

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: The Acorn Federation
This risk assessment is for both schools – LLPS and MMPS. Where necessary schools have been named individually in the risk assessment

Date of Assessment	22/05/20	Date of Issue	01/06/20
Assessment carried out by	Teresa Bosley	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

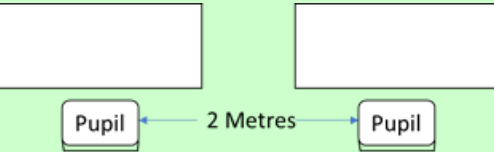
Print Name	Signature	Date	Print Name	Signature	Date

In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Head Teacher/Manager ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant	✓	TB	TB will receives daily updates from DCC and when this arrives will check S4S Health and Safety page.		Daily
	In addition to the Government guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly	✓	All staff	As staff work within their bubbles they will inform TB of any changes to procedures that need making. TB will make these changes and share them with all appropriate staff.		Daily
	School/Trust/Setting Website information is automatically updated	✓	ML / KM	MMPS – ML to update website LLPS – KM to update website		As needed
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	All staff	On first day staff will share new procedures with their bubbles and any changes as appropriate.		As needed
	All staff with under lying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager	✓	All staff			
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided	✓	TB	Form was completed for pupil with EHC, was shared with DCC. From 1 st June this pupil will attend full time.		On going
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern	✓	TB	Staff will continue to contact all families not in school (regular emails and phone calls).		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Lack of current and relevant information / guidance	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment	✓	TB	A letter has been shared with parents regarding new procedures.		Prior to 01/06/20
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents	✓	TB	All staff are trained in the new rules and routines, including the use of sanctions and rewards.		
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors	✓	TB	Posters displayed at entrances and in classrooms.		
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared	✓	TB	Visits by contractors to be limited and not allowed between 9am and 3:30pm.		
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	All staff	Staff and children will be asked if they have symptoms of coronavirus daily and temperatures taken. PPE guidance will be included in staff packs. Money will be received in an envelope only. These will be put in isolation for 72 hours. Staff will have tea making facilities in their bubbles. Only one member of staff will be in the office at a time.	All staff	On going
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others	✓	All staff			
	The school uses a cashless system to limit cash handling	X				
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓	All staff			
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves	✓	All staff			
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work	✓	All staff			
	All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work	n/a	n/a			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Precautionary transmission measures not being followed in school</p>	Toilets areas are only (wherever possible) used by 1 member of staff at a time	✓	All staff	<p>Following advice from a GP temperatures of pupils & staff will be taken daily</p> <p>Staff always supervise routine hand washing. Upon return from the toilet children will use hand sanitizer.</p> <p>Foot operated lidded bins (avoiding hand contact) are provided in key locations i.e. classrooms</p> <p>All classrooms have a sneeze station – bin, poster and tissues</p> <p>Children will also wash hands before and after going outside.</p> <p>Pupils will receive their own pencil case and set of resources.</p>	All staff	On going
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups	✓	All staff			
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school	✓	All staff			
	A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before going straight to their classroom	✓	All staff			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff	✓	All staff			
	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands 	✓	All staff			
	<p>All pupils are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school 	✓	All staff			
	Pupils are seated at the same desk each day if they attend on consecutive days	✓	All staff			
Equipment, stationary and text books are not shared and should remain with that pupil on their desk	✓	All staff				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Precautionary transmission measures not being followed in school	External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓	All staff	Staff & pupils wear a mask if they want to and when caring for a pupil displaying COVID-19 symptoms	All staff	Ongoing
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching	✓	All staff			
	Pupils do not share their own exercise books	✓	All staff			
	Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	All staff			
Social distancing failure	The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc	✓	TB	Social distancing signage and floor markers/cones are used where practical. Floor is marked with tape to show 2m Rush hour avoidance strategy includes pupils arriving and leaving at different times i.e. groups (bubbles) arrive at 8.30, 8.45 and 9, etc  Group sizes are dependent on the room children are.		
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for	✓	All staff			
	An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing	n/a	n/a			
	A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class	✓	All staff			
	School classes are split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced	✓	All staff			

