

Risk Assessment for Coronavirus (Working Practices – lockdown 3) January 2021 (updated 05/01/20)

Identified Hazards		Initial Risk Rating	Existing Control Measures (select/detail all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
School Name: Hope Valley College		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
Department / Location/Activity: (as applicable) Whole School		Staff	✓	Vulnerable People	✓	Volunteers	✓
Hygiene and cleaning – transmission of virus	H	All high contact surfaces (door handles, push plates, handrails etc) are cleaned regularly throughout the day.	✓	<p>Cleaning of areas will not be done between lessons but each day all used areas will be thoroughly cleaned.</p> <p>Toilets checks will be conducted throughout the day by the site team and toilets will be cleaned regularly throughout the day on a rotation basis.</p> <p>Soap and paper will be checked and fully stocked at all times.</p> <p>No current school events</p>	M		
	Cleaning of all used areas is performed between uses and at the end of each day/session	✓					
	Toilet checks are conducted throughout the day – cleanliness and soap provision	✓					
	Soap provided in all toilets	✓					
	Information and guidance on hand washing posted in all student and staff toilets	✓					
	Information and guidance specifically related to coronavirus posted in all student and staff toilets	✓					
	Regular cleaning of toilets throughout each day and food preparation areas	✓					
	Combined detergent and disinfectant solution or chlorine-based cleaner used	✓					
	Additional hand washing and sanitisation facilities provided for school events – school events currently online	✓					
	Staff and students and visitors sanitise or wash their hands upon entering and leaving the building, after each teaching session and after breaks and lunch (eating)	✓					

		Students encouraged to wash their hands after using the toilet	✓	<p>Wall mounted hand sanitising units are located throughout the main circulation areas and at each entry/exit point.</p> <p>There are also wall mounted units provided in each classroom. All are checked and refilled regularly.</p> <p>Sanitiser units contain non-alcohol based sanitiser in higher risk areas. Labelled as such</p> <p>Appropriate cleaning spray and blue roll will be provided in each room.</p> <p>Lunchtime supervisors will clean each surface between lunches</p> <p>Video produced by local GP and circulated to relevant staff members.</p> <p>Update COSHH and secure store for bulk cleaning products and sanitiser.</p>	
		Hand sanitiser is provided at all key entry and exit points – fixed to wall or floor standing	✓		
		Hand sanitiser provided in every classroom and office areas – fixed to wall or floor standing	✓		
		Non-alcohol hand sanitiser to be provided in science, food tech and technology workshops.	✓		
		Bin liners to be used in all bins	✓		
		Procedure in place for teachers to clean equipment used in lessons (PE, Art, Music, Technology, Science, IT) between student groups, 'bubbles'. Gloves and spray or wipes provided.	✓		
		Each classroom supplied with blue roll and spray for option for pupils to wipe their own desks after use and/or on entry	✓		
		Dining room surfaces cleaned between use by different student groups, 'bubbles'.	✓		
		Workstations are not shared by staff wherever possible, or are sanitised between use if this is not possible.	✓		
		Where appropriate PPE is provided to staff – cleaners, catering staff, medical room staff, practical subjects standard use	✓		
		Staff are trained on how to safely put on and take off PPE	✓		
		COSHH assessments for sanitiser and cleaning products are all up to date	✓		
		Information and guidance specifically related to catch it bin it kill it posted in all classrooms and office areas	✓		
Social Distancing	H	Staff keep at a distance of 2 metres from students and other adults.	✓		

