





The following template has been designed as a guide and will need to be completed and adapted to local context.
 Key to Residual Risk Assessment




	The residual risk is unacceptable. Further action must be taken to mitigate the risk
	The residual risk is acceptable
	There is no residual risk


School Name: School of Food
 Updated: 17.07.20

1. START OF THE DAY AND END OF THE DAY



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
1A Parents/ carers	Parent contact with pupils and staff	<input type="checkbox"/> Communication via email, phone or app to parents to ask only one parent to accompany pupil to school <input type="checkbox"/> Communication via email, phone or app to parents re. protocols <input type="checkbox"/> Allocated entrances per class and site map shared with parents/ carers and all staff <input checked="" type="checkbox"/> Parents not to gather at school gate and 1+m distances will be marked around the perimeter of school site <input type="checkbox"/> Letter sent to all parents to explain procedures for September start <input type="checkbox"/> Encourage families to walk or cycle to school <input type="checkbox"/> The bike and scooter shed will used by children and staff. Site manager to use gloves when handling bikes Children to not put bikes away in the morning. <input type="checkbox"/> Visitors/parents who have an appointment or in cases of an emergency will be allowed on site	SLT Newsletter Letters to parents by class	Please assess the residual risk. <div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: red; width: 20px; height: 15px; margin-right: 5px;"></div> <div style="background-color: yellow; width: 20px; height: 15px; margin-right: 5px; text-align: center; font-size: 8px;">x</div> <div style="background-color: green; width: 20px; height: 15px;"></div> </div>



		<input checked="" type="checkbox"/> Parents collecting children early/unwell children are permitted on site but must wait outside the main Reception gate <input type="checkbox"/> No parents to enter SoF <input checked="" type="checkbox"/> Access points to SoF to be closed and managed by Head Chef and appropriate staff		
1B Staff arrival/leaving	Staff contact with each other on arrival to school	<input type="checkbox"/> Markers on floor at entrances to show 1+ metre distance from entrance <input type="checkbox"/> Hand sanitiser at all entrances <input type="checkbox"/> Main office window (glass pane) at desk closed at Reception conversations take place through glass <input type="checkbox"/> Hand washing of all staff once in the building with warm water and soap for a minimum of 20 seconds <input type="checkbox"/> Non-contact digital thermometers will be kept in the office for staff to use, if necessary <input type="checkbox"/> Staff members travelling with reusable face masks should remove them before entering the building and place them in a labelled plastic bag. Disposable masks should be removed and placed in the lidded bin before entering the building. Staff to wash their hands following this. <input type="checkbox"/> SoF staff to follow school contact RA guidelines	SLT	Please assess the residual risk. 
1C Drop off	Social distancing on drop off	<input type="checkbox"/> Pods to arrive at a pre-arranged time - only one pod will arrive per session, there is to be no cross over of Pods. Different entrances and exits to be used. <input type="checkbox"/> 1+m markings at school entrances <input type="checkbox"/> Signage outside of the school site <input type="checkbox"/> Staff presence at drop off at all entrances – teachers, TAs and Chefs <input type="checkbox"/> Children must arrive on time – usual punctuality and attendance checks to resume (parents will be made aware of this in September letter)	SLT will monitor this on a daily basis	Please assess the residual risk. 

		<input checked="" type="checkbox"/> Children wearing face masks should remove these before entering the building		
1D Pick up	Social distancing on collection	<input type="checkbox"/> Pods to depart at a pre-arranged time - only one pod will attend per session, there is to be no cross over of Pods. Different entrances and exits to be used. <input type="checkbox"/> 1+m markings at school entrance <input type="checkbox"/> Signage outside of the school site <input type="checkbox"/> Staff presence at drop off at all entrances – teachers, TAs and Chefs	Who will monitor this on a daily basis? SLT	<p>Please assess the residual risk. High level of concern that older children will leave without parent and gather outside 'pods' after school.</p> 
1E Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<input type="checkbox"/> Children will stay in class bubble as much as possible. <input type="checkbox"/> During playtime and lunchtime and at other necessary points in the day, the over-arching pods (in phases) will be used. Pods will only be used when outside <input type="checkbox"/> Briefings to staff <input type="checkbox"/> Briefings to children <input type="checkbox"/> Messaging to parents <input type="checkbox"/> Increased staff presence during the period of transitions. Two members to staff, where possible, to accompany children, one at the beginning of the line and one at the end of the line.	Who will monitor this on a daily basis? SLT	<p>Please assess the residual risk.</p> 
1F Kitchen staff: changing room	Confined space Personal items coming into contact with staff uniforms	<input type="checkbox"/> One kitchen staff member changing at a time <input type="checkbox"/> Stagger start/finish times to avoid need for more than one person to change at a time <input type="checkbox"/> Ventilate by keeping window opening <input type="checkbox"/> Changing room to be sanitised after use ready for the next person to use, particularly chair and door handle <input type="checkbox"/> No personal items should be brought into the kitchen <input type="checkbox"/> Keep changing room door closed	Kitchen Team	<p>Please assess the residual risk.</p> 