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<p><i>(Continued)</i></p> <p>Social distancing failure</p>	On arrival pupils will line up respecting social distancing rules	n/a	n/a	Pupils will come straight into school.	All staff	On going
	Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs	✓	All staff			
	If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice	✓	All staff			
	Teachers and pupils are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school	✓	All staff	Once we have established capacity TB will contact DCC. We are only able to staff four bubbles. A solution might involve children/pupils attending a nearby school. Therefore there can be no BC or ASC.		
	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting	✓	All staff	TAs will teach bubbles when the teacher has their PPA and supports pupils learning at home.		
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	All staff			
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously	n/a	n/a	Each group will have their own set of outdoor equipment. This will be cleaned after each use.		
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	All staff			
	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned	✓	All staff			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys	✓	All staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Social distancing failure	School entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff	X		Signs on the front door reminding of 2m social distancing rule.	TB	By 01/06/20
	Visitors are reminded to keep a 2 metre gap between other visitors In green signage/ Use social distancing floor markers where queues cannot be eliminated	✓	TB	Red tape marks the floor in corridors at 2m.		
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries	✓	All staff			
	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✓	All staff	And outside where possible / appropriate.	All staff	On going
	As much as possible, pupils and staff are spaced apart at all times i.e. <ul style="list-style-type: none"> • the use of staff rooms and offices are staggered to limit occupancy • using a one-way circulation direction of travel rule i.e. keep left • assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing • avoiding unnecessary gatherings • using social distancing floor markers outside of classrooms where queues cannot be eliminated • pupils to leave the class, a row at a time to manage pinch points • sitting one pupil to one table (that would normally sit two pupils) minimum 2 metres, including design and technology • there are arrangements for breaks/play times, so that only one group of maximum 15 pupils are in the same play/sports/field area at one time • structured non-contact play is introduced • pupils using toilet and welfare facilities at one time are limited • each group has a designated set of toilets to use (where feasible) 	✓	All staff	Staff will remain in their bubbles One way system at MMPS in corridor (green arrows in place to support this). No assemblies, time outside is staggered at MMPS All pupils sitting 2m apart. Time outside is staggered. Suggestions of non-contact play are shared with pupils. Toilets used by one bubble only. Staff will send only one pupil from their bubble at a time		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	Throughout meal service times, social distancing rules in queues, seating and eating are followed	n/a	n/a	Meals are eaten in the classroom and handed to the children	All staff	On going
	Staff and pupils are reminded to wash their hands prior to eating	✓	All staff	Hand sanitiser is used as a second option if handwashing is not viable		
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments	n/a	n/a			
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves	✓	All staff	Staff in the bubble will serve dinner		
	Pupils do not carry plates/trays of food/drinks up or down stairs	✓	All staff			
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	✓	All staff	MMPS: Staff will return crockery etc. to the trolley outside the kitchen.		
	A suitable drop off and pick up points where parents can socially distance has been established	✓	All staff	Staggered arrival / departure (by family) so that parents not in playground together		
	Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend	✓	TB			
	Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents	✓	All staff			
	Checks are made with the school's arranged transport provider(s); 1. Are they running? 2. Are they following Government safer travel guidance for passengers?	n/a	n/a			
Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors	✓	TB				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
High demand for places where there is not enough staff or provision capacity	Contact is made with our Local Authority/Trust to identify and coordinate support from other schools in the area	✓	TB	TB will contact DCC should this situation arise. ➤ Inform staff and contact parents with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school	TB	When appropriate
	Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources	✓	TB			
	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions	✓	TB			
	If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	TB			
	If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust	✓	TB			
Staff and / or pupils attending the school temporarily from a different school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid	✓	TB	New procedures shared and discussed with all staff and pupils.	TB	When appropriate
	Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc	✓	TB			
	For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	✓	TB			
	All contact points for new staff and / or pupils is collated to ensure effective communication channels	✓	TB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision	✓	TB	Staff will work in their bubble groups to arrange break times.	All staff	On going
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again	✓	All staff			
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors	✓	All staff			
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing	✓	All staff			
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure	✓	TB			
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days	✓	All staff	All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested	All staff	On going
	Staff (or visitor) will self-isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	All staff			
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing	✓	TB			
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs	X	All staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site</p>	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)	✓	All staff	<p>LLPS: Person displaying symptoms is isolated in office and uses office toilet. MMPS: Person displaying symptoms is isolated in TB's office & uses staff toilet. At this point Meadow Class use Bluebell toilet.</p> <p>KS informed if a suspected case and then follows enhanced cleaning.</p>	All staff	On going
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)	✓	All staff			
	Parents informed of their child developments and asked to collect immediately	✓	All staff			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	All staff			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)	✓	All staff			
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days	✓	All staff	All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested.	All staff	When appropriate
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓	KS			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✓	KS			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Where safe guarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	All staff	Hand sanitiser is available in all Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. This is the detergent action of the soap breaking down the fatty layer of the virus KS to ensure hand soap dispensers and hand towels are full. Frequently touched surfaces are cleaned throughout the day. Cleaning product (KS uses) used to clean deliveries. TB would investigate alternatives but will be trained by KS in her equipment. Contact is made with Property Services/Facilities Management/Trust for availability of site staff	All staff	On going
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✓	All staff			
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓	KS			
	Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this	✓	All staff			
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✓	All staff			
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture	✓	All staff			
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	All staff			
	The school/setting would pursue; <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made 	✓	TB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Site staff absence	If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	TB	➤ Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school	TB	When appropriate
Effective cleaning no longer available	Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✓	TB			
Unsafe Buildings	All statutory inspections are up to date and compliant	✓	TB/ML/TW	<p>Staff are responsible for knowing who is in their bubble. Kitchen staff inform lead teacher when they arrive and depart.</p> <p>Updated fire evacuation shared with staff and pupils</p> <p>Fire drill completed during first week.</p>	TB / ML / TW	When appropriate
Operating in a different manner to normal operation	Contact is made with Property Services/Facilities Management/Trust if any problems are identified	✓	TW			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	TB			
	The school/setting has a system for knowing who is in the school when open	✓	All staff			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓	All staff			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	All staff			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building	n/a	n/a			
	Staff know where utility isolation points and firefighting equipment are	✓	All staff			
	Activities undertaken do not increase the potential for fire	✓	All staff			
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only	✓	All staff			
Alarm points and the Fire log book checks are completed	✓	SLT	SLT			

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Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓	All staff		All staff	On going
	Staff are advised to keep up to date about reduced public services and closed stations	✓	All staff			
	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment	✓	All staff			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	All staff			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	All staff			
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓	All staff			