



CORLEY CENTRE COVID-19 EMERGENCY RISK ASSESSMENT

ALL EXISTING SCHOOL RISK ASSESSMENTS STILL APPLY.

THIS RISK ASSESSMENT RELATES ONLY TO ISSUES SURROUNDING THE COVID 19 PANDEMIC AND ITS IMPACT ON THE SCHOOL, ITS STAFF AND STUDENTS.

URGENT GOVERNMENT ADVICE:

ALL STAFF MUST READ 'INSTRUCTIONS TO STAFF COVID-19 TESTING JUNE 2020'

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **7 days** from when your symptoms start.
- If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	LEVEL OF RISK	WHAT ARE WE ALREADY DOING?	DO WE NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION BY WHOM?	ACTION BY WHEN?
PREPARATION FOR SCHOOL REOPENING						
RISK TO STUDENTS AND STAFF FROM CONTRACTING COVID -19	Any students and staff coming into contact with someone with or carrying the Covid-19 virus	HIGH	Ensuring that parents, students and staff are fully informed of the signs and symptoms of Covid-19.	Continue to monitor in line with local and national updates	LB/MW/SR	All on-going unless otherwise stated Sept' 2020
			Ensuring that no student or member of staff attends school with even mild symptoms.	Continue to monitor	LB/MW/SR	
			Carrying out a full deep clean via external company following closure on 23.3.20 and further cleans during period of complete closure			
			Purchasing of Biozone Power Zone machines to continue deep cleaning capabilities	Programme of deep cleaning to continue	MJW/AB	
			Increasing the number of wash hand basins on site so that students and staff have access in all work areas.	Ensure that each classroom has hand washing facilities prior to being opened for use	MJW/AB	
			Ordering basic school-appropriate PPE for all staff, with refills as needed, sourced from Local Authority and independent suppliers	Updating supply	MW	
			Purchase of high quality no-touch thermometers and ensure maintenance	First Aiders to report any problems to MJW	MJW	
			Summer 2 provision: <ul style="list-style-type: none"> Classes of no more than 4 students 4 staff members per class operating a rota basis throughout the day Same 4 staff with each group for full week wherever possible Maximum of 7 groups across the school by Summer 2 Week 5 	Monitor provision as it increases each week	LB/MW/SR LB/MW/SR	
			Identifying 7 isolated teaching areas, accessed via individual routes, with own toilets, outdoor areas, fire escapes and staff facilities Appendix 1	Continue to monitor effectiveness	LB/MW/SR	

			Staggering lunch and break times and use of hall and courtyard garden	Continue to monitor effectiveness	LB/MW/SR	Sept' 2020
			Cancelling all assemblies from 16.3.20 until further notice	Risk assessment to be carried out prior to any assemblies taking place	LB/MW/SR	
			Ensuring that Key members of staff will always be available when students are on site: <ul style="list-style-type: none"> • Headteacher • SLT/DSL/SENCo • Experienced T&L staff • First Aider • Admin support • SSO • Cleaning staff 	School to close if any of the following groups are not available: <ul style="list-style-type: none"> • HT + DHT • SBM + SSO + deputy SSO • First Aiders • Cleaners Monitoring staff availability and closing school if standard not met	LB/MW	
			Creating social distancing measures throughout the school: <ul style="list-style-type: none"> • 2.5 m social distancing squares in all areas, using social distancing floor tape • One-way system around the school, including on stairs • Use of direction arrows and no-entry signs. Removal of classroom furniture to create maximum of 4 student workstations. Appendix 2	Monitor daily effectiveness of social distancing measures and report any issues to SLT	All staff	
			Providing measures and resources/supplies to support high standards of personal hygiene amongst staff and students: <ul style="list-style-type: none"> • Updated signage around hand washing and personal hygiene • Lidded pedal bins in all areas • Anti-bacterial wipes and cleaning gloves in all areas Inducting staff to social distancing and personal hygiene measures prior to their return to school	Monitor daily effectiveness of social distancing measures and report any issues to SLT	All staff	
			Providing students and parents with the 'Student Guide to Attending Corley Centre during the Covid-19 Pandemic' leaflet Appendix 3	Update as necessary	MW	
			Providing staff with the 'Covid-19 Key	Update as necessary	LB	

