

**The Education Alliance**  
**Workplace Risk Assessment – Covid 19**

This guidance has been developed using [Guidance for full opening: schools] [Working safely during coronavirus (COVID-19)], [COVID-19: cleaning in non-healthcare settings] [Safe working in education, childcare and children’s social care]. The aim of the risk assessment is to minimise risks through **student/student, staff/staff transmission** in addition to **student/staff transmission** for staff through social distancing, limiting interactions, robust hand and respiratory hygiene and enhanced cleaning measures. This risk assessment is an evolving document and will be regularly reviewed by the employee and their line manager as workplace practices develop. The initial risk assessment will be verified by the Trust Director of Operations with any adaptations documented following consultation by the line manager with appropriate staff members and confirmed by site/premises manager, headteacher and ultimately the CEO of the Education Alliance. As part of the risk assessment process all staff members within each cohort are consulted on potential risks and mitigations as well as consultation with trade unions.

School/Base	Driffield School and 6 <sup>th</sup> Form/Malet Lambert/South Hunsley School and 6 <sup>th</sup> Form College/The Snaith School Hunsley Primary/North Cave C of E Primary /Teacher Development Centre		
Area	Workplace risk assessment – to include working practices inside of and outside of classrooms (including individual and shared work areas), interactions with others (including other staff, students, parents and other visiting adults associated with school business), breaks (including food and drinks) and toilets. Individual risk assessments will continue to be reviewed where staff/students are identified as more vulnerable.		
Staff cohort	<b><u>Teaching Teams</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom Teachers</li> <li><input type="checkbox"/> Classroom Teacher (practical subjects; Art, D&amp;T, Drama, Food, Music, PE, Science)</li> <li><input type="checkbox"/> Subject Leaders</li> <li><input type="checkbox"/> Pastoral</li> <li><input type="checkbox"/> Senior Leaders</li> <li><input type="checkbox"/> Trust Leaders</li> </ul>	<b><u>Associate Teams</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching Assistants</li> <li><input type="checkbox"/> Cover Supervisors</li> <li><input type="checkbox"/> Pastoral Support</li> <li><input type="checkbox"/> Technicians</li> <li><input type="checkbox"/> Library</li> <li><input type="checkbox"/> Site/Premises</li> <li><input type="checkbox"/> Cleaning (if not included in site/premises)</li> <li><input type="checkbox"/> Administration/Corporate Services</li> <li><input type="checkbox"/> Front of House</li> <li><input type="checkbox"/> HR</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Exams and Data</li> <li><input type="checkbox"/> Catering staff/lunchtime supervisors</li> </ul>	<b><u>Visitors</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency Workers</li> <li><input type="checkbox"/> Contractors</li> <li><input type="checkbox"/> Third Party Agencies</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
Conducted by			
Likely places of work	<b><u>Work Areas</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classrooms</li> <li><input type="checkbox"/> Own classroom</li> <li><input type="checkbox"/> Multiple/shared classrooms</li> <li><input type="checkbox"/> Duty points</li> <li><input type="checkbox"/> Prep room areas</li> <li><input type="checkbox"/> Shared office (hot desk)</li> <li><input type="checkbox"/> Shared office (own desk)</li> <li><input type="checkbox"/> Own office</li> <li><input type="checkbox"/> Front of house/reception</li> <li><input type="checkbox"/> Kitchen</li> <li><input type="checkbox"/> Canteen (eating areas)</li> <li><input type="checkbox"/> Cross-site teaching/role</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	<b><u>Shared Facilities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Toilets</li> <li><input type="checkbox"/> Staff rooms – use of shared kitchen equipment, seating, tables.</li> <li><input type="checkbox"/> Canteen (student/staff eating areas)</li> <li><input type="checkbox"/> Work rooms (possible use of photocopier/printer)</li> <li><input type="checkbox"/> Meeting Rooms</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	

