



ORCHARDSIDE
SCHOOL

COVID-19 Risk Assessment for staff and students

Note: this risk assessment should be undertaken in conjunction with the guidance on actions for schools issued by the Department for Education.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Assessment conducted by:	Celeste Fay Judith Hunt	Job Title :	Headteacher Business Manger	Covered in the assessment :	Staff, students, contactors, visitors & volunteers
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Date of assessment:	September 2021	Review :	As required and/or when guidance changes or is updated	Date of next review :	
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SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): Orchardside will achieve the following controls as defined by the Department of Education. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Schools COVID-19 operational guidance – GOV.UK (www.gov.uk) Updated 17 August 2021</p> <p>Orchardside School is committed to reduce risk of transmission of coronavirus (COVID-19) to ‘as low as reasonably practicable’. Our priority is to deliver face to face, high quality education to all.</p> <p>The Government’s Step 4 has moved away from stringent restrictions on everyone’s day to day lives and have advised that the direct clinical risks to children are extremely low. In addition, every adult has been offered vaccines.</p> <p>Orchardside operated as one “bubble” but the government has advised that these are no longer necessary and assemblies can resume. They have updated the advice regarding isolation. Face coverings are no longer required, except on transport, but recommends they are used in enclosed and crowded spaces.</p> <p>Vigilance will be necessary and if there is a substantial increase in the number of positive cases some measures may be reintroduced. Twice weekly rapid testing of staff and students will continue to reduce the chance of the virus spreading in school. NHS Test and Trace system continues to operate. The rule of “hands, face, space” will continue to operate ensuring good hygiene for everyone, appropriate cleaning regimes are maintained, and occupied spaces are well ventilated.</p> <p>The NHS Test and Trace system continues to operate. Although it is not possible to ensure a totally risk-free environment, the Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low.</p>	<ul style="list-style-type: none"> · https://www.hse.gov.uk/coronavirus/working-safely/index.htm · https://www.hse.gov.uk/mothers/employer/risk-assessment.htm · https://www.hse.gov.uk/toolbox/workers/mothers.htm · https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees · https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm · https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm · https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm · https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm · https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm · https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm · https://www.hse.gov.uk/toolbox/workers/home.htm · https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm · https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm · https://111.nhs.uk/covid-19 · https://www.nhs.uk/conditions/coronavirus-covid-19/ · https://www.nhs.uk/conditions/coronavirus-covid-19/testing/ · https://www.rcpch.ac.uk/topic/covid-19 (Royal College of Paediatrics and Child Health) · https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown (Chartered Institute Building Services Engineers) · https://www.cibse.org/coronavirus-(covid-19)/coronavirus-covid-19-and-hvac-systems · https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ · https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ · https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap

	<ul style="list-style-type: none">· https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance· https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak· https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19· https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do· https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance· https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges· https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works· https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested· https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe· https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care· https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19· https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings· https://www.gov.uk/guidance/contacts-phe-health-protection-teams· https://www.gov.uk/get-coronavirus-test· https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers· https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england· https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers· https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits· https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-
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	<p>school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none">· https://www.gov.uk/coronavirus· https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3· https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own·
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Likelihood	Severity		
	Medium	High	High
	Low	Medium	High
Low	Low	Medium	

Key:

Red: Do not proceed – risk must be reduced to a lower level

Amber: Proceed only if specific controls will not allow the risk to increase

Green: Risk controlled effectively. Proceed with operation and monitor for changes

		Risk Assessment		School premises open during Coronavirus						
		Location:		Orchardside School						
		Persons Exposed:		Staff:	✓	Pupils	✓	Visitors/Contractors	✓	
Hazards and Consequences	Risk Rating			Control Measures to Reduce Risk				Residual Risk		
	Likelihood	Severity	Risk					Likelihood	Severity	Risk