			Information for Staff document			
			Maintaining close contact with families of all students to gather information, which may lead to a suspected breach of national lockdown advice and reporting to LA and Social care.	All staff to update Behaviour Watch daily	All staff	
			Ensuring that parents understand their responsibility to maintain social distancing measures in the home in order to not place staff and other students at risk	MW to update Behaviour Watch daily	MW	
			Ensuring all rooms are adequately ventilated	All staff keep windows open during the day	All staff	
			Soft furnishings removed where possible.	Staff to remove any items from own classrooms once opened	All staff	
			Sensory Rooms locked and out of use	To be re-opened only following risk assessment	LB/MW/SR	
			Fitness room locked and out of use	To be re-opened only following risk assessment	LB/MW/SR	
			Students provided with own sensory tools.	T&L staff to provide as each new student attends	T&L staff	
			Classroom-based sensory toolkits removed from classrooms	Refreshed for September 2020 with newly established procedures around allocation to students	CB	
STUDENT DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES	Any students and staff coming into contact with that student at the time of the event	MID	Risk assessing all potentially vulnerable students and those of key workers to determine whether they would be able to follow social distancing and personal hygiene rules.	Continuing to risk assess all students prior to their return to school and whilst attending school during Summer 2.	LB/MW/SR	
			<p>Not allowing any student to return where there is considered a risk they would not be able to follow social distancing and personal hygiene rules or may deliberately disobey them.</p> <p>Updating the Behaviour Policy to prohibit entry to school of any student who deliberately does not follow social distancing and personal hygiene rules.</p>			

MEMBER OF STAFF DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES	Any students and staff coming into contact with that member of at the time of the event	LOW	Updating the staff disciplinary policy and Code of Conduct to cover any incidence involving a member of staff deliberately not following social distancing and personal hygiene rules	Apply the updated staff disciplinary policy and Code of Conduct where a member of staff refuses to follow social distancing or personal hygiene rules.	LB/MW	
CHANGES TO ROUTINE RESULTING FROM THE ADAPTED ENVIRONMENT AND COVID-19 MEASURES	Any student or member of staff who may find the changes difficult	LOW	<p>Providing students and parents with the 'Student Guide to Attending Corley Centre during the Covid-19 Pandemic' leaflet</p> <p>Providing staff with the 'Covid-19 Key Information for Staff' document</p> <p>Opportunity for staff to attend school on a day of closure to students to familiarise themselves with the socially distancing and personal hygiene measures, and meet with the Headteacher to discuss concerns.</p> <p>Clear written instructions and guidance to staff shared prior to each week, reinforced at morning briefings.</p>	<p>Regular updating of the leaflet following student and parent feedback</p> <p>Regular updating of the leaflet following staff feedback</p> <p>Staff to continue to request a visit prior to their return date, as indicated by the weekly rotas.</p>	<p>MW</p> <p>LB</p> <p>All staff</p>	
SUPPORTING STAFF, STUDENTS AND FAMILIES						
STAFF, STUDENTS AND FAMILIES NEGATIVELY IMPACTED BY COVID 19	Any staff and students with a pre-existing health condition, which identifies them as vulnerable relating to COVID-19, i.e. coming	NONE	Supporting these staff and students to remain at home during Summer 2. Unless signed off ill, these staff will be provided with a working from home programme.	Continue to monitor government guidance	LB/MW Governors	

	under the category of critically extremely vulnerable					
	Any staff and students with a pre-existing health condition, which identifies them as vulnerable relating to COVID-19, i.e. coming under the category of critically vulnerable .	*	An individual risk assessment to be carried out with each member of staff and parent of student to determine level of risk and action required. * Risk to be identified on an individual staff/student basis	Continue to monitor government guidance	LB/MW Governors	
	Staff and students from ethnic minority groups (as identified in Public Health England 'Disparities in the Risk and Outcomes of Covid-19' Report, June 2020).	*	An individual risk assessment to be carried out with each member of staff and parent of any student to determine level of risk and action required. * Risk to be identified on an individual staff/student basis	Continue to monitor government guidance	LB/MW Governors	
	Staff and students from ethnic minority	NONE	Supporting these staff and students to remain at home during Summer 2. These staff will be provided with a working from home programme.	Continue to monitor government guidance	LB/MW Governors	

