



**Walthamstow School for Girls: January return  
Risk Assessment**

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Preventing Covid-19 spread in a School Environment
<b>Section(s) / Team(s) covered</b>	Staff and students
<b>Location(s) covered</b>	Walthamstow School for Girls
<b>Date of Original Assessment</b>	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	1/9/2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative	Yes	

Has action been taken?	<b>YES / NO / ONGOING / NONE REQUIRED (Please circle)</b>
Confirmed by Line Manager?	YES / NO
Lead Assessor's name	David Kilgallon Director of Learning and System Leadership, London Borough of Waltham Forest
Lead Assessor's signature	
Date:	July 2020

Has action been taken?	YES
Headteacher's name (print)	Helen Marriott
Manager's signature	
Date:	25/1/21
Other Persons Involved	Sally Kennedy, Deputy Headteacher & Associate Headteacher, Jane Snowsill, Deputy Headteacher, Romi Jalil, School Business Manager
	Gillian Barker, Chair of Governors

**Review Dates**



London Borough of Waltham Forest –  
Health and Safety Team



Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
29/07/2020	29/07/20	Yes-to incorporate two points suggested by LA H&S team.	Meryl Davies	31/7/20
30/8/2020	30/08/20	Yes, to add key change from government guidance issued 28/08/20	Meryl Davies	2/9/20
3/09/2020		Following meeting with union representatives and informing all staff	Meryl Davies	
	3/01/2021	Sections 11 and 12 were added to take into account the threats from the new variant, following the partial re-opening of schools in January, 2021. A copy was shared with all staff on 3/1/21 and a consultation took place with union representatives on 6/1/21.	Helen Marriott	3/1/21
	25/1/21	Section 13 was added to reflect some changes in working practices.	Helen Marriott	25/1/21

## Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days.</li> <li>• If anyone in the school 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, they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g siblings).</li> <li>• Any student awaiting collection will be moved to Hewett Hall with external ventilation (open window) where they can be isolated behind a closed door, with appropriate adult supervision if required. A separate toilet for them to use is the Access toilet adjacent to the Headteacher's office G25. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will always maintain 2m distance from the young person.</li> <li>• Where a 2m cannot be maintained, the following guidance will be followed <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>.</li> <li>• Any members of staff who have helped someone with symptoms, and any students who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
			<ul style="list-style-type: none"> <li>• Students and staff are expected to wear masks in communal areas such as corridors. Advice and training re correct usage and disposal or bagging for reusable masks given to parents/ carers, staff and students via information letters, WHO you tube clips and tutorials for students. Masks should be removed for lessons as 2m distance between students and teacher to be maintained and desks front facing.</li> <li>• Staff, on request to Headteacher and following assessment, may wear visors only for teaching. Masks must be added in communal areas.</li> <li>• Some students and staff may be exempt from wearing face masks. These exemptions include those who cannot put on, wear or remove a face covering or those who speak to provide assistance to someone who relies upon lip reading, clear sound or facial expression to communicate. Following an assessment by the Headteacher, exempt individuals will wear an exemption badge.</li> </ul>	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>• Additional external handwashing stations have been installed to cover eighteen sources. Two of these are on the MUGA (by student entry point) and three additional stations are located on approach to and in the Dining Hall to promote regular handwashing.</li> </ul>	Medium
3	Poor respiratory hygiene spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>• 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support students and staff to follow this routine.</li> <li>• Staff will support students to ensure that all understand that this is now part of how school operates.</li> </ul>	Low
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>• A cleaning schedule is in place and includes: <ul style="list-style-type: none"> <li>○ Twice daily cleaning of rooms / shared areas</li> <li>○ PPE materials such as gloves, sanitiser and alcohol wipes will be left in each room used</li> <li>○ frequently touched surfaces will be cleaned more often than normal</li> <li>○ records which are kept detailing cleaning plus will include a tick sheet indicating how the rooms was cleaned on that day</li> </ul> </li> </ul>	High

