

**LET  
RISK ASSESSMENT FORM**



DATE: 13/05/2020			DATE LAST ASSESSED: 22/05/2020			PERSONS AT RISK					INITIAL RISK RATING		
JOB OR SITUATION: Partial Reopening – Coronavirus/Covid 19		SITE OR LOCATION: Spa Academy		EMPLOYEE	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH		
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.											
<b>Opening up school/closing down</b>	Caretaker lone working. Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	1.	X								X		
<b>Cleaning</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	2.	X		X			X			X		
<b>Staff and pupils arriving/leaving school</b>	Risk of interaction with persons closer than 2m as people wait for the gates and doors to open and sign in – risk of Coronavirus contagion.	3.	X		X	X	X				X		
<b>Staff and pupils moving around school</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	4.	X		X	X					X		

**LET  
RISK ASSESSMENT FORM**



<b>Lessons</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces or equipment. Lack of PPE.	5.	X		X	X				X
<b>Breaks</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	6.	X		X	X				X
<b>Using toilets/staff rooms/break areas</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	7.	X		X	X				X
<b>Food Preparation (catering)</b>	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Cuts, burns, scalds. Slips, trips and falls. Contamination/illness.	8.	X		X	X				X
<b>Illness</b>	Staff or pupils become symptomatic of coronavirus.	9.	X		X	X				X
<b>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Pupils</b>	Staff or pupils are on clinically vulnerable or extremely clinically vulnerable list and therefore at higher risk of severe illness if they contracted Covid 19.	10.	X		X	X				X

**LET  
RISK ASSESSMENT FORM**



HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING		
					LOW	MEDIUM	HIGH
1.	<p><b>Opening up school/closing down</b>  Caretaker has mobile phone and Walkie Talkie to raise the alarm. Caretaker will not share an office to ensure social distancing. Caretaker working hours will be minimised when pupils are on the premises and work should be carried out appropriately to minimise contact with pupils. Maintenance, compliance and servicing should continue. Contractors will not be allowed into school unless they can confirm they do not have any symptoms of Coronavirus and do not live with anyone with symptoms. Social distancing should be in place when supporting maintenance and servicing.  Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.  PPE is available and orders will be placed when needed.  COSHH sheets are in place for all chemicals, and training has been given for all equipment.  Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking.</p>		CB/AM	Ongoing	X		
2.	<p><b>Cleaning</b>  The school will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.  We have ensured that sufficient handwashing facilities are available. Where a sink is not nearby, we have provided hand sanitiser in classrooms and other learning environments.  We have ensured that there is regular cleaning of surfaces that pupils are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal, and antibacterial wipes are available in every room. All staff will be involved in regular wiping of surfaces throughout the day. Bins for tissues are emptied throughout the day.</p>		CB/AM/ CLEANING TEAM	Ongoing	X		

**LET  
RISK ASSESSMENT FORM**



	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>A full 'summer cleaning specification' has been implemented in the 3 weeks before the earliest date of opening (1<sup>st</sup> June).</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily, with special emphasis on cleaning door handles, desks, chairs, taps etc.</p> <p>Antibacterial wipes are available and all staff are expected to wipe down regularly during the school day and particularly if cohorts change rooms.</p> <p>PPE is available and orders will be placed when needed.</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking</p> <p>Specified personal protective equipment available that users must wear</p> <p>Equipment and substances stored appropriately and do not present a manual handling, trip, slip or fall hazard.</p> <p>Heavy items stored at the appropriate level.</p>					
3.	<p><b>Staff and pupils arriving/leaving school</b></p> <p>We have informed pupils, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <p>Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Parents and pupils have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) and we have made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which</p>		SLT	Ongoing	X	

**LET  
RISK ASSESSMENT FORM**



	<p>should be conducted safely).</p> <p>Y6 pupils only are expected to return, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Communications are sent out regularly to ensure that parents only send their children if it is absolutely necessary and they are key workers to keep numbers as low as possible.</p> <p>Members of staff will be on the doors each morning to remind people to maintain at least 2m distance, and several entrances/exits will be used to allow 2m distance between people. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing.</p> <p>Staggered start and finish times will be considered to allow social distancing.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed.</p> <p>We have encouraged parents and pupils to walk or cycle to school where possible, and will follow the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required.</p>						
4.	<p><b>Staff and pupils moving around school</b></p> <p>Brief, transitory contact, such as passing in a corridor, is low risk. Y6 pupils only are expected to return, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Communications are sent out regularly to ensure that parents only send their children if it is absolutely necessary and they are key workers to keep numbers as low as possible.</p> <p>Members of staff should be around school to remind people to maintain at least 2m distance, and several entrances/exits will be used to allow 2m distance between people.</p> <p>Corridors will be one way. Markers will be placed on the floor around</p>		SLT	Ongoing	X		