Significant HAZARDS Likely places/ways that people could be seriously harmed	Description	Impact	Probability	Total	Risk Score	CONTROL MEASURES and PRECAUTIONS	Residual Impact	Residual Probability	Total	Residual risk score	Risk Reduction
Outbreak of Covid 19 caused by transmission of virus through a member of staff/student who is infected with Covid-19	Staff, student or visitor carrying Covid 19 transmits the virus while in school to others and this leads to a number of cases	3	4	12	High	<p><b>People who are ill stay at home:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and students (via parents/carers) and visitors to school are made aware of Covid-19 symptoms and processes for testing. All parties are aware of isolation procedures for households impacted by a member of that household displaying symptoms or testing positive for Covid-19.</li> <li><input type="checkbox"/> Clear absence systems and procedures for all staff/students, including specific reporting for those displaying symptoms.</li> <li><input type="checkbox"/> Where students, a staff or member of their household displaying symptoms (before testing) and/or with confirmed case of Covid-19 will remain at home. Contingencies in place (including IT) to enable staff and students who need to and can work from home due self-isolation can.</li> <li><input type="checkbox"/> School systems are in place to ensure that a staff member or student displaying symptoms can be isolated in identified area within the school day prior to going home as soon as possible (including PPE)</li> <li><input type="checkbox"/> Designated member of school SLT (and deputy) per school designated as single point of contact for testing and isolation procedures for suspected and actual cases.</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced cleaning measure in all first aid areas and Covid-19 specific cleaning in place if case is confirmed.</li> </ul> <p><b>Active engagement with NHS Test and trace</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School systems in place to be able to test/trace contacts for students/teachers and visitors should a staff member/student test positive.</li> <li><input type="checkbox"/> Weekly rapid testing of consenting student facing staff to identify unknown, asymptomatic cases.</li> </ul> <p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any member of staff or child displaying symptoms will be isolated within nominated area of the school until collected/goes home and remain at home until tested.</li> <li><input type="checkbox"/> Single point of contact will liaise with PHE/test and trace should a confirmed case be identified, and the TEAL flow chart followed in line with PHE guidelines.</li> <li><input type="checkbox"/> Visitors within school limited to those who are essential.</li> <li><input type="checkbox"/> First aid data records all incidents of Covid symptoms and incidents.</li> <li><input type="checkbox"/> Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</li> <li><input type="checkbox"/> If a person becomes unwell with symptoms of coronavirus (COVID-19) whilst at school and needs direct personal care until they can return home PPE will be worn by the member of staff (fluid-resistant surgical face mask if 2 metres cannot be maintained) and if contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn. Face visors are available if there is a risk of contact with eyes (vomiting, spitting, sneezing or coughing in face).</li> <li><input type="checkbox"/> Staff only attend their place of work where this is absolutely necessary in conjunction with the needs of their role and school, carrying out work from home at other times.</li> </ul>	3	2	6	MEDIUM	6
School/ home and home/	The risk of a student, staff member or	3	4	12	High	<p><b>People who are ill stay at home:</b></p>	3	2	6	MEDIUM	