	groups (as identified in Public Health England 'Disparities in the Risk and Outcomes of Covid-19' Report, June 2020), identified as critically vulnerable due to a pre-existing health condition.					
	Pregnant staff	NONE	Supporting these staff to remain at home during Summer 2. These staff will be provided with a working from home programme.	Continue to monitor government guidance	LB/MW Governors	
	Staff and students living with someone who is critically extremely vulnerable , as determined by the current government criteria	NONE	Supporting these staff to remain at home during Summer 2. These staff will be provided with a working from home programme. Discussing individual cases with the parent of any student living with someone who is critically extremely vulnerable	Continue to monitor government guidance	LB/MW Governors	
	Staff available for work during Summer 1	MID	Ensuring comprehensive package of safety measures throughout the school to meet and in places exceed national social distancing and hygiene standards for schools.	Continue to monitor government guidance	LB/MW Governors	

			<p>Opportunity for staff to attend school on a day of closure to students to familiarise themselves with the socially distancing and personal hygiene measures, and meet with the Headteacher to discuss concerns.</p> <p>Clear information given to staff, updated each week, to ensure full understanding of roles and responsibilities during attendance at work</p>	Continue to facilitate staff initial visits prior to their return date	LB/MW/SR	
COVID-19 SITUATION IMPACTING ON MENTAL HEALTH AND WELLBEING OF STAFF	Any member of staff with increased anxiety over the pandemic.	HIGH	Removal of all whole school self-evaluation processes on 16.3.20	To be reinstated when school is fully operational and following a period of stability, as agreed by the governing board and in consultation with staff.	Governors	
			Flexibility in approach to staff availability for work from school closure until 1 June, enabling those who were outside the government guidance to remain at home, including when school opened to vulnerable students during Summer 1.	Continue to monitor staff wellbeing and provide opportunity to raise concerns with a member of SLT.	LB/MW/SR	
			Offer of 1-1 confidential counselling sessions with school therapist	Staff to request via LB/MW	All staff	
			Directing to online support and encouraging staff to keep in touch with each other during lockdown			
			Ensuring that staff do not attend school for more than 60% of their contracted time during Summer 2, enabling time for planning, contacting parents, setting online work and fulfilling other relevant duties within their roles			
			Sharing responsibility for contacting families with full range of available staff, including FSWs, HLTAs and those staff working from home.	Staff to inform MW if concerned by workload	All staff	
			Staff supervision and monitoring of all contacts to be provided by DSL to ensure staff safeguarding and wellbeing	MW to maintain contact with pastoral staff. Pastoral staff to request meeting with MW as required	Pastoral staff	

			Opportunity for staff to attend school on a day of closure to students to familiarise themselves with the socially distancing and personal hygiene measures, and meet with the Headteacher to discuss concerns.	Offer extended as more staff join the rota	LB/MW/SR	
START OF THE SCHOOL DAY						
STUDENTS AND STAFF NOT SOCIALLY DISTANCING OR FOLLOWING HIGH PERSONAL HYGIENE STANDARDS		MID	Ensuring controlled exit from school transport, one student at a time to be met by a member of SLT and reminded of measures in place to keep everyone safe.	Continue to monitor and adapt practice	T&L staff	
			With only 3 students per bus, dismounting one at a time, controlled exit is considered manageable and safe			
			To enable more students to attend school, beyond the capacity of Coventry City Council and parents, some students will be transported using the school's minibus, drivers and escorts. The following will apply: <ul style="list-style-type: none"> • Volunteer drivers and escorts only • A maximum of 3 students per minibus • All students and staff to wear masks, provided by school • Students living closest to school to be selected • Temperatures to be taken prior to students getting on minibus (any student with a temperature of 37.8 or higher to remain at home) • Any student displaying mild symptoms to remain at home 			
			Staff to ensure they have school entry passes at all times and refrain from using keypads.			
			Ample parking available so that staff can park away from each other to promote social distancing on arrival			
			Directing all students and staff to gel hands prior to entering school, administered by first aider.	Ensuring supplies of anti-bacterial gel are maintained. Purchase of hands free gel supply for	MJW/AB	

