

Description of the task/activity.	General Covid-19	Location:	Mayfield School
Name of person(s) completing the assessment:	Lynn Campbell David Drewe Antonia Edghill	Job Title(s):	Co-Headteacher Facilities Manager DSL
Date of this assessment:	8 – 12 June 2020	Date of Signing:	12 June 2020
Date of next review:	29 June 2020	Signed by:	<i>Lynn Campbell</i>

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place? Enter either, or/and <ul style="list-style-type: none"> Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) What we are currently doing 	Residual Risk Rating (H/M/L)	Enter either, or/and - New control measures recommended - Why the recommended control measures are not implemented - General comments	By who and when
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	H	<ul style="list-style-type: none"> SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronaviruses-covid-19-guidance-for-schools-and-other-educational-settings Any member of staff or student who show any symptoms will be told to self-isolate and not be allowed in to the setting. Standard first aid procedure is followed with provision of gloves and hand sanitiser as standard. Any student or staff sent home will then be expected to be tested. If they test negative, they will be allowed to return. If they test POSITIVE all staff and children in their working group will be expected to self-isolate until they have also been tested. Catch it, Bin it, Kill it' 	M	<p>If Students are recalled to school, first aid will be followed in line with Local Authority/ Government Guidance</p> <p>Temperature screening camera to be installed in main reception – all staff, students and visitors to enter the school through this area.</p>	Staff/Parents/Students/Visitors

<p>Shortage of staff</p>	<p>Students and staff not wishing to use public transport</p> <p>Shielding/at risk/sick</p> <p>Disproportionate impact of COVID on BAME communities:</p> <p>It is recognised that members of the BAME community are disproportionately represented in the reported instances and death rates of Covid-19</p> <p>This is affected by numerous socio-economic and underlying health conditions associated with ethnicity.</p>	<p>H</p>	<ul style="list-style-type: none"> • Consideration has been given to staff who are/have: <ul style="list-style-type: none"> - Clinically EXTREMELY vulnerable - Living with someone who is clinically EXTREMELY vulnerable - Sole Carer for someone who is clinically EXTREMELY vulnerable (may not live with them). - Clinically vulnerable - Pregnant - BAME - Aged 55 or over - Anxiety regarding travelling and returning to work - Limited or no access to appropriate child care • Co-Heads are flexible with staff who fall in to any of the above categories – attendance to school from 15th June is on a voluntary basis. • Where possible, we strongly encourage students and staff to walk, cycle or drive to school. Where this is not possible, it is essential that everyone adheres the Government and TfL guidelines for the use of public transport: https://tfl.gov.uk/campaign/coronavirus-covid- • We endeavour to apply the highest level of care/provision we possibly can for all our staff regardless of their ethnicity. • Despite government advice indicating that, in a mainstream school setting, PPE is not a requirement, the school allows staff to wear gloves and masks should they wish. These are available at main reception. • Local Authority, Staff health questionnaire has been used to identify who is fit to attend work. 	<p>M</p>		<p>Staff</p>
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			<ul style="list-style-type: none"> • From this, staff will be organised into working groups (bubbles); this will be based on allocated roles in school: • SLT • Site Team • Admin • Inclusion • Key Worker children • Year 10 • Year 12 			
Virus entering premises	Staff, students and contractors and their families.	H	<ul style="list-style-type: none"> • Parents & staff issued with guidance on daily checks to undertake before bringing their child to school. • Contractors asked health check questions on arrival. Only essential visitors allowed at this time. • Reception desk has screens so that any face to face contact and is limited. 	M	Temperature screening camera to be installed in main reception – all staff, students and visitors to enter the school through this area.	Staff/students/visitors
Clothing	Staff, students & Contractors and their families	M	<ul style="list-style-type: none"> • Uniform policy (staff and students) has been relaxed so that all clothing can be washed after each day. Staff and students required to wear their I.D. badge and lanyard to identify them as a member of the school. 	L		Staff/students/parents /carers