		<input type="checkbox"/> Lift to be only used by child who needs to use the lift and 1:1 adult		
1G Kitchen staff: uniform	Uniforms being cleaned at home and transported to school	<input type="checkbox"/> Wash uniforms daily in school, if not possible, put uniforms into a separate bag to be taken home to wash <input type="checkbox"/> Wash uniforms at highest temperature possible	Kitchen Team	Please assess the residual risk. 



2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
2A Classroom	Observing social distancing	<input type="checkbox"/> Daily staff briefing to remind staff of requirements – outside where possible (1 + m apart). In halls (groups of staff if needed) if the weather does not allow. <input type="checkbox"/> Signage across the school <input type="checkbox"/> Positioning of work stations to maximise SD (minimum 1m+ apart) <input type="checkbox"/> Positioning of staff (minimum 1+m apart, where possible) <input type="checkbox"/> Class sizes capped at 30 or 25 in Reception (maximum) due to measuring of classroom space to check how many children can be inside. <input type="checkbox"/> Training the children on distancing and the rules in the classroom /learning environment - flipchart used as a reminder where necessary	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
2B Classroom	Children requiring additional support	<input type="checkbox"/> Specific staff assignment (see support staff allocation for Autumn 2020) - Familiar adult for child with EHC plan <input type="checkbox"/> Staff PPE if appropriate (intimate care) <input type="checkbox"/> Staff briefing	SLT Support staff with group	Please assess the residual risk. 


		<input checked="" type="checkbox"/> Cleaning staff will be responsible for cleaning resources on a daily and weekly basis <input type="checkbox"/> Children not capable or deemed a risk in terms of social distancing, Reception and Nursery children may not be able to SD which is unavoidable.		
2C Classroom	Children leaving the classroom	<input type="checkbox"/> On call system to respond to children leaving class without authorisation (behaviour issues). <input type="checkbox"/> Use of staff mobile phones to highlight any issues that arise unexpectedly (see updated staff handbook) <input type="checkbox"/> The staff handbook will be updated to reflect these temporary changes and shared in staff INSET in September <input type="checkbox"/> Children to either wash hands or use hand sanitizer when leaving/returning to the classroom.	SLT Support staff with group	Please assess the residual risk. 
2D Classroom	Hygiene requirements to prevent spread/transmission of illness	<input type="checkbox"/> Staff briefings <input type="checkbox"/> Resources team will be formed from existing staff with responsibility for practical hygiene measures and distribution of resources (e.g. breakfast club staff reallocation of jobs) <input type="checkbox"/> Hand sanitisation stations at all entry points to the school building <input type="checkbox"/> Antibacterial gel and soap available in all classrooms. <input type="checkbox"/> Regular breaks for handwashing <input type="checkbox"/> Warm water available in classrooms for handwashing. <input type="checkbox"/> Each class to teach pupils correct handwashing processes including washing hands for at least 20 seconds. Hand washing will be supervised at all times in the classroom in order to monitor this <input type="checkbox"/> Supervision of handwashing/support for pupils unable to complete appropriately <input checked="" type="checkbox"/> Monitoring of frequency of handwashing by pupils and staff. <input type="checkbox"/> Signage with instructions and key messages including 'catch it, kill it, bin it'	Premises manager SLT individual class teachers Support staff with group SENCO Cleaners	Please assess the residual risk. 