<p><b>school transmission</b></p>	<p>visitor bringing the infection into school/or home through belongings, equipment, books or resources.</p>					<ul style="list-style-type: none"> <li><input type="checkbox"/> School systems are in place to ensure that any staff member or student displaying symptoms or with a member of their household displaying symptoms until tested, any person who tests positive, or in a household where a member has tested positive are not in school.</li> <li><b>Robust hand and respiratory hygiene:</b></li> <li><input type="checkbox"/> All staff/students will have access to frequent handwashing/sanitising facilities upon entering and leaving site and communal areas (including shared work areas, and classrooms therefore limiting the likelihood of transmission whilst using these areas and resources contained within them)</li> <li><input type="checkbox"/> Where a student/member of staff or visitor has travelled to school by public transport, wearing a facial covering, they must carefully remove the covering before entering the school and keep in in a sealed plastic bag/separate pocket in their bag.</li> <li><input type="checkbox"/> If staff or students choose to wear a face covering during the school day, they should be stored in a sealed plastic bag when not in use due to the risk of transmission to and from the face covering. This should be laundered daily if it is a re-usable face covering or disposed of, at home, if it is a disposable.</li> <li><b>Enhanced cleaning arrangements:</b></li> <li><input type="checkbox"/> Enhanced daytime cleaning measures during the day, covering high traffic and high touch areas, including: classrooms (with desks cleaned in between lessons); communal areas; eating areas; toilets; handrails, door handles etc. and therefore limiting the likelihood of transmission from these areas.</li> <li><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></li> <li><input type="checkbox"/> Reduced numbers of staff and students in school to limit interactions between students/students, staff/students and staff/staff.</li> <li><input type="checkbox"/> Staff and students over the age of 11 travelling on public transport will adhere to latest guidance on face coverings (schools will have spares if these students loose/damage these during the day). Parents/carers will be made aware of current guidance.</li> <li><input type="checkbox"/> Staff are advised to avoid car sharing with other staff (unless they are in the same household) to and from work. If car sharing is necessary passengers are advised to wear a face covering whilst in the car</li> <li><input type="checkbox"/> The risk assessment provided by the transport provider will be fully supported by schools through educating students and managing departures from school in a staggered way.</li> <li><input type="checkbox"/> All staff/students advised to limit items brought to and from school to essentials. These should remain in the possession of staff member and should not be shared with other members of staff or children (including food items).</li> <li><input type="checkbox"/> Exercise books can be taken home by students and staff with robust hand hygiene and cleaning measures before and after use.</li> <li><input type="checkbox"/> Outerwear/bags to remain with staff member/student, avoiding contact between property where possible, as directed to by members of staff.</li> <li><input type="checkbox"/> Exercise books/student folders/equipment required for lessons can remain with students or on site within the teaching classroom. Staff and students handling books (for example handing out/taking in, marking) should sanitise hands before and after.</li> <li><input type="checkbox"/> All students should have their own basic equipment (pen, pencil, ruler, calculator) and this should remain with them throughout the day. Additional subject specific equipment/kit can be brought from home for use in lessons and should remain with the student for their own use. Any basic equipment loaned to students will cleaned before and after use.</li> </ul>					
<p><b>Touch transmission of the virus within site/building.</b></p>	<p>The risk of transmitting the infection due to high contact area's being</p>	3	4	12	High	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All classrooms, meeting rooms and shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning. Staff and students will sanitise hands upon entry and leaving classrooms/work areas and within communal areas therefore reducing the likelihood of transmission.</li> </ul>	3	2	6	MEDIUM	

	frequently touched					<input type="checkbox"/> High use shared equipment (such as photocopiers/printers) to have sanitising products located nearby. <input type="checkbox"/> Signage to remind all members of staff and students of handwashing/sanitising protocols for high touch items. <b>Enhanced cleaning arrangements:</b> <input type="checkbox"/> Enhanced daytime cleaning measures throughout site to include high traffic areas, classrooms, communal areas and toilets. All high touch items (door handles/door plates etc. will be cleaned regularly throughout the day). <input type="checkbox"/> Enhanced cleaning of catering/communal areas to be cleaned between uses of each 'bubble'. <input type="checkbox"/> Sanitising spray and disposable cloths within all classrooms and work areas. Classroom desks will be cleaned before each new group. <input type="checkbox"/> High use items within classrooms identified and increased cleaning measures in place. <b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b> <input type="checkbox"/> Staff/students should take the most direct route to the teaching areas/work bases, utilising one-way systems where practical and staggered starts where appropriate. <input type="checkbox"/> Student interactions minimised within year group/class bubbles through staggered starts, breaks and lunchtimes and reduction in student movement. <input type="checkbox"/> No touch policy (limited touch in primary) in place for all members of the school community – this is enforced through the revised Behaviour for Learning Policies.					
<b>Transmission of virus through short interactions linked to daily school routines</b>	The risk of transmitting the infection through conversations/short meetings/ad hoc discussions etc. between students and adults.	3	4	12	High	<b>Robust hand and respiratory hygiene:</b> <input type="checkbox"/> All staff/students will have access to frequent handwashing/sanitising facilities upon entering and leaving site, communal areas (including shared work areas, and classrooms). <b>Enhanced cleaning arrangements:</b> <input type="checkbox"/> Enhanced daytime cleaning measures throughout site to include high traffic areas, classrooms, communal areas and toilets. All high touch items (door handles/door plates etc.) will be cleaned regularly throughout the day to reduce the likelihood of transmission during school routines and ad hoc interactions. <input type="checkbox"/> Meeting rooms (when used) should be pre-booked (when at all possible) to allow sufficient time for the meeting lead to clean desks etc. before and after use. <b>Active engagement with NHS Test and trace:</b> <input type="checkbox"/> Records of meetings, visitors, and daily routines (for example staff/student timetables) maintained and deviations from these noted (for example a TA being re-deployed to support another student/group). <b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b> <input type="checkbox"/> Calendared meetings/CPD should be conducted virtually in the first instance. <input type="checkbox"/> For small, formal meetings (where virtual calls are not possible/feasible), these should be carried out in designated meeting rooms/areas. Social distancing should be maintained, and desk/table spaces cleaned before and after use. <input type="checkbox"/> Staff interactions should be limited to reduce face to face contact through use of bulletins, emails, telephone and virtual calls/briefings/meetings. <input type="checkbox"/> Where interaction is necessary (for example teacher/TA support or trainee teachers within the same classroom environment), staff and any adult visitors should follow social distancing measures and increased hygiene procedures (including hand washing/sanitising). <input type="checkbox"/> Staff/students should only enter shared office areas (including front of house reception areas) where necessary and should use email/telephone or radio where possible. <input type="checkbox"/> Staff should not share small basic items of equipment (for example stationary) within classrooms or shared work areas.	3	2	6	MEDIUM	