<p>Arrival & Departure</p>	<p>Staff/students/parents and carers</p>	<p>M</p>	<ul style="list-style-type: none"> • Health check questions to be asked before student enters premises (guidance available in one source H&S secure website) • Temperature taken on arrival • 2m social distancing to be advised to parents and enforced on pupils and staff (Marking on work stations) • Students/Staff/Visitors are to wash their hands once arrive • Social distancing marks in main reception • Increased signage in main reception and work areas. 	<p>L</p>	<p>Temperature screening camera to be installed in main reception – all staff, students and visitors to enter the school through this area.</p>	<p>Staff/Students/Visitors</p>
<p>Classrooms</p>		<p>H</p>	<p>Rooming:</p> <ul style="list-style-type: none"> • Students with EHCP, EAL and some vulnerable students – Inclusion • Children of Key Workers – G.07 – G.09 • Year 10 – 2.07 – 2.09 • Year 12 – 2.23 – 2.28 • Desks spaced out as much as possible. 1 member of staff per room; an IA in Inclusion with EHCP students. • SLT on call in all three areas. • Own equipment only to be used (provided by school). Need to have a spare box of pens for each classroom – in case a pen runs out. • Air-conditioning is safe to use but windows may be opened to maximise ventilation. 	<p>M</p>	<p>Staffing and number of rooms in use is adjusted to be proportionate to the number of students in school.</p>	<p>SLT/DDR/Staff</p>

<p>Play/Sport/ Exercise</p>	<p>Staff/ students</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing must be maintaining during all play/sport/exercise sessions. • Different groups of students have different breaks (see Operational Plan for Reopening) • Different groups of students have different areas for breaks. • Activities chosen at start of day, by students in inclusion and Key Worker children, as may be limited by numbers. • There is separate equipment for these two groups of students. Only students in the Inclusion bubble will have access to the bikes. • Students in year 10 and 12 will not have access to the exercise/play equipment. • Any equipment used must be capable of being easily sterilised (e.g. Plastic) Sterilisation must take place after use. • If balls are used they may be kicked but must only be handled by one student; at the end of play, it must then sterilised. 	<p>M</p>		<p>Staff/Students</p>
<p>Toilets</p>	<p>Staff/students and contractors</p>	<p>H</p>	<ul style="list-style-type: none"> • Students to only use the student toilets in their area. • Staff to have access to the disabled toilet in inclusion and the disabled/staff toilets on the ground and second floors of the North Teaching Block. • Liquid anti-bacterial soap to be provided. • Janitors on duty and frequently clean these areas (including after each break or on request). 	<p>M</p>		<p>Staff/Students/ Janitors</p>

Transmission between groups	Everyone	M	<ul style="list-style-type: none"> • During work times, students will remain in their designated room at all times unless it is their allocated break or lunch time or for toilet use (one at a time). • Staff will supervise the same groups throughout the day. 	M		Staff/Students
Break/Lunch	Staff/students/ catering staff	M	<ul style="list-style-type: none"> • Students and staff to wash hands before and after eating. • Students and staff who are on site, will be provided individual packed lunches. • Teacher to pass the lunches over to students to avoid contact. • Students in Inclusion to eat lunch in the LRC or on picnic benches outside the LRC; students working in the ground floor will have lunch in Café Best or on the picnic tables in the amphitheatre - with social distancing measures in place. 	M		Staff/Students
Staff & Student Competence	Anyone in the building	M	<ul style="list-style-type: none"> • Staff to receive briefing and folder with information for the schedule and structure for the day. Each classroom will have its own information folder and register. • Students are reminded about the social distancing, how to wash their hands, first aid procedures and general expectations. • It is the responsibility of every member of staff to 	L		Staff/Students