		<ul style="list-style-type: none"> <input type="checkbox"/> Lidded bins will be located in each classrooms, playground, hall and toilet. Bins will be double bagged for disposal <input type="checkbox"/> Children to use individual cups (allocated with their names on daily) and kept on shelf. Adult fills cups for children <input type="checkbox"/> In September, water taps in classrooms to be turned back on and children can refill their cups throughout the day. Fountains outside to remain switched off. <input checked="" type="checkbox"/> Hand driers in toilets will continue to be switched off. Paper towels will be avialble <input type="checkbox"/> Good supply of disposable tissues in each classroom and enough to top up regularly - class staff responsible for checking stock is up to date. <input type="checkbox"/> Each classroom provided with gloves and disinfectant spray to clean equipment/table in case a pupil coughs or sneezes without appropriate covering <input type="checkbox"/> Staff who wish to use a mask will not be prevented from doing so and masks can be provided by school for those staff that wish to wear one <input type="checkbox"/> Additional PPE ordered and available from independent suppliers or if needed HLT <input type="checkbox"/> All classroom spaces will have a window which must be open to allow for good ventilation. <input type="checkbox"/> Doors will be kept open, where possible, to allow for good ventilation in line with Fire Risk Assessment with Premises Manager <input type="checkbox"/> Separate Risk Assessments will be carried out for individual children who may need additional support to stay in their classroom if the door is open <input type="checkbox"/> Classrooms in use will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises and resources team. 		
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		<input checked="" type="checkbox"/> A two stage deep clean will be conducted after every session + additional deep clean every Friday <input checked="" type="checkbox"/> Outdoor equipment will be more frequently cleaned (plastic handles/slide etc at the end of each day) <input type="checkbox"/> Resources shared between bubbles (art, science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) <input type="checkbox"/> Children and adults to have individual equipment that is very frequently used (pencil, green pens, pens, rulers, whiteboard pens, whiteboards)		
2E Classroom	Prevent spread/transmission of virus via resources	<input type="checkbox"/> Resources can be shared across bubbles if necessary. Classes to use classroom resources as much as possible. <input type="checkbox"/> Deep cleaning of any shared areas or resources though the weekly deep clean on a Friday- cleaning happening daily instead of allocated deep clean. <input type="checkbox"/> Adults working in class to clean larger shared resources - instruments/clocks/shapes after use. <input type="checkbox"/> Cleaning of equipment daily (more frequently if needed)	Premises manager SLT Rotas – Phase Leads Support staff with group Resources team	Please assess the residual risk. 
2F EYFS/ Reception classroom space	Joining shared area with limited outdoor shared space	<input type="checkbox"/> N/A	SLT	Please assess the residual risk. 
2G Toilets	General hygiene	<input type="checkbox"/> Adults to remind children of handwashing after use of toilets. <input type="checkbox"/> Puiils to use SoF toilets <input type="checkbox"/> Between Pods, toilets will be cleaned	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

2H Toilets	Intimate care	<input type="checkbox"/> Trained staff available <input type="checkbox"/> PPE available and used <input type="checkbox"/> Handwashing <input type="checkbox"/> Staff briefing	SLT SENCO	Please assess the residual risk. 
2I Corridors	Movement around the School of Food	<input type="checkbox"/> Staff will be given documentation which shows entry/exit points and routes for their class <input type="checkbox"/> All systems will be monitored by adults with the class and SLT <ul style="list-style-type: none"> <input type="checkbox"/> Children walk through all corridors in single file. No resources will be kept in corridors <input checked="" type="checkbox"/> Staff will maintain, where possible, 1 + meters distance. <input type="checkbox"/> Signage inside and outside of the school building will be used to remind staff and children of systems. <input type="checkbox"/> No assemblies will take place in the first half-term. 	SLT Staff in classes	Please assess the residual risk. 

3. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
3A Lunch service	Lunch Service	<input type="checkbox"/> One Pod to attend at any one time <input type="checkbox"/> Pods will be staggered across the lunch time <input type="checkbox"/> Each class bubble will sit together in the lunch hall <input checked="" type="checkbox"/> Food, cutlery and cups all on tables. Cutlery pots, to be changed when a new phase pod starts lunch. Tables and chairs to be wiped down thoroughly in between sittings. <input type="checkbox"/> Adults to monitor pods, ensuring there isn't a cross-over of bubbles when children are leaving.	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

