



General Details

Assessor	Mark French
Assessment Date	04/03/2021
Assigned Reviewer	Mark French
Next Review Date	05/03/2022

Operation Assessed	COVID-19 Reopening Schools
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Associated with specific area

- Education
- Maintained Schools
- Flushing Church of England School

Description of work area and/or activity assessed

Reopening schools to the general populace and controlling the risks associated with COVID-19 from September 2021

Overall Current Risk

Medium/High



Persons Affected

- Children / Students
- Cleaner
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Visitors

Current Rating	Hazard Information	Task Status
Medium ■ ■ ■ ■ ■	Housekeeping Premises not checked to ensure it is safe to re-open.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	We have completed the re-opening checklist & all issues have been actioned	

Potential Rating	Additional Controls Required		
Medium ■ ■ ■ ■ ■	Additional Controls and Actions	Due by / Whom	Action Status
	<div>✓</div> We have completed the re-opening checklist and all issues have been actioned.	04/03/2021 H.Tucker	Complete

Current Rating	Hazard Information	Task Status
Medium ■ ■ ■ ■ ■	Training / Competence Lack of up-to-date information for Staff.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Staff have been receiving regular briefings by email. Operational procedures has been sent to staff and will be updated. Staff will be given sufficient notice to give time to prepare for the move from home to school learning.	

Potential Rating	Additional Controls Required		
Medium ■ ■ ■ ■ ■	Additional Controls and Actions	Due by / Whom	Action Status
	<div>✓</div> Continue to update staff with any new information or procedures.	04/03/2021 H.Tucker	Complete

Current Rating	Hazard Information	Task Status
Medium ■ ■ ■ ■ ■	Training / Competence Lack of up-to-date information for students and parents/guardians.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Newsletter continues to be sent at least weekly. Class Dojo messages plus additional emails from the Head enables all to contact school /Head. Essential information has been posted on the school website. information on the latest procedures (eg door for each bubble to enter) has been sent in advance of pupils returning.	

Potential Rating	Additional Controls Required		
Medium ■ ■ ■ ■ ■	Additional Controls and Actions	Due by / Whom	Action Status
	<div>✓</div> Parents to be contacted immediately if any changes to procedures	04/03/2021 H.Tucker	Complete

Current Rating	Hazard Information	Task Status
Medium 	Supervision Failure to maintain supervision levels if staffing levels drop.	
	Measures Currently in place to prevent risk of injury	
	Staff levels checked each day by head. Contingency plan in place if staff ratios drop below set levels, that is 1) putting in a reserve member of staff 2) using checked supply staff 3) temporary merging of groups 4) temporary closure of class.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	Continue to review daily	04/03/2021 H.Tucker	


Current Rating	Hazard Information	Task Status
Medium 	Biological Staff who are identified as clinically vulnerable coming into contact with Coronavirus	
	Measures Currently in place to prevent risk of injury	
	All staff have previously been sent the DFE definition and guidance and told to inform the head if they are in that category (and where necessary to provide documentation on this). Those that are on the vulnerable category can work in their role at school where adult social distancing and PPE are in place.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	Action if staff become vulnerable	04/03/2021 H.Tucker	



Current Rating	Hazard Information	Task Status
Medium 	Biological Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	
	Measures Currently in place to prevent risk of injury	
	Parents reminded to inform the school of any vulnerable pupils. Each assessed on a case-by-case basis in consultation with the EWO.	



Potential Rating	Additional Controls Required		
Low 	Additional Controls and Actions	Due by / Whom	Action Status
	Continue to review	04/03/2021 H.Tucker	



Current Rating	Hazard Information	Task Status
Medium 	Biological  Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	All staff have previously been sent the DFE definition and guidance and told to inform the head if they are in that category (and where necessary to provide documentation on this). Those that are in this category can work in their role at school where adult social distancing and PPE are in place.	



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.



Current Rating	Hazard Information	Task Status
Medium 	Biological  Member of staff displaying symptoms of Coronavirus	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested (testing kits are available at school for staff/pupils who develop symptoms at school). Area used by staff member to be thoroughly cleaned. Any staff supporting that person before being sent home should wear PPE. If the test is negative the staff member can return to work, if positive they isolate and follow the medical information given to them.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 LFT used twice weekly by staff and school community	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Student displaying symptoms of Coronavirus	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Remove pupil to Library (designated area for affected students), if lunchtime it would be the office. Staff providing support provided with PPE. Parents told to collect pupil asap. Area used by pupil will be quarantined until it has been thoroughly cleaned. Student to get tested (can be given test if cannot get to testing site/ appointment. If the test is negative the pupil can return to school, if positive they isolate and follow the medical information given to them.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Ensure Staff and pupils are aware of symptoms to watch out for (updates given as received by school)	04/03/2021 H.Tucker	<div>Complete</div>


Current Rating	Hazard Information	Task Status
Medium 	Welfare  Social distancing not observed in staff areas	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	<p>Contact between class staff and pupils to be kept to an operating minimum. Staff will have their own classroom/work space rest areas to reduce contact. Break and lunchtimes are staggered. Briefings will be provided electronically. In school communication will be done by an installed internal communication system (Handsets). Any contact below 1 metre should be kept to a minimum but if sustained, PPE should be used by the adults when deemed appropriate. All adults must have a DBS. If more than three adults in a classroom, extra areas/social distancing should be in place.</p>	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to review guidance given re face coverings and social distancing.	04/03/2021 H.Tucker	<div>Complete</div>


Current Rating	Hazard Information	Task Status
Medium 	Biological  Social distancing not maintained at school gate or drop-off/pick-up point	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	<p>Parents will not be allowed on to the site with their child. Parents will need to see them off/collect from the bars at the front of the school.</p>	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to monitor at drop off and collection times	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Social distancing not maintained by students before school starts	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Parents instructed not to allow students to attend before school/breakfast club.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to monitor at drop off	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Social distancing not maintained in school corridors	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Classes have allotted times to use the corridor to avoid contact; lesson times are staggered to reduce congestion and mixing of classes. Staff to supervise entry and exit.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to observe movement in corridors	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Social distancing not maintained during break-times and lunchtimes	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Pupils do not need to social distance from other pupils during their class playtime. Supervision provided. Pupils eat lunch at their desks. Lunchtimes (including lunch collection) and playtimes will be staggered.	