<p>Covid 19 A coronavirus is a type of airborne virus and due to mutations of the Coronavirus there is an increased risk of infection.</p> <p>Typical symptoms of the virus include fever (high temperature) and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties and loss of taste or smell.</p>	H	H	High	<p>All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to the control measures.</p> <p>Prevention:</p> <ul style="list-style-type: none"> · Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. All students and staff to be updated on actions being taken to reduce the risks of exposure in the workplace. · Clean hands thoroughly more often than usual. Follow HSE guidelines. Hand washing adhered to, 20 second hand washing rule to be observed. Hand washing signs to be clearly visible around the school. · Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach. Tissues for all classes to be provided. Posters to be displayed around the school. · Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. · Occupied spaces to be well ventilated. · Monitoring/supervision will be undertaken by all staff to ensure people adhere to the planned control measures. · Lateral Flow Testing: Parents and staff to be made aware of these tests and permission gained to test all asymptomatic students and staff twice weekly. Anyone visiting the site will be asked to undertake a LFT. Positive result will need a full antigen test and self isolation. <p>Response to any infection:</p> <ul style="list-style-type: none"> · Engage with the NHS Test and Trace process. · Manage confirmed cases of coronavirus (COVID-19) amongst the school community. · Contain any outbreak by following local health protection team advice. · Staff and parents/carers to be made aware of the NHS Test and Trace system. NHS 111 online provides advice on when to self-isolate and access to online interactive 	M	M	Med
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				<p>information.</p> <ul style="list-style-type: none">· Advice on how to self-isolate has been passed onto employees, students and their families.· Staff or students with underlying health problems to make SLT aware so that appropriate arrangements can be made in line with Government advice.			
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<p>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms</p> <p>WHO: Pupils; Staff; Visitors to school premises; Cleaners; Contractors, Drivers, Vulnerable groups (i.e. pregnant workers, those with underlying health conditions, elderly, etc.</p> <p>HOW: The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces.</p>	H	H	High	<p>Anyone with symptoms of COVID-19 should not attend school and report to SLT. https://111.nhs.uk/covid-19.</p> <p>NHS Test & Trace: Staff, parents and carers must understand and be ready and willing to book a test, provide details of anyone they have been in contact with and self-isolate. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p> <p>If anyone with symptoms refuses to engage with NHS Test & Trace, to protect the health and safety of those within the school, they should remain off school for at least 10 days. Any of their household members would not be allowed on the school site for 14 days.</p> <p>Staff/pupils who become symptomatic should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.</p> <p>If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 10 days from the day after the individual tested positive. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date. (Although government advice states that if double vaccinated or under 18 there is no need for, the school has decided to continue as previously and ask the student/staff member to isolate for 10 days.)</p> <p>If a member of staff develops symptoms whilst at work, they should inform SLT and immediately go home.</p> <p>If a student develops symptoms at school, parents should be informed to arrange to have them collected immediately. If a child is awaiting collection, they should be isolated and seated under cover externally, supervised by a socially distance member of staff. If they need to go to the bathroom while waiting to be collected, they should use separate facilities and the bathroom must be cleaned and disinfected before being used by anyone else. PPE must be worn by staff caring for the</p>	M	M	Med
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			<p>child.</p> <p>If anyone proves positive following a lateral flow test, they will need to have an antigen test and self isolate</p> <p>Daily Staff briefings, internal communication channels and cascading of messages through SLT will be carried out regularly to reassure and support staff, parents and carers. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of Covid-19 contact/symptoms to ensure prompt return to work.</p> <p>Robust Hand Washing and Respiration Hygiene</p> <p>Staff & pupils to be reminded that stringent hand washing on a regular basis should be taking place for 20 seconds with water and soap and the importance of proper drying with disposable towels</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>They will also be reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (Covid-19) remind everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus.</p> <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> · Enhanced cleaning schedule introduced by Cleaning Contractor. · Cleaning of frequently touched surfaces to be regularly cleaned by site staff. · Toilets to be frequently cleaned throughout the day by site staff. · Staff responsible to clean touch points in their rooms between classes. · The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting: <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
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			<p>Wearing of Personal Protective Equipment (PPE)</p> <p>Face coverings are no longer advised for pupils, staff and visitors. However, it is recommended that they are worn on public or school transport or in enclosed, crowded spaces. If there is a substantial increase in the number of positive cases in school face coverings may be reintroduced temporarily.</p> <p>Ventilation:</p> <p>Occupied spaces must be well ventilated and if possible, systems should be adjusted to allow full fresh air. Opening external windows and doors can also improve ventilation.</p> <p>Close Contact:</p> <p>Although the 2 metre social distancing has been removed, avoiding close contact is recommended.</p>		
<p>Potential transmission of virus from working within enclosed spaces including Reception, Offices, Classroom, Staff kitchen areas/staff rooms, printers, meeting rooms, toilets</p>			<ul style="list-style-type: none"> · Enhanced cleaning of school in collaboration with the cleaning company to check the capacity of cleaning staff is adequate to enable enhanced cleaning regime. · Frequently cleaning and disinfecting objects and surfaces, equipment that is touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. Ensure that soap, sanitiser and paper towels are checked and are replenished regularly. · Premises Staff should carry out their usual health and safety checks (i.e. fire safety checks, regular flushing regime) to ensure the building remains safe. · Redesigning processes to ensure social distancing in place. · Containers of hand sanitiser will be set up at various locations including entry and exit points. · Staff are to regularly wash hands or use hand gel frequently i.e. on 		<p>Med</p>