						<ul style="list-style-type: none"> <li><input type="checkbox"/> For external meetings, shared catering facilities are not permitted (i.e. coffee machines, tea urns, water jugs, open buffets etc).</li> <li><input type="checkbox"/> One to one meetings/interactions between staff and students should maintain social distancing and should be limited to those necessary.</li> <li><input type="checkbox"/> Staff/student offices (for example pastoral offices), where students may attend, should be assessed for the number of students that can be safely accommodated, and this number clearly displayed.</li> </ul>					
<b>Transmission of virus within curriculum, classrooms, and shared departmental teaching areas</b>	The risk of transmitting the infection during movement around the site and through interactions with staff/students and high use items/areas.	3	4	12	High	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Class groupings limit social interactions through maintaining bubbles/pods (secondary addition) and students remain in the same room/station during lesson time (working on IT based remote learning, in a school setting).</li> <li><input type="checkbox"/> All classrooms and shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning on entering and exiting classrooms (including for breaks, lunchtimes and toilet visits) and after handling any shared equipment.</li> <li><input type="checkbox"/> In science/food lessons, if naked flames/high heat is being used, staff/students should sanitise their hands upon entry and exit, and in addition should wash and dry their hands with soap and water (dry using disposable cloths) prior to and after using the heat source. NB no practical lessons to take place during partial closure.</li> <li><input type="checkbox"/> All classrooms/communal areas are supplied with tissues and lidded bins and signage promoting 'catch it, bin, kill it' approach.</li> <li><input type="checkbox"/> Staff to ensure they explicitly teach and model hygiene routines.</li> <li><input type="checkbox"/> Doors/windows to remain open where practical and air conditioning units utilised (within regulations).</li> <li><input type="checkbox"/> Signage to remind everyone of hygiene, additional cleaning and social distancing measures throughout site.</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitising spray and disposable cloths within all classrooms and work areas. All staff aware of handwashing/sanitising routines.</li> <li><input type="checkbox"/> All classroom desks will be sanitised and wiped after each lesson.</li> <li><input type="checkbox"/> Regular cleaning of high use areas (door handles, door plates etc.) by daytime cleaners.</li> <li><input type="checkbox"/> Staff should regularly clean high use items such as keyboards/mice/telephones within own workspace (wipes provided).</li> </ul> <p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum model designed to reduce mixing of 'bubbles' and student/staff interactions through increased lesson length (100 mins) and reduced numbers of lesson changeover times per day (from 3 to 2). Students will be registered during a form time in their period 1 classroom (secondary only). Students will remain within class 'pod/bubble' during lesson time (secondary only).</li> <li><input type="checkbox"/> Students remain in class or year group/class bubbles (primary) cohorts where it is reasonably practical throughout the day.</li> <li><input type="checkbox"/> Assemblies are only conducted virtually in the first instance.</li> <li><input type="checkbox"/> Extra curricula activities are limited in the first instance.</li> <li><input type="checkbox"/> Classroom layouts adhere to social distancing measures, with teaching areas ideally 2 metres in distance from students where this is practical.</li> <li><input type="checkbox"/> Where practical, desks are forward facing in rows.</li> <li><input type="checkbox"/> Classes will be seated alphabetically, where practical, to limit closer contact between students within classrooms, where there may move between classrooms or groups (secondary only).</li> <li><input type="checkbox"/> Equipment will not be shared between year groups/bubbles unless it can be thoroughly cleaned between use or not used for a 72-hour period.</li> <li><input type="checkbox"/> For bookable laptops/iPads, these can now be booked using the usual booking school booking systems. They should have a pack of disinfectant/cloths with the trolley. The class teacher will ensure</li> </ul>	3	2	6	MEDIUM	

