

Risk Assessment Covid-19 (Reopening Schools)

This example risk assessment is not exhaustive and should be used as a guide for typical risk management considerations. You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is discussed with employees and their representatives.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down).

- **Elimination**
The hazard, task or activity is physically removed or abandoned
- **Substitution**
Replace a material or process with a less hazardous one
- **Engineering Controls**
Isolate staff, pupils, visitors from the hazard
- **Administrative Controls**
Identify and implement procedures to maximise safe working
- **Personal Protective Equipment (PPE)**
Only to be considered if measures above would be ineffective to control risks

Important note: This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to education settings (**Coronavirus (COVID-19): Implementing protective measures in education and childcare settings**) This includes guidance for shielded and clinically vulnerable people/ groups. Current class sizes capped at 15 pupils and pupils remaining in their small groups throughout the day. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Activity/Person/Location	Managing COVID-19 risks – Reopening of Schools
Service Area	Education / Schools
Manager	Mrs K Cerri Headteacher
Assessor(s) including employee representative	
Date of assessment	4/6/2020
Review date	TBC

Resultant Risk Rating Please tick	
High	X
Medium	
Low (normal)	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>Key: Social Distancing to minimise potential spread of COVID-19 Hygiene protocols to minimise potential spread of COVID-19 Special considerations</p>						
<p>Shielded and clinically vulnerable groups</p> <p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Staff, Pupils</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<p>Pupils and staff that fall into the clinically extremely vulnerable group should not attend school</p> <p>Pupils and staff that fall into the clinically vulnerable group should only attend school and access areas where they are able to socially distance (PPA room/ ICT suite)</p> <p>Pupils and staff that live in the same household as someone that falls into the clinically extremely vulnerable group should only attend school and access areas where they are able to socially distance (PPA room/ ICT suite)</p> <p>Staff that are practicing social distancing will leave the building after all other staff and pupils have left the building in order to reduce the risk of contact with others.</p> <p>Pupils and staff that live in the same household as someone that falls into the clinically vulnerable group should attend school</p>		<p>Staff, parents/carers</p> <p>Staff, parents/carers</p> <p>Staff, parents/carers</p> <p>SLT/Staff</p> <p>Staff, Parents/carers</p>		
<p>Entry to school premises</p>	<p>Staff, pupils, contractors, visitors</p>	<p>Restrictions to visitors are in place.</p> <p>Only emergency visitors are currently accepted into the building</p>		<p>SLT/Receptionist</p>		

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		<p>Meetings with parents/carers will be scheduled either via video call where possible or in the need for a face to face meeting they will be scheduled at a time when there is minimal traffic around the school and held in a place where they likelihood of coming into contact with others on site is minimal</p> <p>Contractors are only authorised to come on site where emergency works are necessary. It is the responsibility of contractors to follow their own company guidelines regarding PPE</p> <p>Where parents are dropping off and collecting pupils they must stand in the designated area whilst abiding by the social distancing rules</p> <p>Barriers in place to ensure that the entrance door is kept free of visitors/parents</p> <p>Floor markings will be in place to indicate where parents/carers should stand in order to maintain a 2 m distance when dropping off and collecting their child</p> <p>Any person entering the building is encouraged to use the hand sanitiser available in reception or to be directed straight to the toilets to wash their hands.</p> <p>Pupils will be escorted to and collected from the buses in their bubbles. Staff to adhere to 2-meter social distancing whilst waiting to collect their pupils from the bus</p> <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a</p>		<p>SLT/Receptionist</p> <p>Caretakers</p> <p>Parents/carers</p> <p>Staff</p> <p>Caretakers</p> <p>All visitors/staff</p> <p>Staff</p> <p>All visitors/staff/parents/carers/pupils</p> <p>All visitors/staff/parents/carers/pupils</p>		

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		<p>refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>All people entering the building will have their temperature taken. If the temperature reads 37.6 or above, they will be sent home and asked to take medical advice and arrange a Covid-19 test. If the temperature reads between 37.3 and 37.5 they will be checked every 30 minutes.</p>		Staff/Receptionist		
Reception areas	Staff, pupils, contractors, visitors	<p>Parents and carers are encouraged to drop their children off and collect their children from outside the building where they will be met by a member of staff. There are markings on the floor to promote social distancing. There will barriers in place to ensure the entrance door is kept clear</p> <p>Parents and carers are encouraged to bring their child or collect their child from school on their own (1 person)</p> <p>Visitor are discouraged from entering the building. Where it is necessary for visitors to enter the building, they must follow the guidance. All visitors coming into the building</p>		<p>Parents/carers/staff</p> <p>Parents/carers/staff</p> <p>Receptionist</p>		