<p>Staff/ Students becomes ill within the School</p>	<p>Staff/Parents/ Students/ Visitors/Contractors Contracted CV19 by any means.</p>	<p>H</p>	<ul style="list-style-type: none"> • Person will be removed to the medical room (which is at least 2 metres away from other people and can be isolated behind a closed door). Windows will be opened to provide ventilation. • Any member of staff or student who show any symptoms will be sent home, told to self-isolate for seven days and arrange to be tested for Covid-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. • Track and trace procedures will be adhered to: <ul style="list-style-type: none"> ○ Their fellow household members should self-isolate for 14 days. ○ Where the student or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. ○ Where the student or staff member tests positive, the rest of their class or group in school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms. • The workplace will be deep cleaned in relevant areas. This information has been passed onto employees. • First aider, in attendance, will be provided with individual PPE, including visor, mask, gloves, and apron. 	<p>M</p>		<p>Staff/Parents/Students /Visitors</p>
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<p>Students and Staff with allergies which can cause coughing (e.g Hayfever)</p>	<p>Anyone in the building</p>		<ul style="list-style-type: none"> • School holds information regarding students or staff with allergies. • Students/staff with coughs caused by allergens to consider the use of masks. 	<p>M</p>	<p>To be addressed and identified in daily briefing</p>	<p>Staff/Students</p>
<p>First Aid & administration of medicines</p>	<p>Staff/students</p>		<ul style="list-style-type: none"> • Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings. • First aid to be carried out by member of staff on site. If first aider needs to get closer to injured party/suspected infection with Coronavirus to assess or treat they are to wear disposable aprons, gloves, mask and RPE. (FFP2) 	<p>M</p>		<p>Staff/Students</p>
<p>Student behaviour</p>	<p>Anyone in building</p>		<ul style="list-style-type: none"> • Risk assessment relating to individual behaviour is reviewed daily. • Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer • On call member of SLT allocated to each area 	<p>L</p>		<p>SLT/Staff</p>

<p>Social distancing to be maintained by staff remaining at work</p>	<p>Staff/Parents/Students/Visitors/Contractors</p> <p>Proximity - A person catches CV19 due to working closely with an infected person.</p>	<p>H</p>	<ul style="list-style-type: none"> • Social Distancing has been implemented. • All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.) This information has been passed onto employees/parents/Students attending the school. • Students spaced in the classroom and dining hall and playground, regular reminders given except where Students are siblings. • Where it is absolutely necessary to have a larger meeting, it will be held in a space that enables social distancing measures to be adhered to. • Signs at main reception to notify all procedures. • Controlled access to main reception to ensure visitors comply with procedures. • School running on skeleton staff which allows for social distancing. • As the number of students attending school increases/decreases, the number of staff required to be on site and the number of classrooms used will be amended accordingly. • Furniture has been removed from rooms to allow free movement. • All staff working in school with Students are briefed on a daily basis by a member of SLT. 	<p>M</p>	<p>SLT are on call to deal with any breaches of conduct/protocols throughout the day.</p>	<p>Staff/Parents/Students/Visitors</p>
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<p>Staff/ Students becomes ill within the School</p>	<p>Staff/Parents/Students/ Visitors/Contractors</p> <p>Contracted CV19 by any means.</p>	<p>H</p>	<ul style="list-style-type: none"> • Person will be removed to the medical room which is at least 2m away from other people. • We have identified a designated room where they can be isolated behind a closed door – medical room. Windows will be opened to provide ventilation. • The individual will be sent home and advised to follow NHS guidance online. • The work place will be deep cleaned in relevant areas. • This information has been shared with employees. 	<p>M</p>	<p>School continues to run on skeleton staff which allows for social distancing.</p> <p>Staffing and number of rooms in use is adjusted to be proportionate to the number of students in school.</p>	<p>Staff/Parents/Students /Visitors</p>
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Emergency Evacuation	Staff/ students	H	<ul style="list-style-type: none"> Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. If we have students on site with a PEEP, these will be highlighted on the register and will follow normal emergency evacuation procedures. 	M		Staff/Students
Contaminated workplace	Staff/Parents/Students/Visitors/Contractors	H	<ul style="list-style-type: none"> A targeted cleaning regime is in place – all areas used when Students/staff are in school are cleaned in the morning and maintained by two janitors throughout the day. 	M	Ongoing discussions with cleaning company – adjustments will be made as the number of students attending and rooms used change.	Staff/Parents/Students /Visitors
	A person catches CV19 due to contaminated surfaces.	H	<ul style="list-style-type: none"> On arrival to school; staff and students must sanitise their hands with the sanitising gel provided for them by/in main reception. Use hand sanitiser when get to their room. Staff have access to gloves and able to wear personal masks if they choose to. Students are allocated a named work station – they should only work from there and are directed to wipe keyboards and mice down before use – using materials provided. 	M	SLT to remind/direct staff and students to comply with this when they arrive to school.	Staff and students