	Students are encouraged to maintain their distance from each other.	✓	Classrooms to be rearranged to ensure that there is 2m as front of class between students and teacher. Staggered lunch and removal of bells so that movement between lessons is more gradual and phased. Use by teaching spaces assessed to avoid cross bubble use where possible.	
	Students are kept in identified groups, 'bubbles' and each group, 'bubble', is kept separate from other groups in school wherever possible.	✓		
	Where possible teaching spaces are used by only one bubble in any one day – where this is not possible limit as much as practically possible	✓		
	Reduction of interaction between 'bubbles', and sharing of social spaces and classrooms is limited as much as possible	✓		
	Where possible classroom furniture is re-arranged so all desks are front facing and to ensure staff are kept 2 metres from students. Students in school need to sit at separate desks at least two metres apart.	✓		
	Movement of classes and groups is limited and phased/staggered to reduce number of people on corridors at any one time	✓		
	If close contact with students is unavoidable this is limited as much as possible.	✓		
	Identified outside space for each separate group to use at social times.	✓		
	Staff avoid close face to face contact and minimise time spent within 1 metre of anyone	✓		
	Appropriate signage is in place encouraging all building occupants to observe social distancing procedures	✓		
	Teachers remain at the front of class whilst delivering remote live lessons whilst other students are in the room	✓		
	System in place to limit staff using toilets at any time to one	✓		Signs on doors
	System in place to limit staff using kitchenette areas to one	✓		Signs on doors
	Staff social areas numbers limited to maintain social distance, furniture rearranged and strict hygiene measures observed	✓		
	Ventilation is sufficient in all work spaces	✓	All staff told to open windows in classrooms/offices	

		Adoption of one way system in circulation areas	✓	One way system in place. Appropriate signage and directional markers in place and map showing one way system posted in each classroom.	
PPE – face coverings	H	Face coverings worn in all circulation and communal areas by all students, staff and visitors	✓	Information posted along corridors.	
		Do not need to be worn in dining room and classrooms however individuals can choose to if they prefer	✓	Frequent reminders to all staff & pupils to wear face coverings when appropriate.	
		Information provided to all parents and staff about provision and wearing of face coverings	✓		
		Guidance provided and posted around school on safe wearing and removal of face coverings.	✓		
		Procedure in place for disposal of worn face coverings and those dropped in the school building or on the school grounds.	✓		
		Small contingency supply of face coverings held in school for any student who loses and forgets theirs or has difficulty providing their own – school level sanctions and parental contact where behaviour issue	✓	Contingency held in medical area on reception.	
		Guidance followed around those individuals who are exempt from wearing face coverings	✓		
Visitors/parents – transmission of virus	H	No visitors allowed on the school site if they are displaying symptoms of covid-19	✓	Markings on path outside and signage stating limited number of visitors in reception at any one time.	
		Minimisation of number of visitors needed in school including supply teachers and peripatetic music teachers	✓		
		Guidance provided to all visitors regarding social distancing and hygiene.	✓		
		Clear demarcation area is in place around reception to maintain social distancing	✓		
		Screen or barrier is in place to protect reception/office staff	✓		
		Ensure there is sufficient space between visitors entering and exiting site – one in one out system	✓		

		Office staff sign visitors in and out – no pen provided to visitors to sign themselves in	✓		
		Regular cleaning and disinfection of common areas such as waiting area, meeting rooms and visitor toilets. Including any intercom systems	✓		
		Systems in place to monitor who is and who should be on site and deal with those arriving at site	✓		
		Appropriate information provided to parents about any change to visitor protocols	✓		
		Clear signage on display in reception areas to guide visitors about where to go and what to do	✓		
		Meetings to be conducted over conference calling or online where possible and only essential in person onsite meetings to be conducted with social safe distancing measures in place. (Includes Governor meetings)	✓		
Contractors – transmission of virus	H	Contractor visits to site scheduled outside of school hours where possible.	✓		
		Contractors maintain social distance of at least 2 metres from colleagues and school staff and students	✓		
		Contractors wash or sanitise their hands upon entering and leaving the site	✓		
		Contractors reminded to wash or sanitise their hands at regular intervals whilst on site	✓		
		All areas visited by contractors are thoroughly cleaned following the completion of any work	✓		
Transport to and from school – buses/public transport	H	Students and staff encouraged to walk or cycle to school	✓	Additional provision of bike storage to be provided.	
		Students and staff told to ensure they follow guidance at all times whilst on any form of transport	✓		
		Students discouraged from eating or drinking whilst on transport	✓		
		Arrival/departure times of dedicated school buses staggered where possible	✓		
		Where possible mixing of student groups, 'bubbles' on dedicated school buses avoided – students encouraged to sit with their 'bubble'	✓	Students & Parents informed.	

