

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE			Aire Valley Nursery Schools Federation Abbey Green and Midland Road Nursery Schools						
Assessor/ Person(s) assisting with the assessment		Headteacher		DATE	01/03/22				
TASK / ACTIVITY <small>(Include duration and frequency of task activity)</small>		Operation of school activities during Covid-19							
		Persons / groups at risk							
Likelihood of Occurrence	Severity of Outcome					A	Employees	E	General Public / Pupils
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	B	New Employees	F	Visitors
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	C	Contractors / Sub-Contractors	G	Volunteers
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	D	Young person / Work experience	H	Clients / Service users
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	Likelihood of occurrence X Severity of outcome = Risk Rating			
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	Example:			
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			

Contingency plans are in place for any outbreak of Covid-19. Revert to an earlier version of the risk assessment and reintroduce cohorting systems as required if and when any such outbreak occurs or on the advice of health professionals.

The outbreak plan will be implemented if:

- We experience a higher than previously experienced or rapidly increasing number of staff or student absences due to Covid-19 infection
- There is evidence of a severe Covid-19 infection, such as a person being admitted to hospital due to Covid-19
- There are a cluster of cases where there are concerns about the health needs of vulnerable staff or students within an affected group

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<p>Site Access- Staff arrival, children's arrival and numbers of entrances open, security. Start and finish times.</p>	<p>A - H</p>	<p>Senior leaders available to welcome children and support entry and exit procedures.</p> <p>Children to be escorted by their parent to the handwashing stations outside the appropriate classrooms.</p> <p>Every child should wash their hands at the handwashing stations outside the classrooms for at least 20 seconds with their parent support. School staff will provide support through teaching and singing the handwashing song. Hands should also be washed regularly throughout the day, before and after eating, when children leave and after using a tissue as part of the NHS's Catch it, Bin it, Kill it strategy.</p> <p>Practitioners will greet children at the classroom door. Parents can then leave via the playground gate. On collecting children, parents should wait in the playground and a member of staff will bring their child out to them. If children are upset or need some support their parent may enter the classroom space and remain until such time as their child is settled and happy. Parents are not required to wear a facemask if they enter the school, however, they are free to wear one if they prefer to.</p>	<p>15</p>	<p>Walkie talkies in use throughout the building to assist staff and senior leaders in entry and exit procedures and to alert the team to any potential issues.</p> <p>Contingency plans in place for any outbreak of Covid-19. Revert to previous version of the risk assessment and bubble structure should this situation arise.</p>	<p>9</p>

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		<p>This process will be repeated when parents/carers collect their child at the end of the session. These measure will remain in place until at least Easter, when they will be reviewed.</p> <p>Parents visiting with new children on transition visits should remain outside as much as possible. If a child is distressed, parents can enter the indoor classroom environment.</p>			
		<p>ABBAY GREEN</p> <p>Children and parents attending the 3-4years classrooms continue to gain access via the playground gate located by the car park.</p> <p>Children and parents attending the 2-3 years classrooms continue to gain access via the playground gate located on Whetley Terrace.</p>		<p>Stay and Play sessions will continue to operate from the crèche room – Parents will continue to enter via the fire exit door next to crèche. Visitors are not required to wear a facemask, however, they can choose to wear one if they prefer. All visitors should sanitize on entry.</p>	
		<p>MIDLAND ROAD</p> <p>Children and parents attending the 3-4years classrooms continue to gain access via the playground gate located by the car park. Any parents arriving late or collecting early are permitted to enter the building and take their child to the classroom as this will ease pressures on staff during group times and other busy parts of the day.</p> <p>Children and parents attending the yellow or red room should gain access via the main entrance. These children will generally be arriving at various different times due to paying for extended day provision. The</p>			

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		<p>parent and child should sanitize their hands together on entry.</p> <p>Admin team to contact a member of staff to collect each child via the walkie talkies. A familiar member of staff will collect each child from Reception. The staff member must then escort the child to the classroom and they should both wash their hands together.</p>			
<p>Infection Control- see also cleaning and social distancing</p> <p>Vaccination</p>	<p>A-H</p>	<p>All staff are strongly encouraged to take up the offer of a vaccine. More information can be found here https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</p> <p>Hand sanitiser in entrance vestibule and the portacabins entrance areas for use by staff, visitors and parent/carer.</p> <p>Admin staff to keep glass window closed between office and reception area as much as possible. Only to be opened to accept paperwork /deliveries.</p> <p>Desks, telephones and workstations can be cleaned with antiviral wipes before and after use. Staff to avoid sharing equipment and workstations as much as possible. Clean down equipment between use.</p>	<p>12</p>	<p>Hand sanitiser dispenser installed in the entrance for staff, parents/carers, students, volunteers and visitors to use.</p> <p>Lidded (and where possible foot pedal operated lidded bins) available in each room. Catch it, bin it, kill it visual signs on all lidded bins.</p>	<p>9</p>