						<p>that children clean their own laptop/iPad at the beginning and end of each lesson. Robust hand hygiene will be maintained. The handle and exterior high touch items on the trolley will be cleaned by the technician upon pick up and drop off.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional subject specific risk assessments in place for practical activities/subject within curriculum (to include additional measures to support handwashing/sanitation where student interactions are increased, increased cleaning of high use items and limiting interactions through limiting movement within rooms and shared tools/equipment).</li> <li><input type="checkbox"/> Additional risk assessments are in place for SEN bases, interventions and the working practices of teaching assistance who provide one to one support for students with additional needs. Where practical, teaching assistants will be seated near to students, whilst still maintaining social distancing, and towards the door of the classroom to provide maximum ventilation (where doors are open). Teaching assistants will be provided with additional information on supporting students, whilst maintaining distancing and, where appropriate additional risk assessments for specific students carried out.</li> <li><input type="checkbox"/> In classrooms where technical support staff are likely to enter (science/D&amp;T/art), the layout takes this into consideration and has appropriately identified walkways in order to maintain a degree of distancing. There may need to be allocated technical support areas within classrooms or specific drop off/pick up points to support this.</li> <li><input type="checkbox"/> Where there is more than one member of staff in a room, staff should maintain the advised social distance of 2 metres except for the briefest of interactions (e.g. walking past).</li> <li><input type="checkbox"/> No touch policy (limited touch in primary) in place for all members of the school community – this is enforced through the revised Behaviour for Learning Policies.</li> </ul>					
<b>Transmission of virus within shared offices and shared work areas</b>	The risk of transmitting the infection between staff members who share the same workspace	2	4	8	Medium	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All shared areas to be fitted with sanitising dispensers to ensure regular hand cleaning.</li> <li><input type="checkbox"/> Signage to remind all members of staff of hygiene, additional cleaning and social distancing measures throughout site.</li> <li><input type="checkbox"/> Doors and windows to remain open where possible.</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitising spray and disposable cloths within all offices/work areas. All staff made aware of handwashing/sanitising routines.</li> <li><input type="checkbox"/> Staff should regularly clean high use items such as keyboards/mice/telephones within own workspace (wipes provided).</li> </ul> <p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Guidance for social distancing followed within office spaces/work areas, including desk/workstation layout. Marking tape/signage used to identify work areas.</li> <li><input type="checkbox"/> High use areas (photocopiers/printers etc.) have sanitising station within proximity. Sanitising products used before and after use.</li> <li><input type="checkbox"/> Staff should not share frequently used small equipment, for example stationary.</li> </ul>	2	3	6	MEDIUM	
<b>Transmission of virus via communal and shared catering facilities</b>	The risk of transmitting the infection through shared use of catering facilities and for staff catering equipment within staff rooms such as	3	4	12	High	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All catering/communal areas to be fitted with sanitising dispensers to ensure regular hand cleaning. Staff and students will sanitise hands upon and exit from dining facilities.</li> <li><input type="checkbox"/> Doors and windows to remain open where possible and air conditioning units utilised (within regulations).</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dining tables will be cleaned and sanitised before and after cohort sittings.</li> <li><input type="checkbox"/> Increased cleaning routines of high touch areas within dining areas, for example tray runners, trays, touch payment facilities and dining tables.</li> <li><input type="checkbox"/> Sanitising spray and disposable cloths within all communal staff areas. All staff informed of handwashing/sanitising routines.</li> </ul>	3	2	6	MEDIUM	

