



WHOLE SCHOOL MANAGEMENT OF HEALTH AND SAFETY
Site Team



Risk Assessment for the full re-opening of school during the Coronavirus (COVID-19) pandemic

Date of this assessment: 08.03.2021

Name of competent person completing this assessment: Lynette Clapham (Executive Head)

Name of person(s) assisting with this assessment: Eleanor Monnery (Senior Assistant Head) Danielle Clifford (Operations Manager)

Name of person(s) or year group(s) affected: Site Team

This Risk Assessment has been reviewed by the Chair of Governors, Head of School and Executive Head Teacher			
Chair of Governors		Executive Head Teacher	

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Identification of Hazard	Risk Rating prior to action	Control Measures	Risk Rating following action	HoS and SLT Review	EHT Review
1) Staff, Pupil & Parent Contact					
How will the risk of transmission between the premise staff and other any adults in school be minimised?	H	<ul style="list-style-type: none"> ▪ The site team is not permitted to enter the office team. ▪ The site team have a designated space to take their breaks ▪ Communication with the site team is done via email or mobile phone ▪ Jobs are allocated for the site team via a ticketing system. There is no need for face-to-face contact. ▪ The two members must refrain from completing jobs together. If this is necessary, they will both take additional control measures by wearing a mask. ▪ When moving around school, the site team wear a mask 	L	EM/DC	LC
How will the risk of transmission between the premise staff and other any pupils in school be minimised?	H	<ul style="list-style-type: none"> ▪ The site team do not enter classrooms whilst pupils are learning ▪ When moving around school, the site team wear a mask ▪ Pupils remain in classrooms with doors closed. Pupils are escorted to the toilet or lunch to support them to be socially distant. 	L	EM/DC	LC
How will the risk of transmission between the premise staff and parents in school be minimised?	H	<ul style="list-style-type: none"> ▪ The site team where a mask ▪ The site team is not outside on a morning or afternoon pick up. If they are asked to support they wear a mask 	L	EM/DC	LC
2) Site Maintenance					
Times of visits	H	<ul style="list-style-type: none"> ▪ Only essential visits can visit school during school hours. Visits are by appointment only and must be approved by the HoS or EHT. ▪ All visits to school must be recorded on the school diary. ▪ Visitors to the building are asked to confirm that they are well and no one in their household is exhibiting covid-19 symptoms. ▪ Wherever possible, all building and maintenance work should take place outside normal school hours, to help to reduce contact and minimise transmission. ▪ Visitors and maintenance workers must wear a mask as an additional control measure. 	L	EM/DC	LC

3) Track and Trace for Contractors					
How is the legal requirement to track and trace met?	H	<ul style="list-style-type: none"> ▪ NHS QR codes are displayed in the entrance for any contractor or site visitor to use. ▪ Should it not be possible to scan the QR code, details will be taken to support Track and Trace. 	L	EM/DC	LC
How do contractors and site visitors maintain good hand hygiene?	H	<ul style="list-style-type: none"> ▪ Visitors cannot move beyond the entrance areas without sanitising their hands first. ▪ On entry to the building, visitors will be briefed on our control measure procedures. ▪ A member of the premises team will be with contractors when they are on site. They will maintain social distancing and wear a mask or visor as an additional control. ▪ Contractors can access sanitiser from the dispensers around the building. ▪ Signs are in place to remind adults of regular hand washing ▪ 'Catch/Bin/Kill' posters are displayed around school 	L	EM/DC	LC
4) Covid Procedures					
What procedure is in place if a child or adult becomes unwell with Covid-19 symptoms whilst at school?	H	<ul style="list-style-type: none"> ▪ On arrival, office staff will check that the contractor is not displaying any Covid symptoms. ▪ Contractors will be told that if they feel unwell whilst in school to tell the member of the team that is with them. ▪ If they develop symptoms of COVID-19 whilst in school will immediately be isolated in the isolation room. ▪ SLT will be notified via a dedicated WhatsApp group. ▪ The member of staff supporting will put on full PPE before entering the room. ▪ Their symptoms will be monitored for 10 – 20 minutes. ▪ If necessary, the company providing the contractor will be made aware of any illness. ▪ A follow up call will be made the company on leaving to gather results of testing to ensure we are carrying out our procedures for direct contact. 	L	EM/DC	LC

		<ul style="list-style-type: none"> ▪ The isolation room will be cleaned and a sign placed on the door to confirm that this has been done. ▪ A flow chart has been produced to help everyone understand this procedure. 			
4)	Cleaning				
Are cleaning products used effective and fit for purpose?	M	<ul style="list-style-type: none"> ▪ Selgiene extreme, Anti bac spray Bio products are used to clean surface areas. ▪ FM Management are contracted to carry out cleaning in school. Their staff have received additional training. ▪ Classrooms are cleaned at the end of each day with an additional touch point clean each lunchtime. ▪ FM 'fog' classrooms and office spaces fortnightly or following a positive case. 	L	EM/DC	LC