		<p>Student are prepared for this in advance of attending school via phone call and student leaflet</p>	<p>outside and inside Reception by September 2020</p>		<p>Sept' 2020</p>
		<p>No member of staff to enter the building until the First Aider is ready to take temperatures.</p> <p>Taking all students' and staff temperatures on arrival, sending home anyone with a temperature of 37.8 or above.</p> <ul style="list-style-type: none"> • Students with a temperature of 37.8 or above isolated in identified vacant office with member of SLT outside • Once student collected, office locked and cleaned at the end of the day • Discussion with staff around best way for them to get home safely • Parents of other students on same transport notified of child with high temperature • Council transport team notified of child with high temperature <p>Students are prepared for this in advance of attending school via phone call with Headteacher and student leaflet. Parents of students transporting child to school remain on site in their car until given permission by SLT to leave, once temperature taken.</p> <p>First aiders supplied with masks, gloves and no-touch thermometer. All staff to wear mask during taking of temperature All staff and students to take care prior to temperature taking that they are not likely to sneeze or cough during the process and to delay outside until ready.</p> <ul style="list-style-type: none"> • SLT to inform students on arrival of above 	<p>Recording the date of any student or staff sent home with a high temperature and ensuring non-return until completion of 7 days' self-isolation. Advising that all household members self-isolate for 14 days.</p> <p>Additional thermometer purchased for when more students are present. Temperatures to be recorded on daily schedule and filed.</p> <p>First Aiders to monitor process and report any issues to SLT</p>	<p>LB/MW/SR First Aiders</p>	

			Use of floorplans to direct students and staff to isolated area via identified route	Continue to monitor and report any issues to SLT	All staff	
			Clear instructions given each morning to students and staff about areas of the school accessible to them, as set out in daily timetable and school floorplans	Continue to monitor and report any issues to SLT	T&L staff	
			Staff briefing every morning prior to students' arrival to ensure full understanding of the structure of the day and staff roles and responsibilities Social distancing maintained in the school hall with spacing of chairs in 2.5m social distancing squares			
			T&L staff to deliver induction session to each student on the first day of their return		T&L staff	
DURING THE SCHOOL DAY						
STUDENT DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES		MID	Reminding students of the need to follow all in-school measures to socially distance and follow high standards of personal hygiene, including: <ul style="list-style-type: none"> Regular hand washing Use of tissues Use of lidded pedal bins Use of cleaning products and gloves 	Continue to monitor the behaviour of students around social distancing and personal hygiene rules. Apply the updated Behaviour Policy where a student fails to follow social distancing or personal hygiene rules.	LB/MW/SR T&L staff LB/MW/SR	
STUDENT FORGETTING TO FOLLOW SOCIAL DISTANCING AND PERSONAL HYGIENE RULES		HIGH	Reminding students of the need to follow all in-school measures to socially distance and follow high standards of personal hygiene, including: <ul style="list-style-type: none"> Regular hand washing Use of tissues Use of lidded pedal bins Use of cleaning products and gloves 	Continue to monitor the behaviour of students around social distancing and personal hygiene rules. A student repeatedly forgetting will result in a review of the risk assessment, which may result in the student not being permitted to attend.	LB/MW/SR T&L staff LB/MW/SR	
MEMBER OF STAFF DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL		LOW	Reminding staff of the need to follow all in-school measures to socially distance and follow high standards of personal hygiene, including: <ul style="list-style-type: none"> Regular hand washing Use of tissues Use of lidded pedal bins Use of cleaning products and gloves 	Continue to monitor staff following of social distancing and personal hygiene rules. Apply the updated staff disciplinary policy and Code of Conduct where a member of staff refuses to follow social distancing or personal hygiene rules.	LB/MW/SR	