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		<p>must stay behind the marked area when approaching the reception desk.</p> <p>Where the receptionist deems it necessary, she will be able to close the glass screen to form protection to herself, as long as it does not completely impede her ability to communicate.</p> <p>Hand sanitiser is available in the reception area for all persons entering the building</p> <p>Covid-19 posters are around the school, as well as social distancing posters and hand washing posters.</p> <p>Any visitors waiting in the reception area must stay 2 meters away from any other person in the reception area</p>		<p>Receptionist</p> <p>All visitors/staff/parents/carers/pupils</p> <p>All visitors/staff/parents/carers/pupils</p>		
Corridors	Staff, pupils, contractors, visitors	<p>Movement of pupils in corridors will be reduced to enable the social distancing to be encouraged, although it is noted that as a special school it will not always be possible to maintain social distancing</p> <p>Classes will transition around the school in their bubble.</p> <p>All breaks have been scheduled with a 5-minute gap to ensure this reduces the risk of 'cross over' in the corridors</p> <p>Should cross over occur, staff are encouraged to walk on the far left with their bubble to reduce the amount of contact during any cross over</p>		<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Cleaning team</p>		

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		<p>Onsite cleaners to complete clean throughout the day to clean any obvious areas and door handles etc. and at the end of the day.</p> <p>Access is limited to the ground and first floor, no staff, visitors or pupils are to access the 2nd or 3rd floor. All rooms that are vacant must remain so as they have been deep cleaned to prevent the spread of the virus.</p>		Staff/SLT		
Classrooms	Staff, pupils, contractors,	<p>There will be a reduced number of pupils in classes. These will create a class bubble.</p> <p>Social distancing will not be possible to maintain due to the nature of our pupils attending Riverside Bridge School</p> <p>Hand washing facilities will be available in the classroom (where appropriate) or in the nearest toilet.</p> <p>Staff and pupils are encouraged to wash their hands after each activity</p> <p>An on-site cleaner will be available throughout the day to clean areas such as door handles</p> <p>Anti-bacterial spray will be provided by the cleaners for staff to use in the event of bodily fluids (saliva from spitting) to be cleaned immediately</p> <p>Outside learning is encouraged, however it must be taken into account that all class bubbles should have access to the playground at least once per day to exercise</p>		<p>Staff/SLT</p> <p>All visitors/staff/parents/carers/pupils</p> <p>Staff/Pupils</p> <p>Cleaning Team</p> <p>SLT/Staff</p> <p>Staff</p> <p>Staff/SLT</p> <p>Staff</p>		

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		<p>Soft toys and furnishing have been removed from all occupied classrooms</p> <p>Where possible toys and equipment will be cleaned before/sharing or re-used by another person, although this will not always be possible</p> <p>There is a timetable in place for the use of the outdoor space to ensure that there is no cross over of pupils using this area</p> <p>Until further notice the sensory room, ICT suite, PPA room and Home management room are closed to pupils and only staff allocated to work in those rooms should enter them.</p> <p>Staff and Pupils are not permitted to visit other classrooms for any reason.</p> <p>Resources and equipment is not to be shared between classrooms.</p>		<p>SLT/Staff</p> <p>Staff/SLT</p> <p>Staff</p> <p>Staff</p>		
Lunch times	Staff, pupils, contractors,	<p>Lunchtimes will be split into rotas to enable class bubbles to access the playground with at least a 5-10-minute cross over time to reduce the number of pupils mixing in the corridors</p> <p>Pupils will eat their lunch in the classroom, tables will be arranged to encourage social distancing, but please not it will not always be possible to maintain</p> <p>All pupils will be asked to bring in a packed lunch.</p>		<p>SLT/Staff</p> <p>Staff</p> <p>SLT</p> <p>Staff/pupils</p>		

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		<p>Pupils encouraged to wash their hands before eating and staff to wash their hands before supporting children to eat and between supporting other children.</p> <p>Staff are able to access the staffroom, but are encouraged to maintain social distancing when doing so</p> <p>A timetable has been created for the outdoor space to be used Yellow – Break 10:30-10:45 Lunch 11:50-12:20 Play time 12:20-12:50</p> <p>Purple – Break 10:50-11:05 Playtime 11:50-12:20 Lunch 12:20-12:50</p> <p>Orange/Silver – Break 11:10-11:25 Lunch1 13:00-13:30 Playtime 13:30-14:00</p> <p>Lime - Break 11:30-11:45 Playtime 13:00-13:30 Lunch 13:30-14:00</p> <p>Anti-bacterial spray will be provided in order to clean equipment between each pupils' use.</p>		<p>Staff</p> <p>SLT</p> <p>Staff</p>		
Hall / assemblies	Staff, pupils, Contractors,	<p>Pupils will not be accessing the hall to attend assemblies</p> <p>Pupils will access the hall to have PE themed sessions, these will be in the class bubble</p>		<p>SLT</p> <p>Staff</p> <p>SLT/Staff</p>		