	microwaves, refrigerators, kettles, coffee machines, cutlery, crockery etc						<p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Face coverings will be worn by staff and students (except those who are exempt) in secondary schools and staff in primary schools when outside of the classroom within school buildings, except when eating and drinking. Safety guidelines will be given to staff and students relating to wearing face coverings including safely putting on and taking off face coverings, care of and disposal of face coverings and safe storage.</li> <li><input type="checkbox"/> Staggered breaks/lunches for students enabling cohorts to dine/socialise within their 'bubbles' whilst increasing spacing between students.</li> <li><input type="checkbox"/> Staff will maintain social distancing within staff communal areas, with marking/signage reminders.</li> <li><input type="checkbox"/> Water fountains should be switched off or staff/students should be advised not to use these. Staff/students should bring in a filled water bottle for cold drinks or purchase a disposable bottled drink from the canteen.</li> <li><input type="checkbox"/> High use equipment (kettles/water boilers/drinks dispensers) should be wiped before and after use and appropriate signage placed next to this equipment.</li> </ul>					
Duty points	The risk of transmitting the infection whilst undertaking staff duties at break and lunch times	2	3	6	Medium	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duty staff at breaks/lunches will remind students of hand cleaning upon entry to/leaving communal areas and do this themselves.</li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhanced cleaning of catering/communal areas and high touch items.</li> <li><input type="checkbox"/> Shared staff radios should be sanitised using sanitising wipes before and after use.</li> </ul> <p><b>Active engagement with NHS Test and trace:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duty rotas will be maintained, and any cover arrangements recorded.</li> </ul> <p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff should maintain social distancing during duties.</li> </ul>	2	2	4	LOW		
Transmission of virus through shared toilets and amenities	The risk of transmitting the infection through shared use of amenities such as toilet and or changing facilities	3	4	12	High	<p><b>Robust hand and respiratory hygiene:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Soap dispensers regularly filled in all toilets and handwashing posters displayed.</li> <li><input type="checkbox"/> <del>Air dryers disabled in toilet areas and replaced with disposable towels. (19.08.20)</del></li> </ul> <p><b>Enhanced cleaning arrangements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase cleaning routines, with increased focus on toilets and high touch areas within toilets (door handles and door plates, locks, flush and taps).</li> </ul> <p><b>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably possible:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students will not be using toilets during their break and lunchtimes to prevent students congregating (secondary only).</li> <li><input type="checkbox"/> Limit numbers of staff using the facilities at the same time, depending on the size by encouraging teaching and associate teams to take planned breaks at different times to reduce footfall.</li> <li><input type="checkbox"/> Sanitising products available in all staff toilet cubicles so that amenities can be cleaned between users.</li> </ul>	3	2	6	MEDIUM		