HYGIENE RULES						
MEMBER OF STAFF FORGETTING TO FOLLOW SOCIAL DISTANCING AND PERSONAL HYGIENE RULES		MID	<p>Reminding staff of the need to follow all in-school measures to socially distance and follow high standards of personal hygiene, including:</p> <ul style="list-style-type: none"> • Regular hand washing • Use of tissues • Use of lidded pedal bins • Use of cleaning products and gloves 	<p>Continue to monitor staff following of social distancing and personal hygiene rules.</p> <p>Staff repeatedly forgetting, following gentle reminders, will result in the Headteacher discussing the situation with HR</p>	LB/MW	
POTENTIAL TO PASS ON VIRUS THROUGH SHARING OF EQUIPMENT		MED	<p>Staff to ensure they have school entry passes at all times and refrain from using gate and door keypads.</p> <p>T&L staff to remind students of the need to keep own equipment secure and not share with others or take others' equipment. Staff to organise and allocate equipment safely within their own classroom.</p> <p>Sport and Art equipment to be provided for each room to be cleaned at the end of each day.</p> <p>Any printed visual aids/instructions on student desks should be laminated for cleaning purposes or replaced for each student.</p> <p>All students and staff to provide own lunch and drinks to avoid sharing of utensils</p> <p>Floorplans to indicate staff toilets, work areas and kitchen facilities to reduce numbers of staff coming into contact with each other.</p> <p>Staff to use wipes provided to clean any equipment used in staff shared areas, including all computer equipment.</p> <p>Admin staff to avoid office sharing unless unavoidable due to role and tasks undertaking.</p> <p>Admin staff to follow strict social distancing in offices, identifying own work area and equipment.</p> <p>Admin staff to follow strict hand washing</p>	<p>Continue to monitor and report any issues to SLT</p> <p>Continue to monitor and report any issues to MJW</p>	T&L staff	

			<p>procedures following receipt and handling of deliveries, including post.</p> <p>No further handling of cash to take place.</p>	<p>Whole school cashless pay system to be in place by September 2020.</p>	<p>MJW</p>	<p>Sept' 2020</p>
			<p>Individual staff offices to remain open only for the member of staff whose office it is. No other staff to enter. Confidential conversations to be done by phone.</p>	<p>Staff members to organise own offices if applicable</p>	<p>All staff</p>	
			<p>Named pencil cases to be provided for all students, kept on their own desk.</p>	<p>T&L staff to issue to each student on first day of return. T&L staff to monitor stocks and provide additional sets as required. T&L staff to order necessary equipment, including for September</p>	<p>T&L staff</p>	
			<p>Laptops to be provided for students, kept on their own desks and cleaned at the end of the day.</p>	<p>Cleaning staff to ensure all equipment cleaned as per cleaning rota</p>	<p>MJW/AB</p>	
			<p>Staff to surface-clean during the day, especially when staff move between rooms.</p> <ul style="list-style-type: none"> • Protective gloves and anti-bacterial wipes provided • To be disposed of immediately in lidded pedal bins • Lidded pedal bins available in all areas and emptied at the end of each day 	<p>SSO to maintain classroom supplies</p>	<p>AB</p>	
			<p>No movement to take place between rooms by students</p>	<p>T&L to monitor and report issues to SLT</p>	<p>T&L staff</p>	
			<p>Suspending of all written feedback to prevent staff having to touch student work. Feedback to be given verbally and recorded by the member of staff</p>	<p>Risk assessment to be carried out prior to any written feedback re-commencing. T&L staff to establish and share creative ways of replacing written feedback on student-handled work.</p>	<p>T&L staff</p>	
			<p>Each student group to have its own outdoor space, identified on the floorplans.</p>	<p>Continue to monitor and report any issues to SLT</p>	<p>T&L staff</p>	
		<p>No student to use the outdoor fixed play equipment</p>				
		<p>Staff to minimise the sharing of equipment during sports activities and make use of protective gloves and anti-bacterial wipes</p>				