**LET  
RISK ASSESSMENT FORM**



	<p>entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing. Staggered start and finish times will be considered to allow social distancing. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed.</p>						
5.	<p><b>Lessons</b> Y6 pupils only are expected to return, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Cohorts will be split into small groups of no more than 15 and desks rearranged to ensure 2m apart where possible. Where other rooms are used the number of pupils per room and will be in line with the restrictions according to the floor space for that room. Each class group will have designated areas and members of staff working with them to avoid contact with other groups. The timetable has been revised and we have considered which lessons or classroom activities could take place outdoors. We will use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. We will stagger break times (including lunch), so that all children are not moving around the school at the same time, stagger drop-off and collection times. We will still offer opportunities for learning from home for pupils who do not attend school and we have planned a range of work packs, online learning and remote education. We have planned parents' drop-off and pick-up protocols that minimise adult to adult contact. Movement from classrooms will be as limited as possible. Surfaces will be wiped with antibacterial wipes when a cohort changes rooms. Cohorts will enter and exit classrooms 2m apart to avoid pinch points. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be</p>		SLT/all staff	Ongoing	X		

**LET  
RISK ASSESSMENT FORM**



	<p>displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing. Staggered start and finish times will be considered to allow social distancing. Equipment used in lessons will be kept to a minimum and where possible only used by that child. Where equipment is shared it will be cleaned afterwards. We have reduced the use of shared resources by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff, and by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Practical lessons can only go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils and staff in one day, or properly cleaned between cohorts. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed.</p>						
6.	<p><b>Breaks</b> Cohorts will take breaks in rotation and should not mix. Breaks will be taken outdoors wherever possible. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing. Catering and indoor areas will be wiped down between each cohort. Members of staff should be around school to remind people to maintain at least 2m distance, and several entrances/exits will be used to allow 2m distance between people. Corridors will be one way. Brief, transitory contact, such as passing in a corridor, is low risk. Outdoor equipment should not be used unless it is booked in to be cleaned after use.</p>		SLT/all staff	Ongoing	X		

**LET  
RISK ASSESSMENT FORM**



7.	<p><b>Using toilets/offices/staff rooms/break areas</b>            Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. All staff are to be involved with wiping surfaces throughout the day.            Staff will supervise toilet areas, ensuring low numbers at all times to allow social distancing.            Staff should work from home wherever possible and if not ensure that they maintain social distancing in offices.            Telephones and walkie talkies should be used by one individual or should be wiped with antibacterial wipes if used by another person.            Social distancing should be in place when using the staff room. Staggered breaks will assist with this. Staff are encouraged to bring their own cup and crockery etc and wash, dry and put away anything they use.            PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed.</p>		All staff	Ongoing	X		
8.	<p><b>Food Preparation and Service (catering)</b>            Rota in place to reduce staff interactions and allow 2m distancing.            Leger Education Trust Food Safety Management System in place to reduce risk of contamination. Catering risk assessments to be used in conjunction.            Breaks and lunchtimes will be staggered. Parents will be encouraged to send their child with a packed lunch where possible. A reduced menu will be offered to speed up service while allowing for social distancing.            Staff supervision will ensure social distancing and to promote personal hygiene.            The dining hall will be used at half capacity at maximum with only one class group at a time. The Y3/4 Hall will also be used for consuming packed lunches, one class group at a time.</p>	Existing school risk assessments for catering to be used in conjunction.	CATERING	Ongoing	X		
9.	<p><b>Illness.</b>            Staff and pupils can access testing for Covid 19 and then will isolate if test positive or return to school if negative.            We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their</p>		SLT/all staff	Ongoing	X		



**LET  
RISK ASSESSMENT FORM**



<p>household who does, do not attend school.          Staff and pupils will be reminded to ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.          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.          If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a 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.          If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.          If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (the 2 front offices will be designated for this purpose), 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.          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.          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 child with complex needs). 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.          If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or</p>						
---	--	--	--	--	--	--

**LET  
RISK ASSESSMENT FORM**



	<p>the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. Illness may result in staff shortages. Support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed.</p>					
10.	<p><b>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Pupils</b>  Pupils who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus.</p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. Staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) have been strongly advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible. These staff will support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home,</p>		All staff	Ongoing	X	

**LET  
RISK ASSESSMENT FORM**



	<p>they have been offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, we have carefully assessed and discussed with them whether this involves an acceptable level of risk.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>						
--	---	--	--	--	--	--	--

<b>ASSESSED BY:</b>	<u>Emma Anderson/ Rebecca Grange</u>	<b>APPROVED BY:</b>	<u>ADAM DALE</u>	<b>REVIEW DATE:</b>	<u>JUNE 2020</u>
---------------------	--	---------------------	------------------	---------------------	------------------