Impact	<p>1 - Interruption less than one day &amp; critical systems subject to minor incidents / Little damage to assets / Unable to deliver 0 - 5% of the Trust agreed strategic targets / Local media unsubstantiated article/Health &amp; Safety impact could result in minor personal injury</p> <p>2 - Interruption less than one week &amp; critical systems subject to a series of incidents/Minor loss of assets/Unable to deliver 5 - 25% of the Trust agreed strategic targets/Local media campaign/ Board intervention / Health &amp; Safety impact could result in minor injuries or short term illness</p> <p>3 - Interruption less than one month &amp; critical systems unavailable for longer than one day / Significant loss of assets/Unable to deliver 25 - 50% of the Trust agreed strategic targets/Short Term national media campaign / EFA intervention / Health &amp; Safety impact could result in extensive injuries or long term illness</p>
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	4 - Interruption greater than one month & critical systems unavailable for longer than one day/Complete loss of assets/Unable to deliver more than 50% of the Trust agreed strategic targets/ Prolonged national media campaign /EFA intervention / Health & Safety impact could result in multiple loss of life or severe permanent disabilities
Probability	1 - Highly Unlikely - May occur in exceptional circumstances / Surprising it happens within 3 years / No or very limited experience of similar failure 2 - Unlikely - Event might occur at some point in time / Unlikely to happen in next 2 years / History of casual occurrences / Measures to reduce likelihood taken but not fully effective 3 - Probable - Strong possibility risk will occur / Could happen in next 12 months / History of frequent occurrences / None or few measures to reduce likelihood can or have been taken 4 - Highly likely - Event likely to occur in most circumstances / Likely to happen in next 12 months / History of regular occurrences / If new event likelihood of occurrence almost inevitable

Impact	Probability	Risk
1 or 2	1 or 2	Low
1 or 2	>2	Moderate ( H ) - Housekeeping issues
>2	1 or 2	Moderate ( C ) - Contingency planning
>2	>2	High

Updates and review (Date)	Review/Outcomes	Actions
19.08.20	Update on guidance re. use of hand dryers in bathrooms. Guidance does not suggest their removal.	Schools may reconnect hand dryers.
09.09.20	Update on guidance on use of hand sanitiser in subjects that may use naked flames/high heat.  Update on bookable IT resources previously not used due to transmission risk.	Further guidance added, shared and actioned by schools.  (1) For bookable laptops/iPads, these can now be booked using the usual booking school booking systems. They should have a pack of disinfectant/cloths with the trolley. The class teacher will ensure that children clean their own laptop/iPad at the beginning and end of each lesson. Robust hand hygiene will be maintained. The handle and exterior high touch items on the trolley will be cleaned by the technician upon pick up and drop off.  (2) In science/food lessons, if naked flames/high heat is being used, staff/students should sanitise their hands upon entry and exit, and in addition should wash and dry their hands with soap and water (dry using disposable cloths) prior to and after using the heat source.
11.09.20	Face coverings advised to be worn by all staff and secondary school pupils except when in the classroom or eating and drinking (East Riding).	Face coverings will be worn by staff and students (except those who are exempt) in secondary schools and staff in primary schools when outside of the classroom within school buildings, except when eating and drinking. Safety guidelines will be given to staff and students relating to wearing face coverings including safely putting on and taking off face coverings, care of and disposal of face coverings and safe storage.
22.09.20	Lift sharing between staff members (unless in the same household) highlighted by local Public Health as a possible risk for transmission.	Staff are advised to avoid car sharing with other staff (unless they are in the same household) to and from work. If car sharing is necessary passengers are advised to wear a face covering whilst in the car.
11.01.21	Rapid/lateral flow testing for staff is available for schools.	Weekly rapid testing of consenting student facing staff to identify unknown, asymptomatic cases.
11.01.21	Centralised 'work from home' guidance and partial school closures.	Reduced numbers of staff and students in school to limit interactions between students/students, staff/students and staff/staff.  Class groupings limit social interactions through maintaining bubbles/pods (secondary addition) and students remain in the same room/station during lesson time (working on IT based remote learning, in a school setting).  <input type="checkbox"/> Class groupings limit social interactions through maintaining bubbles/pods (secondary addition) and students remain in the same room/station during lesson time (working on IT based remote learning, in a school setting). NB no practical lessons to take place during partial closure.

	Removal of 2 lesson day with student movement (secondary only)	<p>Curriculum model designed to reduce mixing of 'bubbles' and student/staff interactions through increased lesson length (100 mins) and reduced numbers of lesson changeover times per day (from 8 to 2). Students will be registered during a form time in their period 1 classroom (secondary only).</p> <p>Students will remain within class 'pod/bubble' during lesson time (secondary only).</p>
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