		<ul style="list-style-type: none"> <input type="checkbox"/> Lunchtime staff to SD where possible, while also helping to clear and wipe down tables. <input type="checkbox"/> There will always be an allocated member of staff monitoring the pods. <input type="checkbox"/> Kitchen staff included in whole school INSET and made aware of safer working practices. <input type="checkbox"/> Classes to follow wet play arrangements if necessary. Set MMS to cover wet play for each class. <input type="checkbox"/> All play outdoors except in the most extreme weather – families to be advised of this and to send children in wearing weather appropriate clothing. <input type="checkbox"/> Once in the playground, same practice as break time is adhered to (designated playground spaces for each phase pod) 		
3B Lunch Hall - surfaces	Tables must be cleaned thoroughly before and after people eat at them	<ul style="list-style-type: none"> <input type="checkbox"/> Sanitize all surfaces and allow full contact time for sanitizer to act <input type="checkbox"/> Dry with disposable towel (blue roll) 	SLT MMS Kitchen Team Resources Team	<p>Please assess the residual risk.</p> 
3C Lunch Halls – cutlery	Cutlery served in pots	<ul style="list-style-type: none"> <input type="checkbox"/> Each bubble has cutlery in a pot <input checked="" type="checkbox"/> Cutlery is placed on tables in pots. Cutlery pots to be changed between phase pods 	SLT MMS Kitchen Team Resources Team	<p>Please assess the residual risk.</p> 
3D Lunch Halls – use of cutlery	Hand-held food items present a transmission pathway	<ul style="list-style-type: none"> <input type="checkbox"/> Kitchen to limit amount of hand-held food items served <input type="checkbox"/> Staff to remind children to use cutlery to eat instead of their hands 	SLT MMS Kitchen Team Resources Team	<p>Please assess the residual risk.</p> 




3E Lunch Halls – staff uniform	Uniform	<input type="checkbox"/> Kitchen staff should change their PPE (aprons, gloves, masks) when switching between food production and service of ready-to-eat foods	SLT MMS Kitchen Team Resources Team	Please assess the residual risk.
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4. BREAKTIMES


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
4A Use of play space and play equipment	Transmission via play equipment	<input type="checkbox"/> Use of equipment will be allowed. <input type="checkbox"/> Cleaning of equipment daily – this will happen at the end of the day. <input type="checkbox"/> Children in each phase pod to have set area of the playground for playtimes and lunchtimes. <input type="checkbox"/> Different pods will not mix in areas of the playground.	SLT Individual class teachers Support staff with group	Please assess the residual risk.
4B Use of play space and play equipment	Social distancing during play times	<input type="checkbox"/> Playtimes and lunchtimes for each pod are staggered. <input type="checkbox"/> Pods will be allocated certain areas of the playground to play in (see guidance document) <input type="checkbox"/> Children do not need to strictly SD within pods when outside playing.	SLT Individual class teachers Support staff with group	Please assess the residual risk.



5. FIRST AID PROVISION




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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5A First aid provision	Risk of transmission whilst treating a child either to or from the child	<input type="checkbox"/> PPE identified as required * in place in first aid station (between KS1 and KS2 playground. - <input type="checkbox"/> PPE used whilst treating <input type="checkbox"/> Cleaning of table after each use – First Aid worker would wipe down surfaces. <input checked="" type="checkbox"/> Trained staff available within each bubble with up to date training (first aid certificates have been extended until the end of September) <input type="checkbox"/> Suspected Covid - 19 room (pottery shed) is separate to First Aid Room sufficient ventilation – windows open. (room TBC)	SLT Trained first aid member of staff on duty	Please assess the residual risk. 
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6. GENERAL WELFARE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
6A Child develops symptoms of Covid-19	Risk of transmission to others	<input type="checkbox"/> External visitors will be responsible for checking pupils wellness to attend SoF before attending <input type="checkbox"/> Protocol in place for identification, isolation and return home of any symptomatic child <input type="checkbox"/> Child to be isolated immediately in designated room (Nursery room 2) and temperature taken <input type="checkbox"/> Child with symptoms to be sent home, cleaning of the room they were in <input type="checkbox"/> PPE to be worn by staff if a child becomes symptomatic	SLT	Please assess the residual risk. 