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
			<ul style="list-style-type: none"> <li>• Different groups do not need to be allocated their own toilet blocks, toilets will be cleaned regularly, and students will be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	
5	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Groups of students will be kept separate (in ‘bubbles’) and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> <li>○ Students’ ability to distance</li> <li>○ the layout of the school</li> <li>○ the feasibility of keeping distinct groups separate while offering a broad curriculum.</li> </ul> </li> <li>• For older children, the emphasis will be on distancing and not touching staff.</li> <li>• Additional signage, such information about year group zones, will be visible throughout the school to assist with social distancing, as appropriate. Also, signage reminding all to wash hands, catch it/bin it and maintain distancing measures will also be visible throughout the building. Sanitisers will also be clearly marked.</li> </ul>	Medium
6	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> <li>• The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> <li>○ an individual young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if 2 metres cannot be maintained</li> </ul> </li> <li>• The guidance on <a href="#">safe working in education, childcare and children’s social care</a> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it.</li> </ul>	Low
7	Spread of Covid-19 through ventilation system	Everyone	<ul style="list-style-type: none"> <li>• The ventilation system has been checked against the <a href="#">CIBSE guidance</a>. Before reopening, the maintenance company will have carried out a full service. When operating air conditioning, external doors and windows will be opened, and, in line with the CIBSE guidance, internal doors that are not fire doors (unless they are fitted with door guards.) This should assist in the circumstance of having a system that does not draw external air into the building. Air conditioning will only be used if/when temperatures exceed 25 degrees in ICT rooms and supplemented by external ventilation via open windows.</li> </ul>	Low
8	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> <li>• The school will engage fully with the local authority’s public health team’s <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system.</li> <li>• Staff and parents/carers have been advised they will need to be ready and willing to:</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace.</li> <li>○ <a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace.</li> <li>● Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing.</li> </ul>	
9	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> <li>● As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the Headteacher will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The Headteacher will notify the <a href="#">Public Health Team</a>.</li> <li>● The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>● Ongoing infection control advice and support will be made available to schools via the Public Health team.</li> </ul>	Low
10	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> <li>● Students and staff have been advised to cycle or walk to school, although several staff live at some distance from the school.</li> <li>● Secure cycle parking is available.</li> <li>● Start and finish times have been amended for groups of students to reduce the travel risk.</li> <li>● Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a></li> </ul>	Medium
11	Member of school community is clinically vulnerable / extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> <li>● Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, will be followed.</li> <li>● A separate Individual Health Assessment will be carried out for those members of staff at higher risk upon request.</li> <li>● Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can</li> </ul>	Low

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			be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>	
12	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> <li>A separate Individual Health Assessment will be carried out for those members of staff at higher risk on request.</li> </ul>	Medium
13	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> <li>The Department for Education is providing additional support for both student and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>The <a href="#">Education Support Partnership</a> provides a free helpline 0800562561 for school staff and targeted support for mental health and wellbeing.</li> <li>The school has an employee assistance provider, Medigold, free 24-hr tel. no. 0800 3281437 <a href="https://www.employeeassistance.org.uk/">https://www.employeeassistance.org.uk/</a> and this has been promoted to all staff.</li> <li>Teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> </ul>	Low
14	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> <li>Staff have been working as flexibly as possible. Managers have discussed and shared with staff and agreed any changes before they have been put in place.</li> <li>The school has reviewed existing practices and has referred to the DfE's <a href="#">workload reduction toolkit</a>.</li> <li>Staff have been made aware of the DfE range of teaching resources, and the Leadership Team has referenced <a href="#">case studies to support remote education</a> and help address workload and sure that adequate controls are in place to enable the whole school to reopen.</li> </ul>	Low
15	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>All peripatetic and supply staff will be asked to confirm they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site.</li> <li>Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes.</li> <li>The <a href="#">DfE guidance</a> will be followed.</li> </ul>	Low
16	Student behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to students and parents at the start of term.</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>• Behaviour expectations have been shared with parents/ carers/ students prior to the return of students to the school site and students are expected to complete a COVID code of conduct before returning to school.</li> <li>• Students and parents/carers have been informed that the child must bring all their own required personal equipment onto the school site and that they will be unable to borrow from their teacher.</li> </ul>	
17	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	High
18	Teaching requires close supervision, e.g. power tools in D&T	Teacher and student	<ul style="list-style-type: none"> <li>• Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic.</li> </ul>	Low
19	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> <li>• The <a href="#">DfE guidance</a> on trips is being followed.</li> <li>• Only non-residential day trips are currently allowed to Covid-19 secure locations.</li> </ul>	Low
20	Exposure to Covid-19 during PE		<ul style="list-style-type: none"> <li>• The <a href="#">DfE guidance</a> will be followed.</li> <li>• The following advice has been followed: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>○ advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>• The work with external coaches, clubs and organisations for curricular and extra-curricular activities have been carefully considered and operate within the schools wider protective measures in this risk assessment.</li> <li>• Activities such as making break times and lessons active and encouraging active travel help to enable students to be physically active while encouraging physical distancing.</li> <li>• Outdoor sports should be prioritised as much as possible.</li> </ul>	Low