			provided for cleaning of equipment.			
VISITORS TO SCHOOL	Any students and staff coming into contact with someone visiting the school who may have or be carrying the Covid-19 virus	LOW	<p>No visitors will be allowed to enter the school during the Summer Term.</p> <p>No transport or postal delivery staff or parents to enter to use toilet facilities. Clear signage in place.</p> <p>All professionals meetings will take place remotely.</p> <p>Annual Reviews will take place remotely or over the phone.</p> <p>Deliveries will be contactless.</p> <p>Contractors will not be on site at the same time as students and staff other than in an emergency.</p>	<p>All staff to be aware that they cannot invite anyone onto the school premises.</p> <p>To be reviewed for the start of September 2020 and risk assessment to be carried out prior to visitors being re-admitted.</p>	All staff	Sept' 2020
			<p>Contractors only permitted on site for emergency repairs or statutory inspections.</p> <ul style="list-style-type: none"> • SBT staff will follow strict social distancing and personal hygiene rules when interacting with contractors. • Contractors' Covid-19 Risk Assessment to be supplied and agreed by the SSO prior to access to school. • Contractors to be provided with a copy of request a copy of the school's COVID 19 risk assessment <p>Arrangements agreed with SSO prior to visit.</p> <p>Contractors entering school to be instructed by SSO to follow social distancing and personal hygiene measures.</p>	<p>To be reviewed for the start of September 2020 and risk assessment to be carried out prior to contractors being re-admitted during the school day, other than in an emergency.</p>	LB/MW Governors	Sept' 2020

STUDENT OR MEMBER OF STAFF SHOWING ONSET OF SYMPTOMS DURING THE DAY	All staff and students	MID	Individual immediately isolated and arrangements made for travel home. Students and staff moved to other available classroom and rooms locked for cleaning. All staff issued with ' INSTRUCTIONS TO STAFF COVID-19 TESTING JUNE 2020 ' document Headteacher to follow instructions set out in above document: <ul style="list-style-type: none"> • Ensuring individual arranges Covid-19 test • Identifying and notifying recent close contacts within school • Contacting LA and PHE to discuss further action if outbreak identified 	Headteacher and governors to keep abreast of all information from PHE	LM/MW Governors	
STUDENT OR MEMBER OF STAFF SHOWING ONSET OF SYMPTOMS OUT OF SCHOOL HOURS	All staff and students	MID	Parents of all students instructed to inform the Headteacher if a student who has attended school develops Covid-19 symptoms. All staff who have attended school instructed to inform the Headteacher if they develop Covid-19 symptoms. Headteacher to follow instructions set out in ' INSTRUCTIONS TO STAFF COVID-19 TESTING JUNE 2020 ': <ul style="list-style-type: none"> • Ensuring individual arranges Covid-19 test • Identifying and notifying recent close contacts within school • Contacting LA and PHE to discuss further action if outbreak identified 	Headteacher and governors to keep abreast of all information from PHE	LM/MW Governors	
END OF THE SCHOOL DAY						
RISK FROM STUDENT AND STAFF MOVEMENT AT THE END OF THE DAY	All students and staff	MID	Students to replace all own equipment in provided pencil cases and leave on desk for next day or in designated area, if not in the next day.	T&L staff to monitor effectiveness and report to SLT	T&L staff	
			Staff to tidy the classroom ready for the next day	SSO to ensure uncleaned rooms remain locked, with clear signage.	T&L staff AB	
			Staff to inform SSO if a room other than those on the floorplans has been used so that it can			