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		<p>Staff briefings will be carried out in the hall, chairs will be placed where social distancing can be maintained</p> <p>Doors to be held open by 1 member of staff for staff to enter/exit the dining hall to help prevent spreading the virus via the handles and increase safety when pupils are using the space.</p>		SLT		
Toilets	Staff, pupils, Contractors, visitors	<p>Pupils will only be allowed to use the toilets one at a time.</p> <p>Staff will supervise all pupils to the toilet to ensure not more than 1 person is using the facilities</p> <p>Where staff are required to oversee personal hygiene, staff will be provided with gloves, aprons, face masks and visors.</p> <p>The pupil and staff toilet facilities will be cleaned regularly by the on-site cleaner</p> <p>Pupils are not allowed to use the staff facilities</p> <p>Posters on handwashing are available in every toilet</p> <p>Pupils encouraged to wash their hands before and after using the toilet</p> <p>Pupils as part of their daily lessons are taught the importance of washing their hands and encouraged to do so.</p> <p>If a pupil soils themselves the staff should access the available PPE and deal with the</p>		<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Cleaning Team</p> <p>Staff</p> <p>SLT</p> <p>Staff</p> <p>Staff</p> <p>Staff/Caretaking team/cleaning team</p>		

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		child. If there are faeces to be cleaned the caretakers must be called immediately				
Staff Areas	Staff, contractors, visitors	<p>The staff room is available to staff; however, staff are asked to maintain social distancing while using this room</p> <p>SLT hub – the meeting table has been marked out to enable social distancing during meetings</p> <p>Only essential personnel should be entering the SLT hub. Visitors to the hub should check before entering and adhere to one visitor at a time in the room.</p> <p>Signage to be displayed on doors reiterating rules.</p> <p>PPA room/ICT suite should only be entered by the staff allocated to work in these rooms.</p> <p>The Home management room/Sensory room/PE room are not to be used until assessed to reopen.</p> <p>All eating equipment is cleaned using the dishwasher; however, staff are encouraged to bring and use their own cutlery and crockery.</p>		<p>Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Staff</p> <p>SLT</p> <p>Cleaning team/staff</p>		
Break times	Staff, pupils, visitors	<p>Pupils will have access to the playground in their class bubble (this may be restricted to once per day depending on the number of pupils attending)</p> <p>Facilities such as bikes and scooters must be cleaned with appropriate products after each child has used the equipment</p>		<p>Staff</p> <p>Staff</p>		

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		<p>Water play will not be allowed in the playground</p> <p>Some sensory activities will be available, but only those where pupils can access independently. Although there may be more than 1 child at a time accessing the play area so social distancing may not apply.</p> <p>There will be no liquid play.</p> <p>The timetable for the use of outdoor space is as above</p>		<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>		
Home time / egress from school premises	Staff, pupils, visitors	<p>Staff arrive at 8:30am and leave as soon as the pupils have left the building and have prepared for the following day</p> <p>Pupils will arrive by borough transport at 9:15am</p> <p>Borough transport will collect the pupils at 2:30pm</p> <p>Parents/carers are asked to drop off and collect their children from outside the building where a member of staff will meet them. Staff should where possible, hand over children to parents adhering to social distancing measures.</p> <p>During pupil drop off/collection, parents must adhere to the 2 metre markings on the floor and are not to enter the building.</p> <p>Some pupils due to existing risk assessments and arrangements may arrive or leave outside these school times. If any parent wishes to alter the time of drop of/collection</p>		<p>Staff</p> <p>Transport team/staff/parents</p> <p>Parents</p> <p>Parents</p> <p>SLT/Parents</p>		

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		<p>outside of the usual times they will need to contact the school to make arrangements</p> <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>		<p>All visitors/staff/parents/carers/pupils</p> <p>All visitors/staff/parents/carers/pupils</p>		
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<p>Emergency evacuation will follow the usual procedures with the use of fire exits</p> <p>All pupils/staff/visitors will congregate in the MUGA assigned to Riverside Bridge School for registers to be taken</p> <p>Pupils and staff are encouraged to keep 2 meters apart, using both MUGA's available to Bridge. Although please note it will not be possible to maintain a 2-meter distance due to the nature of our pupils and the levels of anxiety an evacuation drill/event cause.</p> <p>SLT on site will oversee the evacuation</p>		<p>SLT/Staff</p> <p>Staff</p> <p>Staff</p> <p>SLT</p> <p>Staff/cleaning team</p>		

