

## Risk Assessment of buildings for a full return (sites as bubbles)

**BUILDING:** CATE, St George's, Green Dragon Lane.

### Assessment of room sizes, layout of building:

Area / space	Capacity permitted at any one time for safe social distancing
Main entrance reception / foyer	4
Main reception office	2 working
Hall	16
Average office	1 person working + 1 other person allowed in

Have all offices and spaces for staff got a clear notice on the door stating the total permitted capacity at any one time? **YES** / NO

Are there clear markers down in all corridors, in the hall, in the main reception area and strategically in outside spaces? **YES** / NO

Have all learning spaces been considered to reflect the need for an appropriate distance between staff and pupils? **YES** / NO

### Entry and exit from the building:

Requirement	YES	NO
Is there a clear notice in the main reception asking visitors and pupils to sanitise their hands on entry?	<b>YES</b>	
Have reception staff been briefed about how to manage and address visitors and what to do if they have a concern?	<b>YES</b>	

Signed by: \_\_\_\_\_ (HEAD OF CENTRE) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ (BUSINESS MANAGER). \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ (HEAD OF SERVICE). \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Specific Risk Assessment for CATE

Risk Area	General measures in place	Risk Rating	Additional measures	Residual Risk Assessment
Risk of infection for staff and pupils in vulnerable categories	<ul style="list-style-type: none"> <li>• Staff and pupils will not be attending sites unless government and / or local guidance specifies that it is safe to do so</li> </ul>	Low		
Risk of an infected person attending site	<ul style="list-style-type: none"> <li>• Clear guidance to all staff, parents, carers, pupils and visitors - do not attend site if unwell with Covid-like symptoms</li> <li>• Strict adherence to government guidelines on isolation for symptomatic staff and pupils</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Hand sanitising on entry to the building</li> <li>• Opportunity to take pupil and staff temperatures if in doubt and on entry</li> <li>• Clear protocol for dealing with a person with Covid-like symptoms</li> <li>• Clear protocols on visitors and meetings</li> </ul>	Low
Direct person-2-person contact - direct transmission through respiratory droplets from an infected person	<ul style="list-style-type: none"> <li>• Staff and pupils not attending sites if they have symptoms</li> <li>• Guidance on good respiratory hygiene</li> <li>• Clear guidance published to staff, parents, carers, pupils and visitors</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Appropriate distancing measures in place where possible on sites</li> <li>• Heads of centre working to ensure an appropriate distance between staff, and between staff and pupils in classrooms</li> <li>• Minimising staff numbers in office spaces and shared spaces ie staffroom/workroom. Clear signs on doors to indicate numbers allowed.</li> <li>• Staff briefings in halls</li> <li>• Minimising pupil movement where possible</li> <li>• Staggered start times, breaks, lunches if required</li> <li>• Signage around buildings and in corridors</li> </ul>	Low

			<ul style="list-style-type: none"> <li>Preventing visitors, parents and taxis from congregating in numbers outside the building, in reception area</li> </ul>	
Indirect transmission through touch	<ul style="list-style-type: none"> <li>Clear guidance to parents, carers, pupils and staff and visitors</li> <li>Presentation to pupils regularly</li> <li>Enabling regular hand sanitising and washing for staff and pupils</li> <li>Daily enhanced cleaning in place</li> </ul>	High	<ul style="list-style-type: none"> <li>Limiting the passing of objects</li> <li>Removing unnecessary objects that children can touch and share</li> <li>Limiting sharing of stationary and objects.</li> <li>Guidance on the management of extreme behaviours</li> <li>Individual pupil risk assessments if required</li> <li>Students put mobile phones etc directly into plastic wallet at reception. Staff/student sanitize hands before and after doing this</li> <li>Staff directed to use particular phone ie: tutors/subject teachers uses phone in classroom</li> </ul>	Medium
Direct and indirect transmission - extreme pupil behaviour	<ul style="list-style-type: none"> <li>Clear guidance to staff and leaders on risk assessing pupils.</li> </ul>	High - medium depending on site (Low in CATE)	<ul style="list-style-type: none"> <li>Clarity on what to do should a pupil begin to regularly engage in unsafe and unhygienic behaviours</li> <li>Enhanced pupil risk assessments and guidance if required</li> <li>Staff on duty availability to ensure that a distressed pupil is not left to roam the site unchecked and to support staff in classes</li> </ul>	Low
Direct and indirect transmission between pupils at breaks and lunchtimes	<ul style="list-style-type: none"> <li>Staggered breaks and lunchtimes if required</li> <li>Distancing markers in halls for queuing</li> <li>Use of small individual tables for lunch</li> <li>Appropriate &amp; safe lunchtime and break time activities set up and staffed</li> </ul>	High - medium depending on site (Medium in CATE)	<ul style="list-style-type: none"> <li>Specifying specific areas at breaks and lunchtimes that specific pupils can use if required</li> <li>Ensuring at least 1 seat space, marked out or adequate distance between small tables in hall</li> <li>Individual pupil risk assessments if required</li> <li>Safe and appropriate activities set up for students. Use of sanitizer and wipes for hands and equipment available</li> </ul>	low

<p><b>OTHER SITE SPECIFIC ISSUE:</b></p> <p>Direct and indirect transmission – risk areas of buildings and sites</p>	<p><u>Corridors and staircases</u></p> <ul style="list-style-type: none"> <li>• Clear guidance provided to all students, staff and visitors to one-way system for staircase to access middle floor. Signage in place.</li> <li>• Staggered breaks and lunchtimes if required</li> <li>• Limiting movement around the building where possible</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Clear signage in place on stairways to indicate direction of movement</li> <li>• Timetable amended if required to minimize students moving around. Students remain where possible in the same room, apart from options, art, PE, drama.</li> <li>• