

The Stephen Perse Foundation RISK ASSESSMENT

Risk Assessment for:	Coronavirus (Covid - 19)	Description of Activity:	Partial reopening (includes closure and partial closure details) Original pre-lockdown assessment
Assessment by (Name):	Health, Safety and Welfare Manager	Date:	26.05.20
Manager Approval (Name):	Foundation Leadership Team and Governing Body Reviewn	Date:	27.05.20
Date that the RA is to be shared and discussed with all relevant parties.		Shared with Covid-19 Supervisors and Operations Team 27.05.20 (Must be read in conjunction with the Foundation's Coronavirus (Covid-19) Reopening Policy and Procedures Summer term 2020) Regular updates to be made and up to date risk assessment will be available to staff at all times.	

East of England Health Protection Team is 0300 303 8537

Hazard / Risk	Initial Risk Low/Med/High	Who is at Risk?	How can the hazards cause harm?	Control Measures	Residual Risk Low/Med/High Change colours to correspond with risk matrix below

RISK ASSESSMENT

<p>Closure and partial closure of school buildings during lockdown.</p>	<p>High</p>	<p>Staff, pupils and the public</p>	<p>Infections, fire, explosions, security breaches,</p>	<p>Closed and partially closed buildings to be managed in accordance with Government guidance, Ellis Whittam Consultant guidance and Insurance requirements.</p> <p>Government Guidance: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Estates checklist (informed by Government and Ellis Whittam guidance): https://docs.google.com/forms/d/1aU3uj2AKU2hK80DIXLXsf9u5lxSYjbS4jDWpGokZfTY</p> <p>Initial shutdown checks for Insurance: https://docs.google.com/spreadsheets/d/10PbpOSYo rMzIzi95M6SztF3EcyHp77D_bDGmknDkNjk/edit?ts=5e9eeefc#gid=0</p> <p>Further actions:</p> <p>Site checklists maintained by Estates and Logistics Bursar.</p>	<p>Med</p>
---	--------------------	-------------------------------------	---	--	-------------------

RISK ASSESSMENT

<p>Partial school opening for Key Worker children (at Salisbury Villas)</p>	<p>High</p>	<p>Staff, pupils and the public</p>	<p>Infections, fire</p>	<p>Hazards covered by a site and activity specific risk assessment. Update: https://docs.google.com/document/d/14ER5Cj-bjSkCKNVPmdtTBXd_-C-x_HtImWf-vjpx6Fk/edit?ts=5ecd49a0#heading=h.gidgxs</p> <p>Further actions:</p> <p>Ongoing updates to the site specific document to be completed by Covid-19 Supervisor or Deputy Head of EY as Infection Champion.</p>	<p>Med</p>
<p>Partial reopening - Working in school buildings - Contact with persons suffering from coronavirus</p>	<p>Med</p>	<p>Staff, pupils, contractors and visitors</p>	<p>Infection</p>	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY EastofEnglandHPT@phe.gov.uk Phone: 0300 303 8537</p>	<p>Med</p>



The Stephen Perse Foundation

RISK ASSESSMENT

				<p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> · All surfaces and objects which are visibly contaminated with body fluids; and · All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Further actions:</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible by the site Covid - 19 Supervisor.</p>	
--	--	--	--	---	--

				<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Further actions:</p> <p>Control measures will be revised and updated daily when the latest government guidance is released by the Health, Safety and Welfare Manager..</p>	
Partial reopening - Working in school buildings - Contracting and spreading of infection	High	Staff, pupils, contractors and the public	Infection	<p>Basic infection controls must be followed as recommended by the government:</p> <ul style="list-style-type: none"> · Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. · Put used tissues in the bin straight away. · Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. · Try to avoid close contact with people who are unwell. 	Med



RISK ASSESSMENT

				<ul style="list-style-type: none"> · Clean and disinfect frequently touched objects and surfaces. · Do not touch your eyes, nose or mouth if your hands are not clean. <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Further actions:</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management.</i></p>	
--	--	--	--	--	--

RISK ASSESSMENT

				<p><i>If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>	
<p>Partial reopening - Working in school buildings - Contact with an individual with suspected Coronavirus symptoms in school and the relevant use of Personal Protective Equipment (PPE),</p>	<p>Med</p>	<p>Staff, pupils, contractors and the public</p>	<p>Infection</p>	<p>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.</p> <p>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.</p> <p>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.</p>	<p>Med</p>

RISK ASSESSMENT

				<p>PPE should be worn by staff caring for the child while 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>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Children, young people and pupils 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 e.g. nappy changing staff wear aprons and gloves</p>	
--	--	--	--	---	--



RISK ASSESSMENT

				<ul style="list-style-type: none">• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical 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 coughing, spitting, or vomiting, then eye protection should also be worn <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face masks must:</p> <ul style="list-style-type: none">• cover both nose and mouth• not be allowed to dangle around the neck• not be touched once put on, except when carefully removed before disposal	
--	--	--	--	--	--



RISK ASSESSMENT

				<ul style="list-style-type: none"> • be changed when they become moist or damaged • be worn once and then discarded - hands must be cleaned after disposal • Once the child or member of staff has left, staff must follow the Cleaning of non-healthcare settings to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely <p>Further actions:</p> <p>Any potential contact with an infectious person on site must be reported to the Covid-19 Supervisor.</p> <p>The Covid - 19 supervisor must report the incident by email to FLT.</p> <p>Further guidance on responding to a case of Covid-19:</p> <p>If an individual develops symptoms of COVID19, they go into isolation and they get tested:</p>	
--	--	--	--	---	--



RISK ASSESSMENT

				<p>a) Negative test: they can come out of isolation as can their household contacts</p> <p>b) Positive test: They isolate for 7 days and their close contacts (including bubble) for 14 days</p> <p>One of their contacts develops symptoms within the 14 isolation period and they get a test</p> <p>c) Test negative: they have to remain in isolation for any of the remainder of the 14 day isolation period, as they could still develop COVID19 in those remaining days</p> <p>d) Test positive: they isolate for 7 days from the onset of their symptoms (this could end before the original 14 day isolation period is up)</p> <p>In the case of siblings:</p> <p>If Child A has coronavirus symptoms then they should be sent home, and their household should follow the guidance on self-isolation. That would include the sibling.</p>	
--	--	--	--	---	--

				<p>Child A's sibling's bubble does not need to self-isolate unless Child A's sibling develops symptoms and then tests positive.</p> <p>If Child A receives a negative test, both Child A and the sibling can return to school.</p> <p>Update on Track and Trace – Update from the Director of Public Health</p> <p>The NHS Track and Trace service has been up and running now since 28th May and you may find the summary poster and the NHS Test and Trace workplace guidance useful.</p> <p>Please also display the CCC and PCC Test and Trace action to be taken by schools poster. This is in the Covid - 19 Staff Information Drive.</p> <p>If any of your pupils or staff develop symptoms of Covid-19 (new continuous cough, fever, or loss of taste/smell) they should go home immediately and book a test by visiting https://www.nhs.uk/ask-for-a-coronavirus-test or calling 119.</p> <p>If one of your pupils or staff tells you that they have had a test and been confirmed as a case of Covid-19, then you should contact the Public Health England Health Protection Team on 0300 303 8537 as usual. They will carry out a risk assessment with you over the phone, and provide you with advice for your school, that complies with the Test and Trace system.</p>	
--	--	--	--	--	--

RISK ASSESSMENT

Partial reopening - Working in school buildings - Contact with packages or items handled by persons who may have been exposed to coronavirus	Low	Staff, pupils, contractors and the public	Infection	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Main deliveries will be received at Annesley House to reduce contact.</p> <p>Further actions:</p> <p>Any delivery issues arising must be reported to the Estates and Logistics Bursar</p>	Low
Disposal of waste that may be contaminated by a coronavirus sufferer	High	Staff, pupils, contractors and the public	Infection	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	Med



RISK ASSESSMENT

				<p>Further actions:</p> <p>The relevant site Covid-19 Supervisor must oversee procedures and contact the Health Protection Team if required.</p>	
<p>Partial school reopening site specific assessments for Rosedale, Dame Bradbury's and Madingley</p>	<p>High</p>	<p>Staff, pupils and the public</p>	<p>Infections, fire</p>	<p>Site specific assessments and on-going reviews to be undertaken by Heads of School as Covid-19 Supervisors.</p> <p>Further actions:</p> <p>Site specific risk assessments (available to parents on request)</p> <p><u>Salisbury Villas</u></p> <p><u>Rosedale House</u></p> <p><u>Madingley</u></p>	<p>Med</p>

				Senior School Dame Bradbury's	
Building preparation for partial reopening Dame Bradbury's, Rosedale House and Madingley	High	Staff, pupils and the public	Infections	<ul style="list-style-type: none"> • Water treatments- All regular checks by Eaton Environmental have continued through the lockdown. These have been supported by weekly flushing of all outlets by the Estates team. Eaton Environmental attended on 21.05.20 and will return week commencing 26.05.20 to carry out further biocide (Sanosi) dosing of the system at Rosedale House (To be completed 29.05.20). Final flushing of Madingley and Dame B's to be carried out by Estates week commencing 26.05.20. • Fire alarm testing - Full alarm testing to be carried out week commencing 26.05.20 by Estates. • Repairs - any repairs are reported to Estateshelpdesk@stephenperse.com • Grass cutting- has been regularly undertaken during lockdown. • PAT testing - PAT is in date. Any items identified by individual schools can arrange for testing update via Estateshelpdesk@stephenperse.com • Fridges and freezers- to be cleaned and switched on week commencing 26.05.20 or as required. 	Low

RISK ASSESSMENT

				<ul style="list-style-type: none"> Boiler/ heating servicing - Scheduled Maintenance Internet services - to be checked by IT week commencing 26.05.20 All other statutory inspections will be scheduled as detailed in the Scheduled Maintenance document. <p>Further actions:</p> <p>Site reopening checklist to be completed by the Estates and Logistics Bursar and the Health, Safety and Welfare Manager</p>	
<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	High	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p>	Infection	<ul style="list-style-type: none"> Toilets to have a regular supply of hot and cold water complete with soap and towels. Hand sanitiser available (where required). Kitchen area to have a safe supply of mains cold water. Hand-contact points cleaned daily/where practicable. Toilets and kitchen area to be regularly cleaned. Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing. 	Med

RISK ASSESSMENT

				<p>Further actions:</p> <p>Site Covid-19 Supervisor to ensure thorough site cleaning procedures. Link to Contract cleaning schedule needed - Cleaners' Planning Rota added 27.05,20</p>	
Emergency Evacuations	High	Staff, pupils and the public	Fire	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Full evacuation to be scheduled during the partial reopening period. Any individuals with reduced mobility will have a Personal Emergency Evacuation Plan. This will be reviewed for each site by Heads of School. <p>Further actions:</p> <p>Estates and Logistics Bursar and Health, Safety and Welfare Manager to inspect site evacuation routes and assembly points 27th & 28th May 2020.</p>	Low



RISK ASSESSMENT

<p>Class or group sizes and increased contact spreading infections</p>	<p>Med</p>	<p>Staff, pupils, contractors and the public</p>	<p>Infection</p>	<p>A hierarchy of control measures are employed including:</p> <ul style="list-style-type: none"> ● avoiding contact with anyone with symptoms ● frequent hand cleaning and good respiratory hygiene practices ● regular cleaning of settings ● minimising contact and mixing ● keep children and young people in those small groups 2 metres away from each other, where possible ● keeping groups apart, ensuring that only brief, transitory contact, such as passing in a corridor, which is low risk, is possible. ● setting out one way systems through the schools where possible clearly marked ● in primary settings ensuring that classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). ● classrooms and other learning environments such as workshops and science labs for those groups, will 	<p>Med</p>
--	-------------------	--	------------------	---	-------------------



RISK ASSESSMENT

				<p>maintain space between seats and desks where possible</p> <ul style="list-style-type: none">● assessing the timetable to support a range of protective measures;● including timetables adjusted to allow classes take turns to go out to play in restricted areas so that children play only with those in the same class;● keeping pupils together in small groups and avoid situations of groups mixing;● limiting the numbers of pupils in bathrooms depending on the size of the bathroom;● keeping changing rooms out of bounds;● removal of non-essential or difficult to clean items from the classroom;● consider pupil travel to, and arrival at school. Encouraging alternative means of transport to reduce the use of public transport where possible;● arrivals and departures will be staggered where possible;● no parents/visitors being allowed within school buildings;	
--	--	--	--	--	--

				<p>Further actions:</p> <p>Covid-19 Supervisors to ensure site compliance.</p>	
<p>Lack of a consistent approach to reopening and infection control across Foundation sites because of a lack of clarity regarding roles and responsibilities.</p>	<p>Med</p>	<p>Staff, pupils, contractors and the public</p>	<p>Infections</p>	<ul style="list-style-type: none"> • Appointment of COVID-19 Supervisors for each site <p>Dame Bradbury's - LGR</p> <p>Madingley - AHE</p> <p>Rosedale House - DHE</p> <p>Salisbury Villas - SEH</p> <p>Senior School (for Y10 & 12) - ADK</p> <p>Further actions:</p> <ul style="list-style-type: none"> • Appointment of Infection Champions by Covid - 19 Supervisors for each site <p>Dame Bradbury's - VBR</p> <p>Madingley - TSL</p> <p>Rosedale House - DHA</p> <p>Salisbury Villas - EST</p>	<p>Low</p>

RISK ASSESSMENT

				<p>Senior School (for Y10 & 12) - GD (on site when students present)</p> <ul style="list-style-type: none"> • Specific iHasco Infection prevention and control training has been assigned to Covid Supervisors and Infection Champions ; 	
<p>Limited link access to Government, Department for Education (DfE), Public Health England (PHE) guidance documents.</p>	High	<p>Staff, pupils, contractors and the public</p>	<p>Infection</p>	<ul style="list-style-type: none"> • DfE Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers • DfE Actions for education and childcare settings to prepare for wider opening from 1 June 2020 • DfE Actions for early years and childcare providers during the coronavirus outbreak • DfE Opening schools for more children and young people: initial planning framework for schools in England • DfE Planning guide for primary schools - GOV.UK • DfE Planning guide for early years and childcare settings • DfE Coronavirus (COVID-19): implementing protective measures in education and childcare settings • DfE Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	Low

RISK ASSESSMENT

				<ul style="list-style-type: none"> • DfE Coronavirus (COVID-19): guidance for educational settings • Cabinet Office Staying alert and safe (social distancing) • PHE COVID-19: guidance for households with possible coronavirus infection guidance • PHE COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Department for Transport Coronavirus (COVID-19): safer travel guidance for passengers • PHE COVID-19: cleaning of non-healthcare settings • https://www.youtube.com/watch?v=K2bEm_Nvlpc&feature=youtu.be • NHS Test and Trace 	
Overseas travel by employees	High	Staff, pupils, contractors and the public	Infection	<p>Overseas travel is prohibited except in essential cases.</p> <p>If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p>	Low



The Stephen Perse Foundation

RISK ASSESSMENT

				<p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms ,</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p> <p>FCO advice will be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Further actions:</p> <p>FLT to control all employee overseas work travel arrangements.</p>	
--	--	--	--	--	--

RISK ASSESSMENT

<p>Early Years Setting and the challenges of infection spread - updates (TBC)</p>	<p>High</p>	<p>Staff, pupils, contractors and the public</p>	<p>Infection</p>	<ul style="list-style-type: none"> • As outlined by the Government, Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. • It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that each small group stays away from other people and groups. This will be described as year group 'bubbles.' • Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered. • Outdoor learning time will be maximised across the Early Years. • Early Years children will be kept in small groups according to age and we will try, as 	<p>Med</p>
---	--------------------	--	------------------	--	-------------------



RISK ASSESSMENT

				<p>far as possible, to keep the same children and staff members together from day to day.</p> <ul style="list-style-type: none"> • As far as possible, parents and carers should not enter early years premises and children will be handed over outside the setting at the marked point. • Early Years and Year 1 children will work only within their year group space and distancing will be encouraged but it is recognised that children/children distancing cannot be strictly maintained where learning is more active and play is a significant part of the curriculum. • For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and it is recommended we use these to group children. • Updated EYFS specific risk assessment <p>Further actions:</p> <p>EYFS arrangements to be managed by site Covid-19 Supervisor</p>	
--	--	--	--	---	--

RISK ASSESSMENT

Safeguarding during pandemic - updates	High	Staff, pupils, contractors and the public	Safeguarding issues	<ul style="list-style-type: none"> • The addendum to the safeguarding policy has been updated and reviewed • Basic safeguarding principles outlined in the Safeguarding Policy and reiterated in the Addendum remain the same. • A DSL/DDSL should be on site when pupils are in school and staff must know their name and how to contact them each day. • There should be an holistic approach to re-opening the schools and so any risk assessments must link together Safeguarding and Health and Safety considerations. • Safeguarding information for pupils must be up to date for pupils who are either at home or at school • DSLs keep up to date with safeguarding issues by keeping abreast of information from the local safeguarding board. • Vulnerable children with social workers, or EHCPs should attend school from June 1st. If staff have been in contact with non attending vulnerable pupils before the re-opening they must continue to do 	Low
--	-------------	---	---------------------	---	------------



RISK ASSESSMENT

				<p>so if a vulnerable pupil is to attend school from June 1st.</p> <ul style="list-style-type: none">• There is no need to re-do DBS for staff who have been away from school and returned.• All Safer Recruitment principles for staff and volunteers will continue to apply.• For some children, parents and staff mental health may have been impacted and so the Foundation needs to ensure that support is available in the school and outside support can be accessed if needed.• Foundation schools will do all they 'reasonably' can to ensure children at home are safe online <p>Further actions:</p> <p>Ongoing updates to be communicated by DSL/DDSL</p>	
--	--	--	--	--	--

RISK ASSESSMENT

<p>Provision of First Aid during low staffing levels</p>	<p>Med</p>	<p>Staff and pupils</p>	<p>Delay in giving first aid may result in worsened outcome for injured party.</p>	<ul style="list-style-type: none"> • Covid-19 Supervisor must ensure that there is adequate first aid available at all times. • First Aid Policy <p>Further actions:</p> <p>First Aid Policy updated with - APPENDIX 3 Additional COVID-19 First Aid Arrangements</p>	<p>Low</p>
<p>Staff are choosing to self isolate Staff are choosing to social distance at home. Staff refuse to come into work due to fear</p>	<p>Med</p>	<p>Staff, pupils and parents</p>	<p>Impacts on the quality of education. Inability to adhere to small groups as per the guidance thereby increasing risk. Places additional pressure on colleagues and managers Impacts moral of staff Inability to operate</p>	<p>Employment law advice and guidance followed from Ellis Whitham.</p> <p>Doctors notes requested from staff to evidence condition.</p> <p>All reasonable steps taken to adhere to guidance and shared with individuals.</p>	<p>Med</p>
<p>Staff are required to isolate for 14 days due to a member of the bubble becoming infected</p>	<p>Med</p>	<p>Staff, pupils and parents</p>	<p>Infection/death</p>	<p>The whole bubble self isolates independently. The whole bubble is taught remotely.</p>	<p>Med</p>

RISK ASSESSMENT

Staff mental health and wellbeing	Med	Staff	Absence from work/depression/unmotivated	<p>Signposting to help and support on staff wellbeing hub. Buddy system in place Training on how working. HR support</p> <p>Further action: Add Staff Welfare - Covid-19 Document link - Done 27.05.20</p>	Low
Re-opening of staff communal workspace and the limited essential use of 'hot desks'.		Staff	Infection	<ul style="list-style-type: none"> • Where possible layouts and processes must be reviewed to allow people to work further apart from each other; • Hand sanitiser must be provided in staff workrooms or at 'hot desks'; • Where practical additional space should be made available by using other parts of the school or building that have been freed up by remote working; • The use floor tape or paint to mark areas to help workers keep to a two-metre distance should be employed if the space necessitates; • Only where it is not possible to move workstations further apart, there must be arrangements for people to work side-by-side or facing away from each other rather than face-to-face; • Occupancy levels must be managed to enable social distancing; 	



RISK ASSESSMENT

				<ul style="list-style-type: none"> • The use of hot desks and spaces should be avoided and where not possible there must be thorough cleaning and sanitising of workstations between different occupants, including shared equipment; • Any use of 'hot desks' must be agreed with Line Managers and signed off by Heads of School; • Reconfiguration of seating and tables must be explored to maintain spacing and reduce face-to-face interactions; • Staff must be encouraged to remain on-site and, when not possible, maintain social distancing while off-site; • The use of locker rooms, changing areas and other facility areas must be regulated to reduce concurrent usage; • Staff must be encouraged to store personal items and clothing in personal storage spaces, for example lockers and during shifts; and • Communal staff areas must be as clear as possible to enable thorough cleaning routines. 	
--	--	--	--	---	--

Reviewed: June 2020

The Stephen Perse Foundation RISK ASSESSMENT

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.