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Hand washing and sanitising		<p>On entry staff should sanitize their hands before signing in.</p> <p>Staff should regularly carry out hand washing with soap for at least 20 seconds, including before and after eating, between activities and after moving from outside to inside with the children.</p> <p>Every child should wash their hands before entry to the classroom for at least 20 seconds with parental support. Hands should also be washed regularly throughout the day.</p> <ul style="list-style-type: none"> • when they arrive at the setting • when they return from breaks • when they change rooms • before and after eating • when they leave the setting. <p>Regular and thorough hand cleaning is needed for the foreseeable future. Staff working with children who salivate uncontrollably may want more opportunities to wash their hands than other staff. Children who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' should also wash their hands more often.</p> <p>Staff should continue to help children with complex needs to clean their hands properly.</p> <p>Handwash basins are located in or adjacent to all classrooms the rooms children use. Staff should utilise these to maximise hand washing.</p>			

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<p>Bins</p> <p>Outdoor space</p> <p>Ventilation</p>		<p>Frequent and thorough hand cleaning should now be regular practice. Staff must build hand washing routines into setting culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. Skin friendly cleansing wipes can be used as an alternative.</p> <p>Staff are provided with their own 50ml hand sanitiser to use frequently. This can be re-filled using</p> <p>A supply of disposable tissues to be available in all areas to ensure implementation of the “Catch it, bin it, kill it.” Strategy from NHS England.</p> <p>Children encouraged to cough into their elbow if no tissue available.</p> <p>Use outdoor areas as much as possible.</p> <p>All rooms should be well ventilated whilst maintaining a comfortable teaching environment. CO2 monitors will be used to monitor the air quality in rooms. Staff to follow separate CO2 monitor guidance material and ensure adequate ventilation is in place in all rooms. Staff must inform senior leaders if the reading is consistently above 800 ppm.</p> <p>Good ventilation will be achieved by opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in</p>		<p>Bins are emptied at the end of the day and again if there is a suspected corona virus case in school- see also Cleaning after a suspected or confirmed case of Coronavirus. The ‘catch it, bin it, kill it’ approach continues to be very important. As with hand cleaning, staff must ensure younger children and those with complex needs are helped to get this right, and all children understand that this is now part of how the setting operates.</p>	

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<p>Walk to School</p> <p>Classroom Measures</p> <p>Ozone</p>		<p>the space). Opening internal doors can also assist with creating a throughput of air</p> <p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) <p>Parents, staff, students, volunteers and pupils are encouraged to walk or cycle to school if possible.</p> <p>Dough area – Fresh dough made at the start of the week and small sections are provided to children daily as required, then disposed of. Sensory room – clean down after each use Bedding – To be washed straight after use. Bedding is not shared and children are spaced apart when sleeping.</p> <p>Classroom based resources, such as books and games, can be used and shared across groups; these will be cleaned regularly, along with all frequently touched surfaces.</p>			

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		<p>the guidance contained in Coronavirus: how to stay safe and help prevent the spread. https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Individual risk assessments for staff are not required, however, any staff previously considered to be CEV should discuss any concerns they have with senior leaders.</p> <p>Children previously considered clinically extremely vulnerable (CEV) should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Pregnant employees will have an individual risk assessment in place. They should discuss any changes to their health with a member of the senior leadership team immediately.</p> <p>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding</p>			

