents they must engage with the NHS Test and</b></p>	
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								<p><b>Trace programme and arrange to have a test carried out straight away on the symptomatic person.</b></p> <p><b>4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</b></p> <p><b>5. Parents will only attend the College by prior appointment</b></p>	
<p><b>COVID19 virus being accidentally brought onto the site.</b></p>	<p>1. Transmission of COVID19 to the School community;</p> <p>2. Some BAME Students &amp; staff members are statistically at higher risk.</p>	<p>Students / Staff/ Others</p>	<p><b>1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;</b></p> <p><b>2. Ensuring good respiratory hygiene - promote the</b></p>	4	2	8	M	<p>1. Where settings can, keep students &amp; staff in those small groups and maximise social distancing,</p> <p>a) e.g. KS4 and KS5 year groups;</p> <p>b) e.g. KS3 smaller groups, class based; they should do so.</p> <p>Brief, transitory</p>	



			<p><b>'catch it, bin it, kill it' approach;</b></p> <p>3. <b>Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents;</b></p> <p>4. <b>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);</b></p> <p>5. In the School Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind <b>OR</b> use barrier screens whilst dealing with staff;</p> <p>6. Look to rearrange desks within classrooms to forward facing and maximum distancing;</p>					<p>contact, such as passing in a corridor, is low risk;</p> <p>2. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing;</p> <p>3. Designate groups that do not mix wherever possible to prevent potential spread;</p> <p>4. Determine which lessons or classroom activities can take place outdoors;</p> <p>5. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school building;</p>	
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			<p>7. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact;</p> <p>8. Minimise the number of contacts that a student has during the school day;</p> <p>9. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and minimising time spent within 1 metre of anyone;</p> <p>10. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day. Different groups <b>must not</b> play sports or games together;</p>				<p>6. Keep students together in year groups throughout the day whenever possible and try to avoid students mixing with other year groups;</p> <p>a. Equipment that is used, is appropriately cleaned between groups of students using it, &amp; that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>b. Remind students to maintain distancing and not touch staff or their peers;</p>	
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			<p><b>11. Staff and students will wear face coverings in corridors and communal areas where bubbles may mix in line with Government Guidelines. Students or staff requiring exemption due to medical need or disability will be considered on an individual basis.</b></p> <p><b>12.If a student becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home. A face mask should 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</b></p>				<p>7. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups;</p> <p>8. Bins for tissues are emptied throughout the day.</p> <p>9. ‘All staff to be provided with written instruction and a practical demonstration on how to safely use PPE. Staff to be encourage to practice how to do this safely in advance of use’</p> <p>10. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated.</p> <p>a) Inform all in close contact to self-</p>	
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			<p><b>coughing, spitting, or vomiting, then eye protection should also be worn;</b></p> <p><b>13. Whilst awaiting collection students should be isolated in a designated room, behind a closed door with the window open, and appropriate adult supervision;</b></p> <p><b>14. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so;</b></p> <p><b>15. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;</b></p>					<p>isolate for 14 days from last contact with individual, to go home;</p> <p>b) Instigate enhanced cleaning regime in all potentially contaminated areas;</p> <p>c) Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans;</p> <p>d) Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school;</p> <p>9. Arrange for areas around the student with symptoms to be cleaned with normal</p>	
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			<p>16. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms settings;</p> <p>17. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell</p> <p>18. Ensure that all adults and students are aware to:</p> <ul style="list-style-type: none"> <li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. Clean their hands on arrival at the School, before and after eating, and after sneezing or coughing;</li> <li>c. Encouraged not to touch their mouth, eyes and nose;</li> <li>d. Use a tissue or elbow to cough or sneeze and use</li> </ul>				<p>household disinfectant after the student has left to reduce the risk of spreading the infection on to other people;</p> <p>10. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.</p> <p>11. Document the schools planned enhanced cleaning schedule and make it available to all staff;</p> <ul style="list-style-type: none"> <li>a) include more frequent cleaning of rooms or shared areas that are used by different groups;</li> <li>b) Frequently touched surfaces</li> <li>c) Toilet areas used by different groups, or with a high usage;</li> </ul>	
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			<p>bins for tissue waste ('catch it, bin it, kill it');</p> <p>e. Ensure that help is available for Students who have trouble cleaning their hands independently;</p> <p>19. Maximise natural &amp; mechanical ventilation throughout the school/ setting;</p> <p>20. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas.</p> <p>21. Accessing Classrooms via separate entrances within year group bubble areas. Provide local signage at the School;</p> <p>22. Stagger the following activities so that all students are not moving around the school at the same time:</p>				<p>12. All rooms accessible by lift Staff/students raising concerns ie due to BAME category – to be considered on an individual basis.</p> <p>13. All monitoring will be carried out in a safe manner in accordance with the BDAT- Education policy for visitors and staff outside of a bubble.</p> <p>14. In order to reduce discomfort of added natural ventilation during the oncoming winter months, all staff will ensure windows are open whenever practical. Windows must be opened before the start of school, during lesson changes, breaks and at the end of the day. Windows must</p>	
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			<ul style="list-style-type: none"> <li>a. Assemblies and limit to one group;</li> <li>b. Break times including lunch. Dining areas must be cleaned between groups;</li> <li>c. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School setting where spaces are accessed by corridors;</li> <li>d. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time;</li> </ul>				<p>remain open when practical during the day and staff and students must dress accordingly due to the drop in outside temperature when in class to allow natural ventilation to be maintained. Parents to be informed of increased ventilation requirements and for pupils and staff to dress accordingly’.</p> <p>15. Routine checking of CO2 levels to assess the effectiveness of ventilation arrangements.</p> <p>16. Staff informed to dress appropriately for well ventilated rooms.</p>	
			<p>23. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with</p>					



