



School name: CACFO Education Centre

Assessment carried out by: DSL and DDSL

Date of next review: Ongoing

Date assessment was carried out: June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Ratings
Lack of control over travel to school	Pupils and staff Both could be infected whilst using public transport	Encourage parents and pupils to walk or cycle where possible Staff to use personal vehicles where possible	None	Staff Parents	Low
Lack of appropriate measures for safe social distancing on arrival at school and from school	Pupils and staff Possible infection of school population	Pupils will be kept 2 meters apart when entering school and pupils will leave school 5 minutes apart. Pupils enter school Pupils are kept 2 meters apart Staff use PPE – temperatures checked Pupils patted and checked with metal detector Pupils sign in valuables with personal equipment Pupils take their seats	None	Behaviour staff to action protocol	Low

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		Pupils go separately to their lockers to retrieve equipment for the day			
Lack of control over external visitors	Students, staff, Day Centre staff, volunteers and visitors	Virtual meetings to be conducted via Microsoft teams online service	None	School senior leadership team	Low
Lack of appropriate classroom and other spaces to meet individual learning needs and social distancing	Pupils and staff	<p>Pupils will be seated at desks spaced 2 meters apart</p> <p>Pupils will use the computer banks maintaining social distancing</p> <p>Ventilation of classroom</p> <p>Move lessons outdoors where practicable</p> <p>No PE lessons to be held in confined public gyms</p> <p>Prepare posters and signs in and around the school</p> <p>Staff to maintain safe distance at lunch and break times</p>	None	School staff	Low

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		<p>First aiders and all staff involved with personal care and welfare will wear PPE including a fluid resistant mask appropriate to task following guidelines from “How to work safely in care homes”</p> <p>https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes</p> <p>Social distancing will be maintained at fire assembly point</p>			
<p>Lack of keeping classrooms, corridor, toilets, surfaces and equipment clean</p>	<p>Pupils and staff</p>	<p>Classroom cleaned daily including door handles and toilets</p> <p>Electronical devices sanitized</p> <p>All frequently touched surfaces, equipment, games, door and toilet handles, electronic devices used during the day are cleaned and sanitized after use</p> <p>Classroom, toilets and corridors to be cleaned twice a day</p> <p>All games, classroom and sporting equipment to be sanitized before and after use</p> <p>Sanitize soft furnishings</p>	<p>None</p>	<p>School staff and site cleaner</p>	<p>Low</p>

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		<p>Items such as keyboards to be cleaned twice per day or if further required</p> <p>Limit number of shared resources and equipment particularly in: PE, music, and art classes</p> <p>Teachers to wipe whiteboard markers and erasers with sanitisers after use</p> <p>Teachers to wash hands after handling pupils' books</p> <p>Teaching staff to clean teaching desk and computer after each lesson</p> <p>Limit shared resources between staff</p> <p>Cleaner will thoroughly clean each washroom twice daily following the guidance in COVID-19: cleaning of non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>			
Lack of good handwashing practice	Pupils and staff	<p>Hand wash and sanitizers provided</p> <p>Pupils to wash hands for 20 seconds (saying Happy Birthday) during break following best practice guidance</p>	None	School staff and cleaning staff	Low

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		<p>Encourage pupils to cover mouth and nose when sneezing and provide disposable tissue</p> <p>Posters in toilets on good handwashing practice</p> <p>Use e-Bug resources to teach pupils about hygiene</p>			
<p>Lack of ability to shield staff and pupils from each other who become unwell with COVID-19</p>	<p>Pupils, staff and their families</p> <p>Possible risk of infection and contamination</p>	<p>Sending pupils home if they display any symptoms and encourage them to self-isolate for 14 days</p> <p>Separate pupils waiting to go home by shielding them in the first aid room After pupil has been sent home, the first aid room and entire school are thoroughly cleaned and sanitized</p> <p>Parent will not send a pupil into school if the pupil is unwell or presents with Covid 19 symptoms such as a persistent cough and/or high temperature and/or loss of taste or smell; or a family member they have been in contact with is presenting with Covid 19 symptoms</p> <p>Likewise, staff will not turn up for work in the same instance</p> <p>Parent will call school to let Headteacher know if pupil, or family</p>	<p>None</p>	<p>Staff, parents, governing body and medical staff</p>	<p>Low</p>

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		<p>member develops COVID19 symptom and will not attend school until permission has been given</p> <p>Parents will be asked to get pupil to self-isolate for 14 days and get tested to further inform the school as to the next steps (in line with government guidelines)</p> <p>The entire school will self- isolate for 14 days or until the results have come back as negative</p> <p>In the case that the pupil has tested positive, then the entire school will have to self-isolate for another 14 days and the school professionally cleaned</p>			

RESIDUAL RISK RATING	ACTION REQUIRED
Very High (VH) Strong likelihood of fatality/ serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
High (H) Possibility of fatality/serious injury or infection	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from government or medical guidelines.
MEDIUM (M) Possibility of significant injury/ infection	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only or infection only	No further action required.