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		<p>Pregnant members of staff should not supervise any children that are waiting to be collected due to having Coronavirus symptoms.</p> <p>Pregnant staff should ensure they follow all national guidance and school policies and procedures.</p>			
Visitors	A-H	<p>Visitors will be kept to a minimum and will only be invited into the building if they are essential.</p> <p>Visitors are not required to wear a facemask in the building, but they can wear one if they prefer to. Visitors are advised to maintain social distancing wherever possible.</p>		Any contractors attending the schools will be advised of the Covid-19 control measures and ways of working before commencing work.	
Cleaning-increased cleaning needed	A-H	<p>All frequently touched surfaces, light switches, door handles and plates, grab rails in corridors, toilets and sinks used during the day both inside and outside to be cleaned thoroughly, twice each day with virucidal spray.</p> <p>Stringent cleaning for food preparation and dining areas and table coverings in classrooms with virucidal spray.</p> <p>All unnecessary items removed from learning environments, where there is space to store them elsewhere.</p> <p>Toys and equipment that are shared can easily be cleaned between groups use.</p>	12	<p>When using virucidal spray leave on the surface for the required amount of time (as indicated on the label of the product) before wiping down.</p> <p>Large amounts of hand sanitiser could be a fire hazard and will be stored in the metal container outside.</p>	9
Cleaning after a suspected or confirmed case of Coronavirus.	A-H	Cleaning to be completed in all affected areas with PPE to be worn-disposable gloves, apron, facemask, and eye protection.	15	Staff training on these cleaning procedures and the correct use and take off of a mask.	12

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See also Response to suspected COVID-19 case		<p>Disposable cloths or paper roll and mops should be used and disposed of as detailed below.</p> <p>On disposal these should be tied and double bagged, then marked and stored securely for 72 hours or until the individual's test results come back as negative, Then the waste can be thrown away in the external council bins.</p> <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors but which are not visibly contaminated with bodily fluids can be cleaned thoroughly as normal.</p> <p>Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing the virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with virucidal spray.</p> <p>Use the ozone machine in the areas where people with symptoms have been isolating.</p>		Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be double bagged, then stored securely for 72 hours before being thrown away in the external council bins.	
Pupil Well-being - See also Parent and family well-being and Access for	E	<p>All children who normally access education and childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.</p> <p>Staff to plan how all children will be supported to</p>	12	<p>Refer to Safeguarding Policy and Learning and Teaching Policy, including online Learning and Teaching already shared with staff.</p> <p>Use the Leuven scales as a useful tool to help monitor children's well-being.</p>	9

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Learning.		<p>address the specific issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. Be alert to harm that may have been hidden or missed while they have not been attending settings. Consider the mental health, pastoral or wider health and wellbeing support children may need, including with bereavement, and how to support them to transition into the setting after a long period of absence.</p> <p>Particular care is needed when supporting children with Special Educational Needs (SEND) with a return to their setting. Re-adjustment to the routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will need to be given.</p> <p>Staff should be alert to the fact that there may be children:</p> <ul style="list-style-type: none"> • with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19) • who have fallen further behind their peers as a result of time out of childcare settings, or missed diagnosis as a result of a period of absence 		<p>Staff to consider resilience factors when working with children and support children's resilience through intuitive interactions, listening, sensitive relationships.</p> <p>School will work with local authorities, midwives and health visitors where relevant, to monitor the welfare of vulnerable children and/or other children they may wish to keep in touch with for safeguarding purposes.</p> <p>Involve parents and carers to identify specific support for children and how children's needs may have changed and to prepare for their return to your setting.</p> <p>Individual children's risk assessments in place and communicated to staff where needed.</p> <p>Parents / Carers will continue to be involved through standard (phone, text, email, post and socially distanced conversations) as well as virtual communication, in planning and agreeing any changes to support for children with needs including EHC plans.</p> <p>Sleeping children should be spaced apart on the wipe down mats. All bedding to be washed immediately.</p>	

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Staff well-being	A B	<p>Staff, students and volunteers can access mental health support at this NHS website https://www.nhs.uk/oneyou/every-mind-matters</p> <p>The DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>The governing body has produced a well-being leaflet for staff.</p> <p>Leaders encourage all staff members to speak up and talk about any concerns or issues.</p> <p>Mental health first aider and mental health champions in place.</p> <p>Staff member also have access to the Healthy Minds school staff support. https://bso.bradford.gov.uk/userfiles/file/School%20Staff%20Support%20Flyer.pdf</p> <p>Test and trace support payment advice can be found below: https://www.bradford.gov.uk/health/health-advice-and-support/test-and-trace-support-payment/</p>	12	<p>Coronavirus staff well-being and positive mental health training and staff feedback questionnaire.</p> <p>Although there is no evidence to suggest that Vitamin D gives specific protection against COVID-19 or prevents complications associated with the virus, low levels of Vitamin D may predispose to severe infection. Staff can get their Vitamin D levels tested, especially BAME staff members. Vitamin D supplements and exposure to sunlight for 20 minutes without sun lotion is advised if vitamin D levels are low.</p>	9
Parent and family well-	E H	<p>What's Happening and free resources for you and your child, already in place with home learning support, staff</p>	12		9