		<ul style="list-style-type: none"> <input type="checkbox"/> Child's family advised to get a test for the child for Covid-19, a limited supply of tests will be available in school. <input type="checkbox"/> The First aider to attend the symptomatic individual should not have to isolate as they were wearing PPE - and should have been protected. <input type="checkbox"/> Description of symptoms communicated in Staff Guidance document <input type="checkbox"/> If a child develops symptoms in school compatible with coronavirus, they should be sent home and advised to self- isolate for 7 days and be advised to be tested. 		
6B Staff member develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> <input type="checkbox"/> If any staff member is unwell with symptoms they must not attend work and absence reporting procedures in place are used. <input type="checkbox"/> If any staff members have symptoms, they must be tested for COVID 19 <input type="checkbox"/> If a staff member develops symptoms in school compatible with coronavirus, they should be sent home and advised to get tested <input type="checkbox"/> Parents are informed that any child displaying symptoms must not come to school and school to be informed and child tested. 	SLT	<p>Please assess the residual risk.</p> 
6C A confirmed case of Covid-19 in the setting	Risk of transmission to others	<ul style="list-style-type: none"> <input type="checkbox"/> All children and staff from class must self- isolate for 14 days - if positive test is confirmed <input checked="" type="checkbox"/> As much as possible, staff and children should reduce contact with anyone from outside of their bubble at 1+m. 	SLT	<p>Please assess the residual risk.</p> 
6D General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> <input type="checkbox"/> All staff/ team briefed on cleaning and hygiene measures (INSET) 	Premises manager SLT	Please assess the residual risk.

		<input type="checkbox"/> School cleaning team will be in each morning and evening <input checked="" type="checkbox"/> A two stage deep clean will be conducted after every session + additional deep clean every Friday <input type="checkbox"/> All spaces that have been in use will be cleaned daily in addition to premises team and resources team surface cleaning <input type="checkbox"/> Hourly wipe down of high traffic touch points with cleaning substance by premises staff <input type="checkbox"/> Doors left open where possible, in line with Fire Risk Assessment and Premises Manager <input type="checkbox"/> Classroom staff to check soap provision and sanitiser provision in classrooms alerting SLT if refilling is needed (someone going in and out risks transmission) <input checked="" type="checkbox"/> Soap provision and sanitiser provision checked by premises manager	Staff with bubbles of children	
6E If staff have concerns about the environment		<input type="checkbox"/> There should always be these members of staff on duty: SLT DSL SENCO/ Inclusion Manager Premises staff Resources staff <input type="checkbox"/> Staff who wish to wear a face covering will not be prevented from doing so.	SLT	Please assess the residual risk. 
6F Risk to children's family members after sending their children to school.	Children catching the virus at school and spreading it at home.	<input type="checkbox"/> Advise parents that the school cannot guarantee to be able to keep their children socially distant. Inform parents of all the safety and hygiene precautions we have in place in September. Inform parents of how bubbles will work, staggered start and end of days, playground spaces etc. Also make parents aware	SLT	Please assess the residual risk. 

		that all children need to be back in school in September, as attendance is now compulsory		
6G New staff starting work at school	All staff needing to know new procedures	<input type="checkbox"/> All staff briefed on new procedures during INSET <input type="checkbox"/> Staff handbook to be adapted and updated as a result of Covid-19. Shared with all staff in September.	SLT NQT and SD mentors	Please assess the residual risk.
6H The virus impact disproportionately on some key groups	Office for National Statistics shows a greater impact of Covid – 19 on BAME people	<input type="checkbox"/> Research is being used to further protect BAME staff and reduce risk <input type="checkbox"/> Staff are identified from this group <input checked="" type="checkbox"/> Individual risk assessments will be reviewed with all BAME staff <input checked="" type="checkbox"/> Individual risk assessment carried out for all vulnerable staff <input checked="" type="checkbox"/> All staff complete HLT individual risk assessment and send to line manager. Any concerns (orange) will be individually discussed	SLT All staff to share any research	Please assess the residual risk.



7. STAFF WELLBEING



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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7A Staff travel	Staff travelling on public transport at higher risk	<input type="checkbox"/> Staff encouraged to travel by bike or walk where possible <input type="checkbox"/> Loans of school bike will be given if needed <input type="checkbox"/> Staff travelling on public transport should try to avoid peak hours <input type="checkbox"/> Staff meetings will be every two weeks to avoid peak hours	SLT	Please assess the residual risk. 
7B Health	Staff who are extremely clinically vulnerable	<input checked="" type="checkbox"/> From August 1 st , the government will no longer be advising people who are extremely clinically vulnerable to shield <input type="checkbox"/> Individual risk assessments to take place in September <input type="checkbox"/> Robust cleaning and safety measures will allow for a safer working environment	SLT	Please assess the residual risk. 
7C Staff mental health	Staff will need support returning to school setting.	<input type="checkbox"/> All staff to continue to have a daily point of contact with a member of SLT. <input type="checkbox"/> School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by HLT. <input checked="" type="checkbox"/> School to survey staff well-being prior to returning to work in September. This will be emailed out in the last week of August so that data is as up to date as possible for the return in Sept.	SLT	Please assess the residual risk. 
7D Well-being/safety	Staff will need support with new systems and management of classrooms	<input type="checkbox"/> Whole staff contribution to school Risk Assessment <input type="checkbox"/> INSET Day in September to go through new guidance and procedures. <input type="checkbox"/> In school SLT member on call throughout the school day <input type="checkbox"/> Use mobile phones to get in touch with SLT on call <input type="checkbox"/> Opportunities for staff to review systems that are in place	SLT	Please assess the residual risk. 



