

# Risk Assessment and Control Measures

## Archbishop Holgate's School

The risks and controls measures described in this assessment have been drawn primarily from the following government guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Planning guide for early years and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Actions for schools during the coronavirus outbreak](#)
- [Guidance for secondary school provision from 15 June 2020](#)

Risk outcome has been assessed using probability against consequence.

Risk Rating		Likelihood of Occurrence		
		Probable	Possible	Remote
Likely Impact	<b>MAJOR</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>SEVERE</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>MINOR</b> Causes physical or emotional discomfort.	M	L	L

The school has been assessed to ensure that the control measure have been met prior to children returning, a weekly review of the school's risk assessment will be conducted to ensure the control measures are maintained and adjusted as appropriate.

## Control measures in place across all Pathfinder schools

	Risk rating prior to control measures	Risk rating after control measures
<p><b>Awareness of policy and guidance</b></p> <ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>First Aid Policy</li> <li>Daily Classroom / Area Cleaning Checklist – COVID 19</li> <li>Reopening the school premises after temporary closure checklist</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training about expectations of cleaning routines and timings.</li> <li>The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>Department of Health and Social Care</li> <li>PHE</li> </ul> </li> <li>Staff are made aware of the school's infection control procedures.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>	H	L
<p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to.</p>	H	L
<p>As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.</p>	H	L

Ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time	H	L
Aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible.	H	L
Plan classes so they are no more than half their usual size, to allow sufficient distancing between pupils.	H	L
Hierarchy of control measures to reduce movement around school: <ul style="list-style-type: none"> <li>• Pupils are seated at the same desk each day if they attend on consecutive days</li> <li>• Where pupils need to move due to subject or course specialities they will remain in small groups</li> <li>• Class rooms to be arranged with tables 2m apart</li> <li>• Where small class sizes result from splitting it is acceptable to have more than 15 so long as the 2m distancing can be observed</li> <li>• Students will move around buildings under the guidance of teaching staff (or in case of teachers shortages nominated support staff)</li> </ul>	H	L
CYP and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups.	H	L
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	H	L
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff.	H	L
Staff positioning – staff will remain in marked safe zones at the front of each classroom	H	L
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	H	L
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.	H	L
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded.	H	L
No assemblies will take place	H	L
Break times are staggered so that all CYP are not moving around the school at the same time.	H	L
Lunch breaks are staggered.	H	L

Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity.	H	L
Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	H	L
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	H	L
Drop-off and collection times staggered.	H	L
Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend.	H	L
Parents' drop-off and pick-up discouraged to minimise adult to adult contact.	H	L
Parents and CYP are told their allocated arrival and departure times, including protocols for minimising adult to adult contact (for example, which entrance to use).	H	L
It is made clear to parents 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).	H	L
Classroom arrival times staggered to minimise group arrivals – Hand wash stations available on the entrance to every building	H	L
Staff working in offices are adequately distanced, are on rota or are working from home.	H	L
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained.	H	L
<b>Social distancing measures not followed during travel to and from School</b>		
Parents and CYP encouraged to walk or cycle to their education setting where possible.	H	L
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required.	H	L
Transport arrangements cater for any changes to start and finish times.	H	L
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.	H	L

Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts.	H	L
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	H	L
<b>Inadequate cleaning</b>		
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.	H	L
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal.	H	L
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.	H	L
Bins for tissues and other rubbish are emptied throughout the day.	H	L
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.	H	L
Disposable tissues and hand sanitiser units are available in each room for both staff and CYP use.	H	L
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it.	H	L
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it.	H	L
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere.	H	L
Soft furnishings that are hard to clean (such as those with intricate parts) removed.	H	L
<b>Shared resources</b>		
CYP advised to bring only essential personal items in from home	H	L
Shared materials and surfaces are cleaned and disinfected more frequently.	H	L
Teaching staff must limit shared resources and ensure cleaning has occurred in between classroom changes	H	L
Pupils must be issued with individual items to write with etc and these must not be shared with other pupils or staff.	H	L

Staff not taking resources from school home e.g. books.	H	L
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.	H	L
<b>Staffing &amp; spread of coronavirus to staff, CYP and families, visitors and contractors</b>		
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible.	H	L
Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are not expected to attend work.	H	L
Staff who have been classed as clinically vulnerable due to pre-existing medical conditions can attend their education settings but must adhere to strict social distancing i.e. not working in Early Years settings.	H	M
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they can work within stringent social distancing measures.	H	L
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.	H	L
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued.	H	M
Access to PPE should be available where there is contact with diagnosed or suspected person with COVID-19.	H	L
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.	H	L
<b>Site user becoming unwell</b>		
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.	H	L
If a CYP 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 CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	H	L
If the CYP needs 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.	H	L

PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs).	H	L
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	H	L
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	H	L
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.	H	L
<b>Site user developing symptoms</b>		
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.	H	L
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	H	L
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.	H	L
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.	H	L
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.	H	L
<b>Inadequate hand washing/personal hygiene</b>		
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.	H	L
Wash with liquid soap & water for a minimum of 20 seconds.	H	L

Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol-based hand cleansers.	H	L
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.	H	L
Hands must be dried properly to prevent infection and drying out.	H	L
Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.	H	L
Bar soap is not used, in line with the procedures – liquid soap dispensers are installed and used instead.	H	L
Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	H	L
<b>Inadequate personal protection &amp; PPE</b>		
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their 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 CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	H	L
<b>Visitors, contractors &amp; spread of coronavirus</b>		
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by virtual online platforms.	H	L
All visitors and contractors must make pre-arranged appointments or they may not be allowed on site.	H	L
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.	H	L
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	H	L
<b>Inadequate ventilation</b>		
Ventilate spaces with outdoor air.	H	L
Ensure regular airing with windows (even in mechanically ventilated buildings).	H	L
Keep toilet ventilation in operation as much as possible while building is occupied.	H	L



Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	H	L
<b>Fire, intruder alarms &amp; emergencies, including lockdown</b>		
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people).	H	L
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.	H	L
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.	H	L