			<p>be cleaned. If there is insufficient time for cleaning of that room, the room will remain out of use until it is cleaned.</p> <p>Additional rooms only to be used in exceptional circumstances in agreement with a member of SLT.</p>			
			All students and staff to wash hands prior to leaving classrooms	T&L staff to report any issues to SLT in relation to individual students failing to follow this rule.	T&L staff	
			All students and staff to follow identified routes to transport, maintaining social distancing	T&L staff to report any issues to SLT in relation to individual students failing to follow this rule.	T&L staff	
			Staff to vacate T&L areas by 3.30 in order for cleaning teams to enter			
			Staff to provide feedback to SLT at the end of each day/week in relation to any aspect of provision for sharing with the next week's team.			
RISK FROM CONTACT WITH COVID-19 VIRUS BY SURFACE CONTACTS	All students and staff	MID	<p>Thorough cleaning throughout and at the end of each day by SSO and cleaning staff, including:</p> <ul style="list-style-type: none"> • Washing/wiping all hard surfaces, touch areas and sanitary-ware using diluted Hypochlorite. • Cleaning of laptops, iPads, keyboards, portable-equipment, including play/sports equipment with anti-bacterial wipes. • Use of Biozone Power Zone machine, which destroys micro-organisms, at the end and beginning of occupied days, moved between rooms for ultimate performance • Introduction of additional cleaning to enable cleaning of areas during occupied times. 			
MEDICAL EMERGENCIES AND FIRST AID						
RISKS POSED BY TEMPERATURE-TAKING	First Aiders and staff and students	HIGH	<p>Corley Centre First Aid Risk Assessment in place.</p> <p>First Aiders have been involved in the</p>	Continue to monitor and report any issues to SLT	All staff	

	having temperature taken		<p>discussions around how best to conduct temperature taking.</p> <p>Thermometers have been purchased that do not require physical contact but do require close proximity within arms length</p> <p>First Aiders to wear gloves and masks.</p> <p>Staff having temperatures taken to wear masks.</p> <p>All staff and students to take care prior to temperature taking that they are not likely to sneeze or cough during the process and to delay outside until ready.</p> <ul style="list-style-type: none"> • SLT to inform students on arrival of above <p>Temperatures to be taken one person at a time.</p> <p>Parents instructed to assess own child each morning for Covid-19 related symptoms and keep at home if any are present</p> <p>SLT to assess students on arrival for any visual signs of Covid-19 such as cough, sweating and prevent them entering the school building.</p> <ul style="list-style-type: none"> • SLT to contact parents to arrange for transport home if necessary <p>Staff to self-assess each morning for Covid-19 related symptoms and remain at home or seek advice from SLT prior to arriving in school</p>			
RISKS TO FIRST AIDERS	Risk from general First Aid support	MID	<p>All First Aid to be administered from 2m if possible.</p> <p>If not possible, first aider to assess situation and either administer first aid, speak to SLT to arrange for student or member of staff to go</p>	Continue to monitor and report any issues to SLT	First Aiders	

			home, call 111 for advice or 999 for an ambulance.			
SUPPORTING STUDENTS AND FAMILIES IN THE HOME						
RISK FROM FALSE ALLEGATION BY A STUDENT OR PARENT	Staff working from home, having phone conversations or Skyping students and parents.	MID	<p>Staff instructed to withhold private phone number when making contact with parents</p> <p>All phone calls and Skype calls to be recorded on Behaviour Watch</p> <p>Staff to contact MW immediately if they have concerns of any nature</p> <p>All phone calls with a student are to be in the presence of a parent</p> <p>Phone calls are not to take place with a student if the member of staff has any concerns at all</p> <p>Skype is the only form of visual remote contact as calls can be recorded. Staff to inform student and parent that calls are being recorded.</p> <p>No other form of visual remote communication may be used, such as Zoom and FaceTime.</p>	Continue to monitor and report any issues to SLT	T&L /pastoral staff	
	Staff carrying out emergency home visits	MID	<p>Home visits to only take place due to a safeguarding concern.</p> <p>Any home visits to take place in pairs, with staff maintaining social distancing, either from the pavement or other side of the road.</p> <p>Staff to travel to in own cars</p> <p>All home visits to be recorded on Behaviour Watch</p> <p>Staff to contact MW immediately if they have concerns of any nature</p>	Continue to monitor and report any issues to SLT	T&L /pastoral staff	