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			<p>enhanced hygiene procedures;</p> <p>24. Parents/ Carers notified that if their child needs to be accompanied to the School setting, only one parent/ carer should attend;</p> <p>25. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>26. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>27. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a</p>						
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			<p>time, layout of spaces to be adjusted to encourage social distancing;</p> <p>28. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19;</p> <p>29. Minimise the amount of shared resources taken home off the School site &amp; limit exchange of take-home resources between Students and staff;</p> <p>30. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations &amp; shared equipment <b>can &amp; must be</b> cleaned in between users;</p> <p>31. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share</p>						
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			objects, such as pens and paper, and have hand sanitiser accessible;					The College has allocated separate areas to be used at lunch/break times. Students will remain in their year group bubbles	
<b>Transport &amp; journeys to/ from School</b>	1. Transmission of COVID19 to the School;	Students / Staff/ Others	1. School Management encourages students to walk or cycle to their school where possible; 2. When using minibuses/ coaches:	4	2	8	M	1. School Minibuses should not use 'face to face' seating layouts. 2. Face coverings must be worn at all times on public transport;	

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			<ul style="list-style-type: none"> <li>a. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</li> <li>b. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</li> <li>c. Only designated groups to use at any one time;</li> </ul>					<p>3. Process to be put in place for removing face coverings and explaining to students not to touch the front when using or removing, they must wash their hands on arrival, dispose face covering and wash hands again before heading to class;</p> <p>Covered bins will be available at all entry points for disposal of masks.</p>	
<p><b>Pupil/ Child or adult displays COVID19 symptoms whilst at School.</b></p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Students / Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia) in an education or childcare setting, <b>they must be sent home</b> and advised to follow the COVID-19: guidance for households with possible</p>	4	2	8	M	<ul style="list-style-type: none"> <li>1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan;</li> <li>2. Education settings as employers can book tests through</li> </ul>	

			<p>coronavirus infection guidance;</p> <p><b>2. If a child is awaiting collection, they should be moved, if possible, to a room 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 should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</b></p> <p><b>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</b></p> <p><b>4. PPE should be worn by staff caring for the child while</b></p>					<p>an online digital portal or by phone. There is also an option for employees to book tests directly on the portal.</p> <p><b>3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.</b></p> <p><b>4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</b></p> <p>5. Meeting room and small adjacent offices to be used as waiting areas</p>	
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			<p>they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to;</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high</p>					
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			<p>temperature, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, a test is available) or the child subsequently tests positive. <b>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</b></p> <p>8. All staff and Students who are attending a school setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>9. Where the student or staff member tests negative, they can return to their setting and the fellow household</p>					
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			<p>members can end their self-isolation;</p> <p>10. Where the student or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>11. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings;</p>						
<b>Extra Curricular Provision</b>	1. Mixing of groups	Staff/ Pupils	1. Accurate records of attendees and their grouping in school	4	3	12	H	1. Consideration of students attending provision to minimise compromising of groups	

			2. Good Hygiene provision as per the <b>Systems of Controls: Protective Measures 1 to 9</b>					2. Creating distinct and consistent groups within provision; 3, Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place	
<b>Higher Risk Activities</b>	1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting. 2. Contact sports	Staff/ Students	1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school assemblies; 2. Contact sports must be avoided (e.g. football) 3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use; 4. Activities such as active miles, active breaks and lessons and encouraging active travel whilst social distancing is encouraged.	4	3	12	H	1. Music, limit group sizes to 15, positioning students back to back or side to side. 2. No instruments to be shared 3. Increase room ventilation – open windows 4. Maximise social distancing in class rooms or consider outside locations.	



								<p>5. Sport lessons to be undertaken outside wherever possible.</p> <p>6. Groupings to remain constant</p> <p>7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups;</p>	
<b>Stress upon staff members</b>	<p>1.Roles may be overlapping with greater demands in shorter term;</p> <p>2.Parents may make increased demands upon staff;</p> <p>3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.</p>	Staff	<p>1.Prioritisation of important tasks for the School community for that day/ week;</p> <p>2.Regular feedback &amp; updates for remaining staff as a group activity;</p> <p>3.Staff kept informed of developments before Students/ children &amp; parent community;</p> <p>4.Staff aware of need to report concerns to School Management;</p> <p>5.Governing Body aware of the need to support Headteacher &amp; Leadership Team.</p>	3	3	9	M	<p>Minimise/ only essential contact with staff members outside working hours.</p> <p>Wellbeing of staff supported by Deputy Head and Chaplaincy Team</p> <p>Wellbeing monitored through line management</p> <p>Wellbeing team available to support individual concerns</p>	



**Bradford Diocesan  
Academies Trust**

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									<p>Staff induction, including written protocols</p> <p>Specific identified staff to support NQT, RQT and ITT staff</p> <p>Counsellors available for staff</p> <p>Chaplaincy staff lunch</p> <p>'5 small things'</p> <p>Dedicated staff work areas</p> <p>Complimentary refreshments</p>	
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**S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

<b>Assessment authorised by Headteacher</b>		
<b>Print Name:</b> Jane Tiller	<b>Signature:</b> <i>Jane Tiller</i>	<b>Date:</b> 06/11/2020



<i>RISK RATING SCORE</i>	<b>RESIDUAL RISK LEVEL</b>	<b>MANAGERIAL ACTION</b>	<b>RISK RESULT</b>
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
<p>The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.</p>			
<b>Assessment Review</b>			
Reviewed by:		Review date: Daily/ Weekly	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	