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		Evac chairs, fire warden radios and jackets need to be cleaned before being returned to their designated places.				
First Aid	Staff, pupils, visitors	<p>There will be at least 1 first aider on site each day</p> <p>Daily medication will be administered by the first aider and witnessed by any other member of staff</p> <p>Usual routines and protocols will be followed in the recording of first aid, accidents and incidents</p> <p>Any equipment touched including keys and handles, needs to be cleaned after use and returned to its designated place.</p>		<p>SLT</p> <p>First Aider/Safeguarding and Welfare Officer</p> <p>First Aider/Safeguarding and Welfare Officer</p>		
Transport Arrangements	Staff, pupils, Contractors, visitors	<p>Borough transport have advised they are able to transport 5 pupils per bus in order to maintain social distancing</p> <p>Advice to come on how pupils are put onto and collected from the bus from transport department</p>		<p>Borough Transport</p> <p>Staff/Borough Transport</p>		
School Trips	Staff, pupils	<p>All school trips and visits have been cancelled until at least September.</p> <p>School minibus handles and interiors to be wiped down after returning from the garage.</p>		<p>SLT</p> <p>SLT</p>		
Reoccupation of areas which have not been in use.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time,</p>	All areas of the school will be inspected by the caretaking team to ensure they are fit for use.		Caretaking team		

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	inspection and testing of building services and safety devices to ensure they are in full working order required.					
Fire	Staff, pupils, contractors, visitors	<p>In the event of a fire being discovered, usual protocol should be followed.</p> <p>Raise the alarm and begin evacuation procedures</p> <p>A fire drill will occur during the first week</p> <p>Upon safe re-entry to the building a designated person needs to check all doors are locked and wipe down any handles or locks that have been used.</p>		<p>Staff</p> <p>Staff</p> <p>Caretaking team/Staff/SLT</p> <p>Cleaning staff/SLT</p>		
Someone becomes unwell	Staff, pupils, Contractors, visitors	<p>If a pupil becomes unwell with either Covid-19 signs or symptoms or any other illness signs or symptoms. A first aider will notify the parents that they need to collect their child. A familiar member of staff to the child should wear full protective equipment to supervise them in the medi-hub.</p> <p>Parents must be informed they must seek NHS advice and inform the school of the outcome. They must also be advised that the whole household must isolate for 14 days.</p> <p>Once the child has left the building the room needs to be deep cleaned and any surfaces that the child has been in contact with.</p> <p>If a member of staff becomes unwell with either Covid-19 signs or symptoms or any other illness signs or symptoms. They must leave the building immediately after notifying a member of SLT.</p>		<p>SLT/Staff</p> <p>SLT/Parents/Carers</p> <p>Cleaning Team</p> <p>Staff/SLT</p>		

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		<p>If the illness is thought to be related to Covid-19 they must seek NHS advice and inform the school of the outcome. They, along with their whole household must isolate for 14 days. The member of staff must keep in contact with SLT daily and give updates of their condition and any further advice from the NHS</p> <p>SLT will notify Public Health England of any confirmed cases and take advice from them if the school or bubble should close.</p> <p>Staff and parents will be notified if there is a confirmed case.</p> <p>An outbreak is now classified by 2-3 cases according to guidance.</p> <p>All staff and parents must advise school if they have been contacted by the test, track and trace service and informed to self-isolate. If a pupil or member of staff becomes unwell with other signs/symptoms the usual protocols apply i.e. diarrhoea and sickness must stay away from school for 48 hours</p>		<p>Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Staff/Parents/carers</p>		
<p>There is a confirmed case of coronavirus in a setting</p>	<p>Staff, pupils, Contractors, visitors</p> <p>Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. People can catch the virus from others who are infected in the following ways:</p>	<p>If there has been a confirmed case of Covid-19, staff and parents/carers of the rest of the class will be notified immediately and asked to keep their child at home for the next 14 days to isolate.</p> <p>Anyone testing positive for Covid-19 must notify the school immediately and all affected persons are to stay away from site until isolation periods have passed.</p>		<p>SLT</p> <p>SLT/Staff</p>		

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	<ul style="list-style-type: none"> • Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth • Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death 	<p>Parents are to follow the guidance below: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>The rooms the person has accessed with all be closed and a deep clean arranged.</p> <p>If there are other cases the HT should contact Public Health England and take advice.</p> <p>This is in accordance with the government guidelines https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation see outbreak definitions below. and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.</p>		<p>Parents/carers</p> <p>Cleaning Team</p> <p>SLT</p> <p>Parents/Carers</p>		