<p>Staff working from home</p>	<p>Staff Breaks Work station arrangements</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff advised via Distance Learning • Guidance and this risk assessment to ensure that regular breaks are taken from screens throughout the day in order to maintain well-being, • Staff advised to ensure appropriate seating and desk support whilst working. • Clarity re: work expectations sent via email and collaboration encouraged in teams to reduce the staff workload • SLT aware of childcare/carers commitments of staff whilst working at home. 	<p>L</p>	<p>Additional equipment continues to be provided where necessary. Regular emails re expectations and well-being sent by SLT. Time given to development and planning of revised distance learning procedures.</p>	<p>Staff</p>
<p>Stress and anxiety of staff/parents/Students from working in isolation and the threat of COVID-19</p>	<p>Staff/Parents/Students Poor mental health and loss of productivity by employee Poor mental health of students, vulnerable students at greater risk of online exploitation or other forms of abuse.</p>	<p>M</p>	<ul style="list-style-type: none"> • Produce regular communications to staff parents and students on wellbeing, include details for helplines such as Samaritans and Mind. Staff communication is saved: L drive/shared documents/Coronavirus school closure resources • Whilst information for parents and students is published on the school website. • Staff can access Wellbeing within department or TVO. • Staff to speak to their line manager/Co-Headteachers if there are any concerns. • Managers and staff to schedule regular contact over video calling, WhatsApp, internal email and the Co-Headteachers' weekly email to staff. • Weekly email to parents/carers and students from Co-Headteachers. • For Parents/Carers/student regular contact by Form Tutor, YGL, AYGL, Safeguarding or Behaviour Support Teams. (see Engagement Threshold document 	<p>L</p>	<p>.</p>	<p>Staff/Parents/Students</p>

			<p>L:\Shared Documents\Coronavirus school closure resources\Distance Learning and amended Safeguarding Policy L:\Shared Documents\Coronavirus school closure resources\SAFEGUARDING POLICY)</p> <ul style="list-style-type: none"> • Students communication recorded on CPOMS and Google drive tracking sheet • Constructive guidance and support through the Head of department or TVO for staff related concerns. • Protocol in place with TVO for Co-Headteachers to be advised • Annex to Safeguarding Policy updated in line with changes to provision (June update) 		
<p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p>	<p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	H	<ul style="list-style-type: none"> • Staff are advised to follow NHS online guidance: • https://www.nhs.uk/conditions/coronavirus-covid19/ • If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. • Symptomatic employees will be sent home. If this is not possible for any reason please contact Co-Headteachers. • Working from home has been implemented for the majority of staff. • Staff who are unwell are directed to refrain from work (at home or in school) until they have recovered. • Staff are rostered on a needs only basis. The rota does not include anyone who is shielding (either due to their or a member 	M	<p>Administrative tasks that cannot be performed at home e.g. invoice payments; issuing of cheques to suppliers are carried out only when necessary. Attendance Officer to come in to school to maintain registers once a week.</p>

			<p>of their household being identified as belonging to the 'most vulnerable' group) or self-isolating.</p> <ul style="list-style-type: none"> • Staff groups being created and will only be rostered to work with one of the student groups in school • Only staff on the rota are permitted on site (or by prior arrangement with a member of SLT, where they cannot complete their work from home) and this is monitored by SLT. 			
Lack of accurate information/a failure to disseminate information	<p>Staff (<i>including those considered at increased risk</i>)</p> <p>Staff are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	H	<ul style="list-style-type: none"> • Co-Headteachers provide relevant information DfE guidance and updates as and when provided by either the Government and/or the Local Authority. 	M	Advice is timely and designed not to overload staff.	Staff
The control measures in this risk assessment are not implemented because staff are unaware of them.	<p>Teachers on site</p> <p>Support staff on site</p> <p>Students on site</p>	M	<ul style="list-style-type: none"> • All staff emailed a copy of risk assessment which is also available on the common drive – invite comments and questions to be directed to SLT. • Issue regular updates to all staff working in school via daily briefing. • Clear message that implementation of this risk assessment is a management instruction. 	L		Staff

FSM Management	Staff/Parents/ AiP Catering are not aware of guidelines/procedures.	H	<ul style="list-style-type: none"> • Individual packed lunches are prepared and delivered daily by AiP for those students and staff in school. • Families entitled to FSM are provided for by the online voucher scheme – there is a dedicated member of staff (Jane Adams) to assist with this. 	M		Staff/Parents/Students/AiP
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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.