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			<ul style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities if satisfied that it is safe to do so.</li> <li>School must only provide team sports on the list available at return to <a href="#">recreational team sport framework</a></li> </ul>	
21	Exposure to Covid-19 during music, dance and drama	Music staff and students	<ul style="list-style-type: none"> <li>Students will be physically distanced during lessons, where possible the lesson will be undertaken outside.</li> <li>Performing Arts lessons will take place within year group bubbles (KS3) and social distancing option groups (KS4)</li> <li>Students will be positioned back-to-back or side-to-side when playing, singing or acting whenever possible.</li> <li>Wind and brass players should be positioned so that the air from their instrument does not blow into another player.</li> <li>Microphones should be used as much as possible to ensure quiet singing</li> <li>Instruments should not be shared during lessons and sanitised after use</li> <li>The school will keep up to date with government guidance. Performing Arts Staff will adapt the guidance from the Department for Culture, Media and Sport (DCMS) which outlines the 5 stage roadmap to ensure activities remain safe for performances.</li> <li>All music equipment will be cleaned before a different 'bubble' uses it.</li> <li>Background or accompanying music will be kept to levels which do not encourage teachers or other performers to raise their voices unduly.</li> <li>A limited number of peripatetic teachers can be engaged but they will be expected to comply with arrangements for managing and minimising risks, taking particular care to maintain distances from staff and students. The number of contacts should be minimised and a log kept and shared with the school in the event of infection.</li> </ul>	Med
22	Extra curricular activities increase risk of Covid-19		<ul style="list-style-type: none"> <li>The <a href="#">DfE guidance</a> will be followed.</li> <li>Guidance followed includes <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> </ul>	Low
23	Dedicated school transport increases	Pupils	<ul style="list-style-type: none"> <li>N/A</li> </ul>	Med

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	the risk of Covid-19			
24	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The catering provider has confirmed they are working to the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> as a minimum standard.</li> <li>Full training is being provided by Olive Dining to all caterers on site following detailed guidance.</li> </ul>	Low
25	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> <li>all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	Low
26	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown.</li> <li>The Headteacher will contact the <a href="#">Public Health Team</a> and follow its advice, including what is in the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents/carers.</li> <li>Guidance on communications and letter templates for schools to send to parents, carers and staff will be shared via LCRC (London Coronavirus Response Centre).</li> <li>Infection control support and training will be made available to staff via Public Health</li> </ul>	Low

**Risk Rating: if High or Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

## Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1, 4 & 21	Refer to the above numbers	A review of the revised guidance issued in August 2020 will be incorporated into this risk assessment	Low	Headteacher /SBM	28 Aug 2020	31 Aug 2020	Headteacher
2	Poor hand hygiene spreads the virus	<p>A review of the following will be carried out and addressed during the summer holidays:</p> <ul style="list-style-type: none"> <li>• whether the school has enough hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly. See 2 above re additional outdoor handwashing stations installed to supplement hand washing facilities on entry/ break/lunchtime.</li> <li>• supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</li> </ul>	Low	SBM	1 Aug 2020	15 Aug 2020	Business Manager
5	Poor social distancing spreads the virus	<p>This is school dependant following DfE guidance</p> <ul style="list-style-type: none"> <li>• <b>The following controls are in place for classrooms:</b> <ul style="list-style-type: none"> <li>-forward facing desks</li> <li>-2m distance between teacher and students</li> </ul> </li> <li>• <b>The following controls are in place for corridors:</b> <ul style="list-style-type: none"> <li>-year groups taught in zones on separate floors within their own 'bubble'</li> </ul> </li> </ul>	Low	Headteacher	28 Aug 2020	31 Aug 2020	Headteacher