Potential Rating	Additional Controls Required		
Medium/High 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to review guidance	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Social distancing not maintained during physical activities (PE etc)	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Equipment can be shared by pupils in the same class/bubble. Pupils are to bring in normal PE kits and change for PE. Training shoes to be worn for TUC & PE activities. Any resources shared across bubbles should be cleaned first or quarantined for 48 hours.	

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to monitor	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Low 	Welfare  Lack of hand-washing facilities.	<div>001</div>
	Measures Currently in place to prevent risk of injury Hand washing stations are set up at entry points. All provided with soap dispensers and running water. Paper towels provided with a lidded swing bin. Soap washing is preferred to sanitiser as rubbing action helps kill the virus. Sanitiser will be available when hand washing is not possible.	



Potential Rating	Additional Controls Required		
Low 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to monitor hand washing	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	Hazardous Substance  Over-use or mis-use of hand sanitiser	<div>001</div>
	Measures Currently in place to prevent risk of injury Adults and visitors are the only ones allowed to use hand sanitiser. Pupils are not allowed to use staff or own sanitiser in school. School sanitiser can be used if no hand washing facilities available and it is supervised.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to oversee the use of sanitiser	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Staff and students not washing hands frequently	<div>001</div>
	Measures Currently in place to prevent risk of injury A timetabled routine of hand washing in place every day. -Entering the school (start of school/end of break times) -When eating (snack/lunchtimes) -At the start of after school clubs	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to oversee handwashing on entrance to school at start and end of the day and at the end of breaks.	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Cross-contamination from used tissues etc.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Lidded swing bins with liners in each classroom for tissues to be thrown away after each use (not to be kept in pocket or sleeve etc).	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to monitor	04/03/2021 H.Tucker	<div>Complete</div>


Current Rating	Hazard Information	Task Status
Medium 	Biological  Disposal of potentially contaminated waste.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Any potentially hazardous waste to be put in the bin, then bin liners removed and placed in a 2nd bin bag before being disposed.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff advised where to access additional bin liners in needed	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	Biological  Cross-contamination from sharing equipment	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Equipment can be shared within each class. Pupils not allowed to use equipment/possessions from home, all equipment will be provided by the school Sanitising wipes in each classroom to wipe down anything that may get contaminated.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Staff to ensure no equipment is shared and all know where additional stores are kept if pupils need new items	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Frequently touched surfaces will be cleaned every day. Surfaces that are suspected of being contaminated will be cleaned immediately. At entry/exit times the doors will be tied back by an adult so handles are not used. Doors and windows opened to increase air flow.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Cleaning monitored by SLT	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Cross-contamination from use of welfare facilities – toilets, sinks, water fountains etc.	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Each class has it's own facilities so cross contamination should not occur. Shared areas are cleaned daily as above	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Cleaning monitored	04/03/2021 H.Tucker	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Medium 	Biological  Cross-contamination from food served on premises	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Catering company have confirmed that they have updated their risk assessments and procedures. Food served to pupils in individual boxes prepared offsite when it rains but normally served from the library according to their risk assessment.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to liaise with catering company.	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	Housekeeping  Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Provided by outside companies who have carried out their own risk assessments	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to work with cleaning & catering companies	04/03/2021 H.Tucker	Complete

Current Rating	Hazard Information	Task Status
Medium/High 	Biological  Visitors to the school site.	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Only essential visitors will be permitted and usually at times when classrooms are empty. Visitors required to hand-sanitise at reception. Any visitor requiring access to a classroom for essential H&S reasons will be monitored and have to maintain social distancing from others.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Office staff to greet visitors and ensure hand sanitisers used	04/03/2021 H.Tucker	Complete



Current Rating	Hazard Information	Task Status
Medium 	Welfare  Provision of first aid (including paediatric first aid where appropriate) support to students	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Disposable gloves etc. available in first aid kit.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Kits checked regularly	04/03/2021 H.Tucker	Complete



Current Rating	Hazard Information	Task Status
Medium 	Welfare  Providing care (dispensing medicines etc.) for students with medical needs	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Individual risk assessment and care plan reviewed and updated. PPE intimate care kit provided where required.	



Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to monitor	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	Welfare  Providing care for students with specific care needs (support for toileting etc.)	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Individual risk assessment and care plan reviewed and updated. PPE intimate care kit provided where required.	

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to monitor individual cases.	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	Welfare  Providing care for students with specific emotional or behavioural needs	<div>001</div>
	Measures Currently in place to prevent risk of injury	
	Individual risk assessment and care plan reviewed and updated. PPE intimate care kit provided where required.	

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to monitor individual cases	04/03/2021 H.Tucker	<div>Complete</div>

Current Rating	Hazard Information	Task Status
Medium 	 Fire Safety Evacuation procedures during reduced occupancy of the school	<div>0</div> <div>0</div> <div>1</div>
	Measures Currently in place to prevent risk of injury	
	Fire risk assessment reviewed, and evacuation procedures updated.	

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	 Continue to review	04/03/2021 H.Tucker	<div>Complete</div>