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being		<p>videos of stories and songs, regular information including on Safeguarding and mental health and well-being support available from either school or the local authority.</p> <p>Parents will be sent regular information and signposted to the website, Facebook pages, Learning Journals as well as regular texts and letters with updates on information.</p> <p>Further guidance for parents below:</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges</p>			
Access to learning	E	<p>The priorities at this time are focussing on the prime areas of learning. Continuing to support children’s early language and communication skills is essential. The school will deliver the EYFS learning and development requirements. Stories, singing and games will be used to help children to socialise and resettle into familiar everyday routines.</p> <p>Staff will plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues. This will be achieved through games, songs and repetition.</p>	12	<p>Staff will plan to use the outdoor spaces as much as possible, particularly in the warmer weather, as this can limit transmission.</p> <p>Parent and child groups can continue to operate as normal.</p>	9

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		<p>Supervised toothbrushing programmes will be completed using the dry brushing method.</p> <p>What's Happening will continue to provide parents/carers with relevant learning support for their children including staff videos on stories and songs and links to relevant early years sites including Hungry Little Minds, the BBC's Tiny Happy People and the 50 things to do before your 5 app.</p>			
Online/Home Learning	A-H	<p>All staff have been made aware of the code of conduct during Covid-19</p> <p>Parents are requested to join their children for any online meetings/group times taking place.</p> <p>All apps and websites are checked before being used or recommended for use with children.</p> <p>Children currently working at home are provided with home learning packs to utilise at home.</p> <p>Parents and carers are also directed to:</p> <ul style="list-style-type: none"> • Hungry Little Minds – provides simple fun, activities for kids aged 0 to 5 for parents to do at home with children to support their early learning https://hungrylittleminds.campaign.gov.uk/ • BBC Tiny Happy People – activities for babies, toddlers and children https://www.bbc.co.uk/tiny-happy-people • Words for Life https://wordsforlife.org.uk/ 	12	<p>Refer to Safeguarding Policy and Learning and Teaching Policy, including online Learning and Teaching already shared with staff, attendance policy and SEND policy</p> <p>Information about remote learning provided to parents and available on the school website.</p>	6

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		<ul style="list-style-type: none"> Help children aged 2 to 4 to learn at home: coronavirus (COVID-19) https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19 			
Educational Visits		Visits off site can now take place subject to appropriate risk assessments being completed prior to the event.			
Safeguarding	A-H	<p>Responsibilities in respect of safeguarding haven't changed, referral routes remain the same.</p> <p>Staff will need to identify and support any vulnerable children and parents that return to settings, for example, by reporting to the safeguarding lead on duty so that they can be signposted to appropriate local services such as health visitors, mental health services, and domestic or substance abuse services, and school nurses where applicable.</p> <p>Registers of attendance monitored by Headteacher and local authority.</p> <p>Parents and carers contacted by phone if not attending school.</p> <p>Information about vulnerable children gathered prior to start dates for external children.</p> <p>A DSL or DDSL will be onsite at all times.</p>	12	<p>Refer to Safeguarding Policy addendum and Learning and Teaching Policy During Covid-19, including online Learning and Teaching already shared with staff, attendance policy and SEND policy</p> <p>School will work with local authorities, midwives and health visitors where relevant, to monitor the welfare of vulnerable children or those who are not attending provision.</p> <p>Staff to be aware of concerns that may arise with families where previously we didn't have any concerns.</p>	9

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<p>Response to suspected COVID-19 case</p> <p>- See- implementing protective measures in education and childcare settings/ cleaning in non-healthcare settings See also Cleaning after a suspected or confirmed case of Coronavirus.</p>	<p>A-H</p>	<p>There is no longer a legal requirement for someone with Covid-19 to self-isolate.</p> <p>If you have COVID-19 symptoms you should stay at home and arrange to have a PCR test as soon as possible. If this PCR test result is positive, you should stay at home for 5 full days, then have 2, consecutive, negative lateral flow tests before returning to school.</p> <p>There is no requirement for vaccinated contacts of people with Covid-19 to complete lateral flow tests for 7 days. There is no requirement for unvaccinated contacts of people with Covid-19 to self-isolate for 10 days.</p> <p>If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.</p> <p>*You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>LFD tests are very good at identifying people who have high levels of coronavirus and are most likely to pass on infection to others, even if you do not have symptoms.</p>	<p>15</p>	<p>When supervising a child who is displaying Covid-19 symptoms staff must isolate the child in the designated zone and also follow the procedures below.</p> <p>A face mask must be worn by the adult, eye protection, disposable apron and gloves.</p> <p>Open the window for ventilation.</p> <p>Call 999 if the child deteriorates and this gives cause for concern.</p> <p>Once the child or member of staff has left the setting follow Cleaning after a suspected or confirmed case of Coronavirus</p> <p>If you have a negative COVID-19 PCR test result after being tested because you had symptoms If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had diarrhoea or vomiting. Seek medical attention if you are concerned about your symptoms.</p>	<p>12</p>