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<ul style="list-style-type: none"> <li>• <b>The following controls are in place for toilets:</b> <ul style="list-style-type: none"> <li>-soap and handtowels available in every toilet area with hand driers turned off</li> <li>-lidded pedal bins for used handtowels</li> <li>-controlled access to facilities</li> <li>-cleaner employed to sanitise areas after every break</li> </ul> </li> <li>• <b>The following controls are in place for staff rooms:</b> <ul style="list-style-type: none"> <li>• - use of kitchen area for a max. 2 persons</li> <li>• -ventilation in main area with open windows and door</li> <li>• -numbers limited to 15 (staffroom is the size of a large classroom)</li> </ul> </li> <li>• <b>The following controls are in place for offices:</b> <ul style="list-style-type: none"> <li>• -depending on size, max. numbers permitted posted on doors eg Front Office max office remains at 4</li> </ul> </li> <li>• <b>The following controls are in place for outside areas:</b> <ul style="list-style-type: none"> <li>• -Students (aged 11-16) are supervised remotely outside at staggered breaktimes and will wash hands frequently in bathrooms/ at wash stations</li> </ul> </li> <li>• <b>The following are in place for other areas:</b> <ul style="list-style-type: none"> <li>• -Clear signage indicating social distancing and 'catch it, bag it, bin it' approach to controlling the spread of the virus</li> </ul> </li> </ul>					

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		<ul style="list-style-type: none"> <li>Signage indicating year group zones throughout the school</li> </ul>					
10	Students and staff use public transport to get to and leave school	The school will work with Local Authority colleagues on mapping student journeys to identify if any further controls can be put in place. However, it is recognised that many staff travel long distances from home to school	Low	Headteacher	31 Aug 2020		
		<p>At the start of the school term, students and be told to sanitise, then remove their face covering on entry, dispose/store safely and wash hands.</p> <p>Students will be told to wash/sanitise their hands before/on entering the building and monitored each day</p>	Low	LT	7 Sep 2020		
11	Increased risk from new COVID variant for staff working in school delivering remote education / participating in INSET	<p>Staff to ensure that at least 2m distance is maintained at all times, including in offices.</p> <p>Staff to wear masks at all times when in same room as other staff.</p> <p>Strict adherence to guidelines about numbers of staff in rooms.</p> <p>Meetings to take place on Teams wherever possible, allowing staff to work separately.</p> <p>Individual RAs available to members of staff where there is increased risk.</p> <p>Visors available for staff who require additional protection, as well as a mask.</p> <p>Staff who travel by public transport can work from home or can request a paid taxi/ request an additional parking space</p>	Low	Headteacher	3 Jan 2021		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		Ventilation available in majority of rooms; staff should request alternative rooms if they usually work in Performing Arts; Languages office. Staff should avoid use of shared areas, e.g. faculty rooms and staff room.					
12	Increased risk from new COVID variant for students in school in KWV provision and staff who are supervising them	Staff to ensure that at least 2m distance is maintained at all times. Staff and students to wear masks at all times. Ventilation in classroom. Students at work stations will have more than two workstations between them – greater than 1m distance. Students have 3 clean masks per day, to be changed after break and lunch.	Low	Headteacher	3 Jan 2020		
13	Increased risk from new COVID variant for staff dealing with visitors in school (students and parents) during January opening period.	Visits from students and parents to collect books or equipment should be kept to a minimum, except where deemed necessary for educational reasons and to fulfil the school's statutory duties. Planning should ensure that social distancing of at least 2m can be maintained at all times. Where possible, any books or equipment should be issued outside in order that aerosol transmission is minimised, masks should be worn by all parties and gloves may be worn as an additional precaution where multiple items are being handled over a short period of time. Hand sanitiser should be used at all times before exchanging items and visitors should be instructed	Low	Headteacher	23/1/21		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<p>to sanitise as soon as they enter the reception area or approach the desks situated outside the building. Where books or equipment need to be issued through reception, staff have the protection of a glass barrier and should ensure that sanitiser is used (as above) or wear gloves when handling multiple items.</p> <p>Enhanced cleaning of the reception area should be undertaken where pre-planned collections by parents or students are taking place.</p>					

**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