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				<ul style="list-style-type: none"> · arriving at work, after handling parcels/post/books, moving from room to room, before eating. · Avoid touching people, surfaces and objects where possible and regular handwashing. · Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards. · If possible open windows and doors to ventilate rooms/corridors. · Toilet facilities - Maintain hot water and soap at wash hand basins. · Refrain from using hot air dryers and use paper towels instead if possible. · Staff to use assigned laptops to avoid shared use. · Vending machine operational but to be sanitized after each use. · Sanitising available for touch points at printers etc. · Using back-to-back or side-to-side working (rather than face-to-face) where possible. · Encourage storage of personal items and clothing in personal lockers. · Hand washing on entering and all class rooms to have soap and sanitiser · No unnecessary equipment to be brought into school. · Regular cleaning regime of classrooms. · Regular/frequent cleaning of toilets for pupil use. · Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently. · Staff to raise any concerns with the management as soon as possible. 		
Lateral Flow Testing for asymptomatic students and staff				<ul style="list-style-type: none"> · Twice weekly testing of asymptomatic staff and students to be conducted at home. · Senior staff and staff volunteers have undertaken the necessary training and understand registration, the need for PPE and cleaning, issues relating to contamination, testing process and recording results and will arrange testing if students have not carried out the home test. · Those with positive results will be advised to self isolate and have an antigen test. · Visitors are discouraged but any person who comes to the school will be asked to undertake the LFT. 		Med

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Personal Risk Assessments				<ul style="list-style-type: none"> Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19. 		Low
Staff who have a protected characteristic (e.g. disability, pregnant or new mothers, older staff and BAME) and use of the building by staff with protected characteristics				<ul style="list-style-type: none"> SLT will discuss with and consider the needs of those staff with protected characteristics (clinically extremely vulnerable people). Individual risk assessments will be carried out of those vulnerable staff where necessary. Individuals may choose to limit the close contact they have and additional precautions will be considered. Risk assessments should be carried out on pregnant staff following government and HSE guidelines and if the school are unable to remove or manage risks, they should be offered suitable alternative work or working arrangements (including working from home) or suspension on normal pay. 		Low
Potential transmission of virus from pupils presenting challenging behaviours				<p>We are a Team Teach school which means de-escalation before physical intervention, which is a last resort.</p> <p>PPE to be provided for staff who may have to intervene when pupils present challenging behaviours if necessary.</p>		Medium
Potential exposure to Coronavirus – use of PPE				<p>Staff should adhere to infection control policy and regular medication protocols should be followed. Staff to frequently wash their hands and avoid/reduce close contact with pupils where possible. Use face mask/gloves where appropriate or close contact is unavoidable.</p>		Medium
Potential transmission of virus from desks, monitors, keyboards and mouse			H	<ul style="list-style-type: none"> If appropriate, staff to be provided with their own portable keyboard/mouse or laptop for use (take with them to use at whichever desk is made available) or clean between use by different users. Clear desk policy will be robustly applied so as to enable effective cleaning. Enhanced cleaning regime – including desks every night. Cleaning wipes available on each desk to clean desks and equipment as needed before and after use and throughout day as needed. Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin. <p>All the above applies for ICT suite for pupil use as well.</p>		Low