		Distancing maximised within vehicles	✓	Students & Parents informed.	
		Students advised to use hand sanitiser used upon boarding/disembarking	✓		
		Additional cleaning of vehicles in place on dedicated transport	✓		
		System in place to organise queuing and boarding on school premises	✓		
		Students advised to where face coverings whilst on transport	✓		
		System in place to safely dispose of face coverings when students arrive in school	✓		
Teaching and Learning - general		Students in school (key worker and vulnerable pupils) are taught with other students within their identified group, 'bubble'.	✓	Students in school are kept in bubbles.	
		Students and staff to have their own stationary – not shared with or borrowed from others.	✓		
		Contact between bubbles is minimised and avoided where possible – including lesson change, break and lunch	✓		
		Classrooms resources (books) are shared within bubbles (where possible) and cleaned regularly	✓		
	H	<p>Practical subjects for students in school-</p> <p>Teachers will use their professional judgement and adapt their lessons to ensure the following:</p> <ul style="list-style-type: none"> • Science, D&T, Food and Art – practicals are limited and undertaken under specific guidance • PE – prioritisation of outdoor lessons, no contact sport, no catching, teacher to wipe any equipment used at the end of lesson, or leave 48 hours. Some sports undertaken closely following specific body advice • Performing Arts – no contact, following specific guidance for equipment and each specific performance type • Music –no contact and no singing shouting or prolonged periods of loud speaking. No sharing of equipment and pupils clean where possible. 	✓		

		Equipment shared between 'bubbles' (sport, science, technology, art) is cleaned between each bubble use or rotated.	✓	Signage in place.	
		If equipment cannot be cleaned it is left for 48 hours (72 hours plastics) between use by different bubbles.	✓		
		Phased entry and exit into and out of rooms – staggered departure from classrooms	✓		
		Soft furnishings and/or equipment/resources not required are removed and stored away or identified "do not use"	✓		
		Tissues provided in all rooms used and students encouraged to use them. Catch it, bin it, kill it.	✓		
		Teachers remain at the front of class during lessons with a 2m distance and do not circulate – marked zone Small classrooms where this is not possible either screened or each teacher using the room is provided with a visor for use only in these identified rooms.	✓		
		Appropriate signage is displayed in all rooms to encourage personal hygiene	✓		
		Staff encouraged to wash or sanitise their hands after handling any student work	✓		
		The rotation of staff is reduced as much as possible to limit staff exposure to multiple students/groups.	✓		
		Good ventilation is maintained in all teaching spaces	✓		
		Systems in place to facilitate remote teaching and learning in the case of a lockdown 3.	✓		
Teaching and learning – specific – music (For students in school following timetables)	H	Music played, particularly in back ground kept at a level to reduce need for teacher to raise voice	✓	Procedure in place for separating equipment between bubbles and student groups.	
		Microphones used, if possible, to reduce need for shouting or prolonged periods of loud speaking	✓		
		Microphones are not shared – where unavoidable equipment should be disinfected regularly	✓		

		Any planned performances only done following guidance provided by government guidance	✓	<p>Schedule written or peri teachers to reduce number in at a time</p> <p>Screen for placing between student and teacher provided in each practice room. Line demarcation on floor to indicate social distance between student and teacher.</p> <p>Demarcation in music hall to provide visual guide for keeping students and teacher distant from each other.</p> <p>Process in place for not sharing equipment across bubbles, half termly lesson activity rota</p> <p>Practice rooms have cleaning fluid and wipes.</p> <p>Windows to remain open at all times.</p>	M
		Number of peri teachers attending site minimised	✓		
		Guidance issued to peri teachers on site specific controls in place for visitors	✓		
		Peri teachers maintain social distance at all times when undertaking lessons with students – no physical contact	✓		
		Additional measures in place for teaching wind instruments and singing	✓		
		Singing and playing of wind instruments not to take place in large groups e.g. choirs and ensembles – without sufficient space and ventilation and strict social distancing	✓		
		Students to sit back to back or side by side when playing or singing	✓		
		Wind and brass instrument players positioned so that they do not blow towards other players	✓		
		Sharing of instruments, scores, parts and scripts and other equipment is avoided or limited as much as possible	✓		
		Instruments cleaned by students playing them, where possible	✓		
Teaching and learning – specific – practical subjects (For students in school following timetables)		Students taught in their 'bubbles'	✓		
		Teachers to remain socially distant from students at all times	✓		
		Assessment done on maximum seating capacity in practical teaching rooms	✓		
		Sufficient distance at front of classrooms for teacher to maintain social distancing	✓		