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		<p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Outbreak definition as follows. COVID-19 Education Setting Cluster and Outbreak Definitions.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the school within 14 days.</p> <p>*a cohort might be in a class, year group or other defined group within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p> <p>Notifications to be made via LCRC@phe.gov.uk or call 0300 303 0450</p>				
Testing and contact tracing	Staff, Pupils, visitors, contactors (Risk - as set out in section above)	Coronavirus testing is now available to everyone aged five and over in the UK with symptoms (a new, continuous cough; high		Staff/Pupils/Parents/Carers		

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		<p>temperature; or a loss of or change in your normal sense of smell or taste).</p> <p>Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus.</p> <p>People can register for a test at www.nhs.uk/coronavirus</p> <p>Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new 119 service to book their test.</p> <p>People with hearing or speech difficulties can call 18001 119. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p>				
General School	Staff, pupils	<p>Social distancing will be encouraged at all times; however, it should be noted that it is impossible to maintain with the nature of our pupils</p> <p>Posters are displayed around the school to encourage social distancing where possible.</p> <p>Hand sanitiser is available in reception, ground floor hygiene room and the area between Bridge and Admin. More hand sanitiser stations are on order (awaiting delivery)</p>		<p>Staff/Pupils/Parents/Carers</p> <p>SLT</p> <p>SLT</p> <p>SLT/Cleaning Team</p>		

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		<p><i>without a focus on specific year groups and informed by risk assessments"</i></p> <p>Where pupils fall into the category of clinically extremely vulnerable, they should not be attending school and a placement will not be offered to them</p> <p>Where pupils fall into the category of clinically vulnerable, they should not be attending school and a placement will not be offered to them as we cannot guarantee social distancing</p> <p>Where pupils live with someone in their household that fall into the category of clinically extremely vulnerable, they should not be attending school and a placement will not be offered to them</p> <p>Where pupils live with someone in their household that fall into the category of clinically vulnerable, they should not be attending school and a placement will not be offered to them as we cannot guarantee social distancing</p> <p>Each child has been assessed on an individual basis, the categories for assessment included: Medical conditions and relating risks Missing elements of EHC Parents/Carers ability to meet the child's needs Impact on well-being Vulnerability if not in school</p>		Parents/Carers		
Violence and aggression	Staff, Pupils, Visitors	Signage will be displayed in reception to indicate that school will not tolerate and will		SLT		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		take action against anyone that does not adhere to the arrangements put in place or deliberately exposes school occupants to risk				
Dealing with bodily fluids	Staff, pupils, visitors	<p>Body Fluids protocol updated to include COVID-19 risks to include:</p> <p>Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield PPE and waste disposal protocols to be followed (double bag waste)</p> <p>Handwashing protocols to be followed</p>		Staff		
Community/stakeholder consensus considered.		<p>Staff and parent questionnaires submitted. Data will be analysed and considered before phased reopening of school.</p> <p>All relevant advice from governing bodies nationally and locally have been considered when designing this risk assessment.</p> <p>Educational union advice and guidance has been considered and incorporated in this risk assessment</p> <p>Riverside Bridge School's new operating protocols will be shared with all staff and reiterated during Headteachers briefing with each new wave on the morning they attend work.</p>		ALT/Parents/Carers		
Pupil and Staff Mental Health and Wellbeing	Pupils and Staff	The wellbeing team are making regular phone calls to all staff to ensure they have someone to talk to, work or personal life related. Anyone with a low wellbeing is		Staff/Well-being Team		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>passed on to our Wellbeing Coordinator and Wellbeing SLT Lead to contact them also.</p> <p>A programme called Perkbox has been released to staff for assistance on emotional, physical and financial wellbeing.</p> <p>Online mental health training was made available for all staff to do whilst working from home which provided information on how to keep positive mental health and wellbeing whilst working during this pandemic and otherwise.</p> <p>Class teachers are making contact either once, twice or three times a week with those pupils who are at home to ensure that home life is stable and to ensure everything is ok. If there are any concerns these are passed onto our safeguarding and welfare officer and followed up.</p> <p>Pupils who are attending school are monitored by the staff working with them to identify any particular behaviours that may indicate a low wellbeing. Any pupils who have verbally expressed any indicated of a low wellbeing will be offered time to speak to a member of staff to resolve any issues.</p>		<p>SLT/Staff</p> <p>Staff/Parents/Care rs</p> <p>Staff</p>		

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.