		<input type="checkbox"/> Staff are entitled to a break of twenty minutes every 5 hours. School will try and ensure that this amount is exceeded and in line with usual practice. <input type="checkbox"/> That will be the plan but in emergencies staff may be asked to assist in managing day. <input type="checkbox"/> Staff meetings will happen every two weeks, instead of every week.		
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8. SAFEGUARDING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
8A Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<input type="checkbox"/> CIN/CP/LAC meetings <input type="checkbox"/> Consultation with social workers & families <input type="checkbox"/> External visitors – pupils will be accompanied by their own school staff who will be required to share information re identified pupils where appropriate <input type="checkbox"/> Prior to visits, visiting schools are required to complete a form detailing any relevant issues	SLT DSL	Please assess the residual risk. 
8B Children with EHCPs	Risk of transmission to adults working with child	<input type="checkbox"/> Needs can be met safely or more safely at school <input type="checkbox"/> Review current government guidance (e.g changes to ECH plans) https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance <input type="checkbox"/> This guidance is applicable to 31 May 2020 and was updated 18 th June <input type="checkbox"/> To support child with EHC plan - Each child will be risk assessed on individual basis	SLT SENCO	Please assess the residual risk. 
8C	Children's medical needs:	<input type="checkbox"/> Individual risk assessments	SLT SENCO	Please assess the residual risk.

Children with medical needs		<input type="checkbox"/> PPE equipment available for adults working closely with children with medical needs/providing intimate care. <input type="checkbox"/> External visitors – pupils will be accompanied by their own school staff who will be required to share information re identified pupils where appropriate <input type="checkbox"/> Prior to visits, visiting schools are required to complete a form detailing any relevant issues <input type="checkbox"/>		
8D Visitors from external agencies	Risk of transmission to adults and staff if providing support for children with SEND	<input type="checkbox"/> All visitors must have organised visits prior to entry on site. <input type="checkbox"/> Clear guidelines on entry to school and procedures in place if permitted <input type="checkbox"/> PPE offered if necessary <input type="checkbox"/> SD to be maintained	SLT SENCOS	Please assess the residual risk. 


9. LEARNING





AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
9A Gaps in curriculum provision	Home learning/school re-opening curriculum differs from usual school curriculum	<input type="checkbox"/> N/A	SLT Curriculum leaders	Please assess the residual risk. 
9B New content of learning in school	Children will not be familiar with procedures/health and safety expectations in school	<input type="checkbox"/> Every session in the SoF will start with a H&S briefing for pupils and staff <input type="checkbox"/> Staff INSET on new procedures (including the use of books and equipment in class) <input type="checkbox"/> Lessons will be planned for teachers to use on hygiene, well-being and about covid-19	SLT Teachers/support staff	Please assess the residual risk. 





		<input type="checkbox"/> Health/ well- being learning session planned for each day <input type="checkbox"/> Social stories shared to explain procedures <input type="checkbox"/> Regular timetabled points to wash hands/ reminders of health and safety expectations -		
9C Capacity to continue with remote learning	Remote learning and learning in school will need to be managed	<input type="checkbox"/> N/A	SLT Teachers	Please assess the residual risk. 
9D Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<input type="checkbox"/> N/A	SLT	Please assess the residual risk. 


10. PREMISES

***Note: The School of Food has not been entirely closed and so some health and safety considerations in the NEU document on reopening do not apply. However, in the interests of a comprehensive risk assessment, these have been included here.**


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
10A Hot and cold water systems working appropriately.	Due to increase in hand washing, water systems need to be in good working order	<input type="checkbox"/> A statutory water system check is scheduled for summer half term (May) <input type="checkbox"/> Premises manager will conduct a run through after the water system check but before opening	Premises Manager SLT	Please assess the residual risk. 