		Good ventilation in the classroom maintained at all times – natural or air con	✓		
		Staff and students was hands before and after handling equipment	✓		
		Hand sanitiser provided should be non-alcohol based	✓		
		Movement in rooms is limited – practical activity done at students workstation	✓		
		Food – procedure in place for limiting movement to and from fridges	✓		
		Teacher has own set of equipment for demonstrations – not borrowed from a student set	✓		
		Demonstrations done by teacher at front of room – use of visualisers or similar so that students do not crowd round	✓		
		All equipment used during a practical lesson cleaned or quarantined for period of 72 hours	✓		
		Machines and fixed equipment is cleaned after each practical lesson	✓		
		Sharing of materials between bubbles is limited as much as possible – where it is shared materials are to be cleaned or quarantined for 72 hours	✓		
		Clear process in place for quarantining equipment – keeping track of timescales for eat type or set	✓		
		Emergency PPE pack prepared for each room containing: gloves, fluid resistant face mask, disposable apron, plastic bags	✓		
		Social distancing in prep rooms to be maintained at all times – numbers limited if rooms are small	✓		
		Safety goggles quarantined for 72 hours after use or sanitised in a Milton liquid solution following use instructions	✓		
		Students to wash hands prior to putting on eye protections	✓		
		Staff issued with own set of PEE and not shared between students and or other staff	✓		
Dining Room – lunchtimes – transmissions of the virus	H	Lunchtimes staggered to avoid congestion	✓		


		Furniture spread out in dining to maximise space between those eating	✓	Midday supervisors wipe tables between bubbles. Screens put up in front of serving areas to protect against food contamination and protect the staff.	M
		Food and drink only to be consumed in designated areas	✓		
		Food and drink not shared by both students and staff	✓		
		Surfaces (eg tables) in dining room are cleaned between uses by different student bubbles.	✓		
		Food preparation is done in line with food standards and guidance	✓		
		All catering staff wear gloves at all times whilst preparing food	✓		
		Number of people at serving areas is limited to ensure social distancing is observed	✓		
		Serving areas are protected against contamination	✓		
		Tills and finger print readers are cleaned between bubbles/sitting – students wash or sanitise their hands prior to paying using their finger	✓		
		Till areas and staff at till areas are protected	✓		
		Trays either single use or removed	✓		
		Vending and water machines are turned off and decommissioned	✓		
		Cash loading machines for dinner monies turned off and decommissioned – communication to students and parents to load electronically or use pay points	✓		
Administering first aid and medicines	H	If lower staff levels – it is ensured that sufficient first aid cover is provided at all times	✓	Assessment conducted on staffing levels and first aid provision. All first aid trained staff trained in putting on PPE.	M
		PPE is available for all staff who administer first aid – where close contact with a student is necessary	✓		
		PPE available - gloves, aprons, masks and face shields	✓		
		Staff have been trained in putting on and taking off PPE	✓		
		Staff ensure they wash their hands after administering first aid	✓		

		Medical room and/or affected area of school is cleaned upon completion	✓		
		Waste and PPE is double bagged prior being disposed of and put in clinical or external waste	✓		
		If multiple students need medication at similar times – staggering times of arrival should be implemented	✓		
		If staff are to provide intimate care appropriate PPE worn at all times	✓		
Home visits	H	Home visits are only undertaken if absolutely necessary	✓		M
		Staff use their own vehicle to get to destination – cars are not shared	✓		
		Protocol in place to maintain social distancing during visits – knock on door and step back (2m)	✓		
		Meeting and conversation to take place outside house or through window	✓		
		Under no circumstances do staff enter student’s homes	✓		
		Lone working procedures adhered to at all times whilst on home visit	✓		
Emergency Evacuations	H	Sufficient staffing is available to conduct a full, safe evacuation of the premises	✓		M
		Staff maintain social distance of 2m at all times whilst evacuating from the building	✓		
		Changes to assembly points have been made to ensure student bubbles line up together without coming into contact with other student bubbles.	✓		
		Phased returns to the building are co-ordinated to student groups remain separate.	✓		
		Any changes to usual emergency evacuation procedures have been communicated to staff and students – especially changes to assembly locations	✓	New assembly points in place to facilitate student bubbles and communicated.	
		Upon re-entry to the building all occupants wash or sanitise their hands	✓		