			Home visits not to take place if the member of staff has any concerns at all and to inform MW, who will make the home visit if deemed essential Staff to not divulge any personal information in conversation with students or their families			
	Staff conducting Annual Reviews	LOW	Annual Reviews to take place either by phone call or Teams. All Annual Review meetings to be recorded on the usual AR format and on Behaviour Watch. Annual Review meetings to be halted if the member of staff has any concerns about the manner in which a parent is conducting themselves.	Continue to monitor and report any issues to SLT To be reviewed for the start of September 2020 and risk assessment to be carried out prior to any ARs taking place in school	T&L /pastoral staff LB/MW	
PREMISES						
RISK TO STAFF AND STUDENTS OF WATER BOURNE INFECTION	Risk from hand washing stations	MID	Fresh and used water containers to be emptied at the end of each day, refilled each morning and water not to remain in units overnight or at weekends. Waste and fresh water units to be sterilised at the end of each week.	Maintenance procedures to be checked on newly installed portable hand wash stations Review the existing infection control risk assessment to ensure control measures are reasonably practicable, given current arrangements and share formally with staff.	MJW/AB MJW/AB	1.6.20
	Risk of Legionella from cold water and water system	HIGH	Water flushing regime has been continued during school closure. Water flushing to be completed before new areas of the school are opened. Water dispenser handles to be added to cleaning regime daily and up to two jugs of water to be poured and disposed of at the beginning of each open school week.	Ensure regular monitoring of all premises-related issues	MJW/AB	
RISKS RELATING TO THE SCHOOL KITCHEN AND	Risk to staff and students through food	LOW	The kitchen is currently closed and will be as long as the government is supplying FSM vouchers.	Risk assessment to be carried out prior to the kitchen re-opening.	SLT/Catering staff	

PREPARATION AND CONSUMPTION OF FOOD	preparation and consumption		<p>All students and staff are providing their own packed lunch, snacks and drinks.</p> <p>Water is available but students and staff are providing their own bottles.</p> <p>All food items have been disposed of or safely stored</p>	Ensure regular monitoring of all premises-related issues	MJW/AB	
	Risk of Legionella from cold water and water system	LOW	<p>All areas have been regularly flushed since school closure.</p> <p>All water containing equipment is being run on a weekly basis.</p>			
	Impact of kitchen closure on kitchen standards	LOW	Catering staff cleaning the area weekly whilst the kitchen remains closed.			
	Risk to staff and students through food preparation and consumption once kitchen open	MID	Before the kitchen is open for student meals, catering staff will be consulted to ensure all risk is identified and appropriate measures in place.			
RISK OF AIRBORNE INFECTION FROM LACK OF VENTILATION	Risk to staff and students due to poor room ventilation	LOW	<p>All classrooms used during partial re-opening have windows with safety restrictors that allow for adequate ventilation and air circulation.</p> <p>Staff to ensure that windows remain open as much as possible throughout the day.</p> <p>All students to engage in outdoor activity at least once during the day.</p> <p>Staff made aware of potential insect presence</p>			

			due to open windows and how to access first aider in even of insect bite to student or staff.			
	Risks posed by air conditioning	NONE	No rooms being used during partial re-opening have air conditioning units. All air conditioning units in rooms not being used have been switched off. Statutory inspections will take place prior to air conditioning units being switched on, once deemed safe to do so			
RISKS TO CLEANING STAFF	Site Services and Cleaning Team	MED	Infection control risk assessment in place and generally accepted control measures around control of spread of infectious diseases and bodily fluids will continue to be followed.			
INFECTION CONTROL	All students and staff Breach of infection control measures leading to infection of infectious diseases		Infection control risk assessment in place and generally accepted control measures around control of spread of infectious diseases and bodily fluids will continue to be followed. Social distancing guidance and measures in place (see above) School will be provided with and follow any existing or forthcoming advice from central and local government and PHE.			
EMERGENCY, STATUTORY INSPECTIONS CONTRACTORS ON SITE	Contractors	LOW	Contractors only permitted on site for emergency repairs or statutory inspections. Contractors' Covid-19 Risk Assessment to be supplied and agreed by the SSO prior to access to school. Contractors can request a copy of the school's COVID 19 risk assessment Arrangements agreed with SSO prior to visit. Contractors entering school to be instructed by SSO to follow social distancing and personal hygiene measures.			

