



## Covid-19 Risk Assessment & Action Plan

### Overarching Strategies

The key overarching strategies to be deployed will be:

- Strict social distancing (1 metre plus rule)
- Zoning green/red
- Lessened social contract time in red zones
- Personal protective equipment
- Creation of small pods/clusters
- Clear areas of specific usage
- No external visitors unless authorised by the headteacher
- Any external visitors to follow strict protocols
- No external meetings, trips, courses, visits etc unless authorised by the headteacher
- Increased handwashing and hygiene protocols and procedures
- Clear signage across buildings
- Clear communication of protocols and procedures to all staff, students and visitors
- Clearly marked sealed, foot operated pedal bins in each area for disposal of waste, which is doubled bagged

**Covid-19 Risk Assessment & Action Plan**

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Premises	<p>Lack of understanding of social distancing by staff and students leading to reduction of one metre plus protocol</p> <p>(High)</p>	<ul style="list-style-type: none"> <li>• Class areas chosen for maximum space, close access to dedicated toilets</li> <li>• Clear signage displayed on floors and walls</li> <li>• All students to be briefed by teachers on first day back</li> <li>• All staff to be given Covid-19 September 2020 pack and briefed by headteacher on first day back with follow ups as and when required</li> <li>• Staggered break times</li> <li>• Dedicated team to manage arrivals, departures and breaks.</li> </ul>	Low	Weekly, first date 11.09.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Pupil Flow Around Building	Bottlenecks, lack of one metre plus protocol  (High)	<ul style="list-style-type: none"> <li>• One way systems which have been tested with 24 students</li> <li>• No movement from class to class</li> <li>• Toilets dedicated to key stage pods and classes</li> <li>• Toilets within easy reach of students and staff</li> <li>• Pupil movements to be supervised at all times</li> <li>• Packed lunches brought to individual classes by dedicated staff</li> <li>• Snack and lunch to be eaten in class</li> <li>• Staggered break times</li> </ul>	Low	Weekly first day 11.09.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
In Class	Mixing of resources and reduction of 1 metre plus rule  (High)	<ul style="list-style-type: none"> <li>• Designated one metre plus rule for each classroom</li> <li>• Individual trays and resources for each student</li> <li>• Individual work stations for each student</li> <li>• All non-essential items removed</li> <li>• PPE for all staff at all times</li> <li>• Individually labelled snacks/lunches</li> <li>• Minimum equipment from home to be on individual marked pegs</li> </ul>	Low	Weekly first date 11.09.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Visitors/Trips/Meetings	<p>All external trips/visits and all visitors to school increase social contact</p> <p>(High)</p>	<ul style="list-style-type: none"> <li>• No external visits/trips</li> <li>• Meetings by virtual means unless specifically authorised by headteacher</li> <li>• No visitors to school unless agreed by headteacher</li> <li>• Dedicated room off reception used for all external visitors unless authorised by headteacher</li> </ul>	Low	Half term - 14.10.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Lunches/Snacks	<p>Violation of the one metre plus rule due to overcrowding, lack of large enough accommodation Increased unnecessary movements of students/staff</p> <p>(High)</p>	<ul style="list-style-type: none"> <li>• Individual snacks/packed lunches for each member of the community</li> <li>• Snacks/packed lunches delivered by designated staff</li> <li>• One time disposable cups for individuals</li> <li>• Snacks/packed lunches to be eaten at individual work stations</li> <li>• Hands washed before and after lunch/snack</li> <li>• Work stations disinfected before and after lunch/snack</li> </ul>	Low	Weekly first date 11.09.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Hygiene/Protocols Safety	Cross-Contamination between individuals  (High)	<ul style="list-style-type: none"> <li>• All staff to wear PPE when in red zones</li> <li>• All staff to wear enhanced PPE for first aid, medical, suspected Covid cases and intimate care</li> <li>• Enhanced hand hygiene procedures</li> <li>• Enhanced cleaning/disinfecting routines</li> <li>• Removal of all non-essential items</li> <li>• 1 metre plus classrooms/offices</li> <li>• Enhanced displays and communication/education of risks/procedures</li> </ul>	Low	Weekly first date 11.09.20

Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Transport	Cross-contamination on transport both public and LA provided  (High)	<ul style="list-style-type: none"><li data-bbox="974 145 1382 248">• All members of community to wash hands on entering/leaving the building</li><li data-bbox="974 293 1352 469">• Any queries re school transport please refer to MKC transport risk assessment located on our school website</li></ul>	Low	Half termly 14.10.20



Main Area	Risk	Controlled Measure/Mitigation	New Risk Level	Review Date
Pupil Behaviour/Understanding	<p data-bbox="517 142 900 245">Encroaching of 1 metre plus rule leading to heightened risk of viral overload</p> <p data-bbox="517 292 600 323">(High)</p>	<ul data-bbox="976 142 1370 655" style="list-style-type: none"> <li>• Enhanced PPE when working in identified situations</li> <li>• Enhanced communication staff to pupil</li> <li>• Enhanced signage</li> <li>• Higher staff/pupil ratios</li> <li>• Closer supervision</li> <li>• Use of general risk assessments</li> <li>• Use of individual risk assessments</li> <li>• Use of behaviour policy to deal with deliberate breach of protocols/procedures</li> </ul>	Low	<p data-bbox="1917 142 2123 320">As necessary i.e daily if needed, weekly with first date 11.09.20</p>