10B Gas safety	If the gas system has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use the supply?	<input type="checkbox"/> Gas system been in use during closure <input type="checkbox"/> Standard gas service certificate appropriate	Premises Manager SLT	Please assess the residual risk. 
10C Fire safety	Are there any differences in the usual fire safety procedures and if so, have they been updated?	<input type="checkbox"/> Every member of staff to familiarise themselves with their new room's fire procedures <input type="checkbox"/> In order to provide adequate ventilation throughout the school, doors to halls may be open. Fire marshals will be responsible for closing the doors on way out <input type="checkbox"/> Staff are responsible for closing the door to their classroom on the way out	All Staff SLT Fire Marshalls	Please assess the residual risk. 
10D Kitchen Equipment	If the kitchen equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<input type="checkbox"/> Kitchen equipment has been in use during closure <input type="checkbox"/> Standard kitchen service certificates appropriate	Premises Manager SLT	Please assess the residual risk. 
10E Specialist equipment used by pupils (access/mobility/changing)	If the specialist equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<input type="checkbox"/> Check on working order of specialist equipment to be run before opening. <input type="checkbox"/> Site Manager to liaise with SENCO and DHT for Inclusion re. Specialist equipment (hoist, emergency EVAC chair) <input type="checkbox"/> Lift used only for child who requires with 1:1 adult	Premises Manager SENCO SLT	Please assess the residual risk. 
10F	If any alarm/entrance systems have been dormant	<input type="checkbox"/> Alarms and entrance systems have been in use during closure	Premises Manager SLT	Please assess the residual risk.





Security/intruder alarms/access control	(schools that have been entirely closed) have adequate checks been made when starting to use?			
10G Toilet hygiene	Hand dryers in toilets blowing air (virus) around.	<input type="checkbox"/> N/A	Premises Manager SLT	Please assess the residual risk. 
10H Rooms used	Possible inadequate ventilation in some rooms. Room size impact on social distancing and numbers.	<input type="checkbox"/> Only rooms with adequate ventilation to be used. <input type="checkbox"/> Doors to be kept open. *Please see fire safety. ADDITIONAL RISK ASSESSMENTS TO TAKE PACE IN ROOMS WHERE LEAVING A DOOR OPEN WILL EXPOSE CHILDREN TO ADDITIONAL RISKS (e.g. RUNNERS) <input type="checkbox"/> Site to be measured to ascertain maximum capacity.	Premises Manager SLT	Please assess the residual risk. 
10I Premises cleaning	Will all areas of the premises be thoroughly cleaned daily with particular focus on surfaces that are touched by multiple people?	Daily (at least) cleaning of: <input type="checkbox"/> photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps <input type="checkbox"/> IT equipment wiped down by each individual user	Premises Manager SLT Resources Team	Please assess the residual risk. 




10J Staff levels	What will happen if staffing levels fall short of safety requirements?	<input type="checkbox"/> There will always be members of SLT on site when open to children <input type="checkbox"/> There will always be a DSL on site when open to children <input type="checkbox"/> The SENCO will be on site/ available on the phone when open to children <input type="checkbox"/> All staff could be asked to work in class where necessary (see Staff Guidance document)	SLT	Please assess the residual risk. 
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11. KITCHEN ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
School of Food Classroom Kitchen	Observing social distancing	<input type="checkbox"/> Recommend staff work side by side or with backs to each other <input type="checkbox"/> Implement a one-way movement system where possible <input type="checkbox"/> Only staff identified as working with each pod to enter the classroom kitchen as well as SoF staff.	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	Hygiene requirements to prevent transmission of COVID-19	<input type="checkbox"/> Keep windows open to allow for good ventilation <input type="checkbox"/> Hand-washing	Kitchen Team SLT	Please assess the residual risk.