		Termly practice fire evacuation – consider alternatives to full evacuation – for example, by year group/ bubble walk through, demonstrate the bell in assembly or at a set time	✓		
Deliveries	H	Companies are informed of changes to delivery protocols upon placement of any order	✓		M
		Drivers wash or sanitise their hands before unloading goods and material	✓		
		School staff do not approach delivery drivers	✓		
		Delivered items are left in a safe, secure area	✓		
		Staff do not sign for deliveries	✓		
		Staff members wash or sanitise their hands after handling deliveries	✓		
		Deliveries are kept to a minimum	✓		
Possible case of covid-19 -	H	Staff weekly asymptomatic testing offered – see separate risk assessment	✓	Guidance and information sent to all plus regular reminders.	M
		Information provided to all staff and parents regarding what to do if they suspect they themselves or someone they have been in contact with has the virus	✓		
		Information given to staff about what symptoms to look out for	✓		
		Any member of staff or student displaying symptoms should be sent home immediately	✓		
		Provision to place anyone with symptoms awaiting collection in a well-ventilated room to isolate them from others – assess if supervision is required	✓		
		Government advice followed for students or staff who need to self-isolate or shield	✓		
		All areas where a person who has displayed symptoms is appropriately cleaned	✓		
		Procedures in place for contacting Public Health England when required	✓		

		Guidance provided to staff and parents about tests and self isolation.	✓		
		Records kept of students and staff who have shown symptoms or have had contact with those who have displayed symptoms	✓		
Attendance – students not coming into school		All students on live streamed remote learning, unless key worker or vulnerable	✓		M
		Procedures in place for recording absence and specific coding in place for coronavirus	✓		
		Communication of clear and consistent expectations to parents for attendance at school and remotely.	✓		
Behaviour – expectations and conflict management	H	Behaviour policy reviewed and updated with clear expectations around covid controls	✓		M
		Clear consequences set out for deliberately breaking covid rules	✓		
		Clear communication to staff, students and parents on expectations linked to covid rules	✓		
		Additional support provided to those students struggling with returning to school or the new requirements on them	✓		
Staff availability	H	Assessment of which staff are available conducted – list of extremely clinically vulnerable, pregnant (3 rd trimester), maintained by HR for cover (Government advice followed)	✓		M
		Ensure sufficient staff available to maintain staff/student ratios	✓		
		Where clinically vulnerable staff can work from home they do so and where this is not possible they are absent on full pay (Government advice followed)	✓		
		Staff aware of absence reporting procedure	✓		
		Support provided to those employees who may be anxious about working	✓		
		Assessment of critical minimum staffing level completed – first aid and admin support plus teaching provision	✓		
		Individual assessments conducted for groups of staff in higher risk groups (vulnerable, pregnant, BAME, clinically obese – per government advice/list) – staff encouraged to self-identify	✓		

Business services staff – office based	H	Office furniture is re-arranged to ensure: <ul style="list-style-type: none"> • each workspace is 2m • screens placed between facing desks 	✓		M
		Workspaces and IT not shared where possible, where they are they are identified and cleaned at the end/start of the day	✓		
		Hand sanitiser used before and after using shared printing MFD devices	✓		
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed before controls implemented and once in place - Assessment is of the likelihood and impact of risk (e.g. injury, damage etc).					

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards (not identified above) that are associated with the activities being carried out to be listed here.					
Date of Assessment:	07.01.2021	Carried out by:	A Millington	Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Health & Safety Policy • Coronavirus Operating Procedures • Site Management Handbook • Lone Working Procedures 				