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Preparation of the School	H	H	H	<ul style="list-style-type: none"> · Premises and utilities have been health and safety checked and the building is compliant following the usual compliance checklist. · Signage displayed to prohibit persons with COVID-19 symptoms from entering the school. · Signage erected to remind of stringent hand washing for 20 seconds with soap and water. · Staffing roles, responsibilities and need considered to ensure school delivery of the curriculum alongside remote provision. · Minimum staffing need and cover arrangements for absence considered. 	L	L	Low
Visitors/Parents – potential transmission of virus	H	H	High	<ul style="list-style-type: none"> · No parents to enter school grounds without prior arrangement. · Visitors by appointment only and must enter via Reception. They will be asked to undertake a lateral flow test (Appointments where necessary should be conducted via telephone or other means, last resort is a visit). · Reduce intake of any paper documentation from parents and advise them to email any documentation. · Hands should be washed on arrival. · 	L	L	L
Home Visits	H	H	High	<ul style="list-style-type: none"> · Home visits to be limited to essential visits only. Information about the pupils to be obtained over the phone or other digital/remote means. 	L	L	Low
Student Drop off/Pick up	H	H	High	<ul style="list-style-type: none"> · Entry points to be staffed appropriately by staff. · Security search of students to be carried out on entry with staff using PPE where necessary. · Students, staff and all visitors to wash hands with soap and water on entry into the building, using paper towels to dry them. Regular hand washing throughout the day. · 	L	L	Low
Assemblies	H	H	High	<ul style="list-style-type: none"> · Group assemblies can now be reintroduced. · Microsoft Teams can be used. 	L	L	Low

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All staff briefings/ Departmental meetings	H	H	High	<ul style="list-style-type: none"> Telephone conversations, Zoom or Microsoft Teams may continue to be used to hold meetings. Face to face meetings should be in a big room with open windows etc. 	M	M	Low
Travel	H	H	High	<ul style="list-style-type: none"> Walking, cycling or use of own car encouraged rather than using public transport. Remind students who use public transport to follow hygiene rules, wear face masks and try to keep their distance from other passengers. Minibuses – If students are transported by minibus there will be a maximum of 8 students per bus so that space between seats is achievable when seated in the minibus. Organised queueing and boarding. Hand sanitizer to be used on boarding and disembarking. Face masks to be worn in the minibus. Surfaces and handles of minibus to be wiped before and after journeys. Students are not to be transported in staff cars. 	M	M	Low
Reception/Offices/ Staffrooms/Dining Hall/ Corridors	H	H	High	<ul style="list-style-type: none"> Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation. Hand sanitisers available in Reception and in each office. Staff to wash hands after handling parcels/post/books and moving from room to room. Notices displayed in reception reminding parents not to send their child to school if they or anyone in the household has symptoms. Controlled entry and access to the building. Only one parent allowed in reception area at any one time. Paper registers will be used for students and visitors. Restrict number of staff using the staffroom at any one time. Close contact to be avoided. Covered bins to be provided to dispose of used tissues in each area with a supply of tissues for each office. Clear desk policy to be robustly applied. Equipment i.e. stationery etc should not be shared. 	M	M	Med

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Toilet Facilities	H	H	High	<ul style="list-style-type: none"> Maintain hot water and soap at hand basins and use paper towels (disconnect hand dryers and provide bins). 	M	M	Med
Classrooms/lessons/ Movement around school/School Day	H	H	High	<ul style="list-style-type: none"> Maintain good ventilation throughout the school by opening doors, windows and operating mechanical systems. The Government will be supplying CO2 monitors. Close contact to be avoided. Desks should be placed side to side and front facing. External doors to be used for transfer of classes where possible to avoid overcrowding in corridors (parking on site is limited to delivery side of car park or ideally on the road). Outside space to be used at break times and equipment used (table tennis table) will be moved to external area. During inclement weather, where the outside space cannot be used, classrooms will be made available by those on duty to ensure social distancing. Breakfast to be supplied in canteen area from 8.15-8.45 a.m. Hand sanitising before entry to classroom. Bins to be provided for disposal of used tissues and tissues to be made available in every classroom, students and staff to be reminded that they should cough either into a tissue or their elbow and not into their hands. They should wash their hands or use hand sanitiser straight after they have coughed. Frequent cleaning regime of hard surfaces, handles, light switches after each class. Ensure extremely high hygiene for any food making or tasting. Equipment not to be shared in any practical lessons. Staff to encourage students to use outside space. 	M	M	Med
Equipment	H	H	High	<ul style="list-style-type: none"> IT equipment to be cleaned after each use. Telephones to be cleaned daily and before first use. Wherever possible, staff should not share IT equipment or telephones. Photocopier touch screens to be wiped down by operator before use. Students should be allocated the same IT equipment daily where possible. Staff and students should not share stationery items i.e. pens, pencils, rulers etc. 	M	M	Med

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Physical Education			High	<ul style="list-style-type: none"> · Fitness room - Equipment can be used by one person at a time and should be cleaned thoroughly after use. · Outdoor sport to be prioritised where possible or large indoor spaces used where it is not, maximising social distancing. · Contact sports to be avoided. · All equipment used during PE sessions or equipment used in the sports hall is cleaned after use by each group using appropriate anti-bacterial cleaner. 			
Uniform				<ul style="list-style-type: none"> · Uniform to be worn. 			
Cleaning	H	H	High	<ul style="list-style-type: none"> · Regular enhanced daily cleaning of the whole school by contractor · Clear desk/surfaces policy to be robustly applied to enable effective cleaning. · Staff are not to leave any washing up in the sink, each member of staff to wash up and clear away their items. · Cleaning equipment to be available for each room and regular cleaning of touch surfaces i.e. door handles, hard surfaces and desks to be carried out. · Vending machine buttons to be wiped down after use. 	M	M	Low
Catering Arrangements	H	H	High	<ul style="list-style-type: none"> · Kitchen staff to wear usual PPE. · Food hygiene practices in place and accurate records maintained. Online refresher training available for all staff including food hygiene for kitchen staff. · Consider methods to reduce frequency of deliveries which are delivered to the back entrance of the kitchen. All packaging to be wiped down using approved methods. · Wash hands after handling deliveries/packageging. · Only kitchen staff to enter the kitchen. · Limit contact when serving food to students. 	M	M	Med

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			High	<ul style="list-style-type: none"> Students encouraged to dispose of their leftover food in bins, which will be provided at various locations in the dining hall. All equipment, plates, cutlery to be washed at 60 degrees. Trolleys and surfaces to be cleaned regularly. Staff to wash hands frequently. Students and staff to wash hands before and after lunch. Hand sanitisers will be made available in the dining area. Staff to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise. 			Low
Medical conditions	H	H	High	<ul style="list-style-type: none"> Staff to ensure that they are aware of any medical conditions of staff and students (information is available on SIMS and in students' files) Emergency medication is kept in the medical cabinet in Reception with a copy of the emergency care plans. Check listed allergies before giving any student food or drink. These are listed on the shared drive with a hard copy in the staff room. 	L	L	Low
Fire evacuation	H	H	High	<ul style="list-style-type: none"> All staff and students to be made aware of the fire evacuation procedure and assembly point. Exit via the external doors from the Common Room, next to the Turnaround room and Therapists room. 	L	L	Low
Accident/Incident	M	M	Med	<ul style="list-style-type: none"> People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. If First aid is to be administered PPE to be worn. Incidents to be logged on EdAware and in the medical book. 	M	M	Med
Contractors – potential transmission of virus from contractors attending the school site	M	M	Med	<ul style="list-style-type: none"> Contractors to be notified in advance not to attend the premises if they have symptoms. Staff to observe and ask any contractor to leave the building if they have symptoms. Essential emergency works only. Attendance to be notified to reception in advance. Contractors to sign in at reception desk and declare they do not have symptoms. Site Manager to ensure area of the work is clear beforehand. Any pupils and staff to leave that area. 	M	M	Low

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			Med	<ul style="list-style-type: none"> · Site Manager to liaise with and monitor the contractor. · Supervised and limited access to other parts of the building. · Contractors responsible for the provision of their own PPE to be checked before commencement. · Planned maintenance to continue and scheduled out of hours where possible. · Risk/assessment method statements to be supplied by contractors. 			Low
School car park	M	M	Med	<ul style="list-style-type: none"> · Car park (kitchen side) or the public highway to be used for parking. 	L	L	Low
Slips, Trips and Falls: Slippery changing room floors, spills on the floor, uneven surfaces, equipment on floor	M	M	Med	<ul style="list-style-type: none"> · If any floor is wet, then a floor sign needs to be put in place. · Clear up spillages where possible, if spillages are too large, report to the site manager. · Any accidents or incidents to be recorded in the accident report book and Admin team informed for logging. 	L	L	Low
School lettings	H	H	High	<ul style="list-style-type: none"> · Hiring of all areas of the school premises will be permitted and hirers are responsible for ensuring hygiene and cleaning regimes are followed. 	L	L	Low
Mental health and wellbeing affected through isolation or anxiety about coronavirus. Potential for stress or anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working acknowledged.	H	H	High	<ul style="list-style-type: none"> · Reassurance to staff of measures taken to protect their safety. · Regular communication of mental health information should be communicated to all staff. · Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. · Regular communications from the Headteacher · Regular contact with managers and colleagues. · SLT to promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer support and help. Reference: https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 · Staff informed of the availability of counselling services in house and via Education Support Partnership and Occupational Health appointments where necessary. 	L	L	Low

Reviewed:

2nd September 2021.