		<input type="checkbox"/> Two-stage cleaning <input type="checkbox"/> Signage		
Kitchen	Hand contact points	<input type="checkbox"/> Identify hand contact points and implement a regime of frequent cleaning <input type="checkbox"/> Eliminate hand contact points as far as possible, e.g. use blue roll from dispensers only or always remove centrefeed from blue roll to reduce amount it is handled [fridge + freezer doors, oven control buttons + knobs, taps, drawer handles, trolleys, plugs, plug switches, scales, spice containers, oils, salt]	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
PPE	Needs to be used appropriately Hands need to be washed before applying gloves Gloves cannot be used as a substitute for hand washing	<input type="checkbox"/> Staff are to be trained in appropriate use of gloves	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Dishwasher	Relied upon to clean high-risk items: drinking cups, cutlery, plates	<input type="checkbox"/> Check operating temperature of dishwasher daily <input type="checkbox"/> Update trail used for HACCP recording to have a daily dishwasher temperature log	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Drying Procedure	Re-usable towels are a source of cross contamination	<input type="checkbox"/> Use clean disposable cloths instead <input type="checkbox"/> If a towel must be used, only touch towel with clean hands <input type="checkbox"/> Wash towels at 90°C <input type="checkbox"/> Allow towels to dry fully before using <input type="checkbox"/> Change towels frequently	Kitchen Team SLT	<p>Please assess the residual risk.</p> 

		<input type="checkbox"/> Do not mix towels between tasks: one towel for cups, a different towel for plates <input type="checkbox"/> Air-dry where possible		
Deliveries	Contact between suppliers and kitchen staff	<input type="checkbox"/> Delivery drivers should use a hand sanitiser before handing delivery documents to kitchen staff <input type="checkbox"/> Do not allow suppliers to enter the kitchen <input type="checkbox"/> Tell suppliers not to enter the school if they are displaying any symptoms of COVID-19 <input type="checkbox"/> Dispose of all packaging <input type="checkbox"/> Prevent all delivered goods from coming into contact with food preparation surfaces <input type="checkbox"/> Keep door between kitchen and outside door closed	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	Food prepared in school becoming contaminated with COVID-19 by kitchen staff	<input type="checkbox"/> Hand washing <input type="checkbox"/> Regular cleaning of hand contact points <input type="checkbox"/> Eliminate interaction of kitchen team with other staff and all children in school	Kitchen Team SLT	Please assess the residual risk. 
Kitchen – staff	Worker infected with COVID-19 transmits virus onto food and / or surfaces through coughing, sneezing or hand contact	<input type="checkbox"/> Any food handler who is unwell should not be at work <input type="checkbox"/> Check staff temperature daily on arrival <input type="checkbox"/> Practice respiratory hygiene <input type="checkbox"/> Cover the food as much as possible e.g. when it is being transported to lunch halls	Kitchen Team SLT	Please assess the residual risk. 
Kitchen – staff	Asymptomatic + presymptomatic transmission	<input type="checkbox"/> Practice personal hygiene <input type="checkbox"/> Appropriately use PPE, including face masks <input type="checkbox"/> Introduce a high level of security and staff management	Kitchen Team SLT	Please assess the residual risk. 

Kitchen	Kitchen produces ready-to-eat and cooked foods	<ul style="list-style-type: none"> <input type="checkbox"/> The use of PPE, including face masks + gloves, worn by food handlers, should be routine <input type="checkbox"/> Kitchen uniforms washed on site <input type="checkbox"/> Frequent hand washing <input type="checkbox"/> Regular cleaning of hand contact points <input type="checkbox"/> Stringent cleaning of food preparation equipment <input type="checkbox"/> Sterilise chopping boards weekly using Milton solution in addition to disinfecting them after use in the dishwasher 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Food preparation equipment - Some items too bulky to fit inside dishwasher	<ul style="list-style-type: none"> <input type="checkbox"/> Clean items in hot soapy water <input type="checkbox"/> Rinse items in very hot, clean water <input type="checkbox"/> Metal tins that will be used to hold ready to eat foods are to be sanitised by placing them inside a hot oven <input type="checkbox"/> Check temperature of hot water supply daily <input type="checkbox"/> Keep sinks clear and clean them regularly <input type="checkbox"/> Regularly disinfect plugs <input type="checkbox"/> Update trail used for HACCP recording to have a daily dishwasher temperature log 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	New procedures regarding sanitation and hygiene implemented	<ul style="list-style-type: none"> <input type="checkbox"/> Provide staff with written instructions and training on new procedures <input type="checkbox"/> Agree additional cleaning requirements with kitchen staff <input type="checkbox"/> Signage to remind staff about requirements, e.g. social distancing, frequent handwashing 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 



KEY DECISIONS

Following your risk assessment, if you have made the decision that it is not safe to reopen your school, please summarise your reasons here:

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g not opening an identified year group), please summarise your actions and reasons here:

Please note, the assessment above will be shared with the Governors COVID Committee in their oversight role. Please provide sufficient detail.