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		<p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they:</p> <ul style="list-style-type: none"> • should be sent home and arrange a PCR test. <p>Members of staff should wash their hands after having contact with the child.</p> <p>We will continue to report confirmed cases of Covid-19 to the Local Authority.</p>			
		<p>ABBEY GREEN</p> <p>The designated isolation area is the creche. Ensure the window is opened for ventilation.</p> <p>The designated isolation toilet area for children is in the creche.</p> <p>The designated isolation toilet for any staff members displaying symptoms is the disabled toilet. If the crèche is being used by a group Orange room should be used to isolate the child.</p>			
		<p>MIDLAND ROAD</p> <p>The designated isolation area is Sarah's room (the small sensory room).</p> <p>The designated isolation toilet area for children is in Blue room toilet area.</p> <p>The designated isolation toilet for any staff members displaying symptoms is the disabled toilet.</p>			

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<p>Response to confirmed COVID-19 case</p> <p>- See- implementing protective measures in education and childcare settings.</p>	<p>A-H</p>	<p>If you have a PCR test result that is positive, you should stay at home for 5 full days, then have 2, consecutive, negative lateral flow tests before returning to school.</p> <p>Report your LFD test results after taking each test.</p> <p>This guidance also applies to children.</p> <p>Parents/carers are asked to inform school immediately of the results of a positive test.</p> <p>If a pupil/staff member has a positive test LFD result but do not have symptoms, arrange a PCR test.</p> <p>If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your stay at home period, start a new 5 day stay at home period.</p> <p>Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.</p>	<p>15</p>	<p>Staff members, students and volunteers and parents/carers will need to be ready and willing to:</p> <p>-book a PCR test if they are displaying symptoms. This must be a PCR test. Staff and children should not come into the setting if they have symptoms and must be sent home if they develop them in the setting.</p> <p>Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents, carers and staff, students and volunteers to immediately inform the school of the results of the test:</p> <ol style="list-style-type: none"> 1. If someone tests negative and they feel well and no longer have Covid-19 symptoms, they can return to school. They could still have another virus, such as cold or flu, in which case it is still best to avoid contact with other people until they are better. <p>We will take advice from the Local Authority, central government and public health if there is a local outbreak or a substantial increase in the number of positive cases within school.</p>	<p>12</p>

Category of hazard	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Policies and Procedures-	A-H	All policies and procedures relevant to the day to day running of the school have been considered an appendix has been added in the context of COVID-19 where relevant.	12	All updated policies saved on the central system under policies and procedures.	9
Site Safety- Electrical supply systems and equipment, heating and ventilation, hot and cold water and fire alarm systems	A-H	Existing regular checks of electrical supply systems and equipment, heating and ventilation, and hot and cold water systems through Bradford Council Facilities Management. Minimum of fortnightly flushing of all water systems in the building with ventilation by cleaning and caretaking staff. Dishwashing cycles run on a weekly basis. Where possible, windows should remain open in rooms that are occupied. A Legionella test has been completed by a qualified contractor. Fire call point tests have been completed.	12	Emergency lighting checks to be completed by external personnel. Air conditioning units are maintained and serviced.	9
Fire Safety	A-H	Existing measures in place for evacuation and assembly in the outdoor area-see evacuation plans, maps and health and safety policy. A fire evacuation plan is in place.	12	Record and implement any amendments needed from drills.	9
Invacuation and Lockdown-	A-H	Existing Invacuation plans in place for lockdown in each room.	12	Walkie talkies to be moved between outside and inside as each pod groups move. Record and implement any amendments needed from drills.	9

Part C

Links to other risk assessments and or safe working instructions - please state	Health and Safety - First Aid Policy Evacuation and Invacuation Attendance Policy Visitors Policy Online Teaching and Learning Policy	
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Ginny Robinson – Headteacher	Date
		01/03/22

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?
Please record any changes required and or action taken, then date and sign

Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	

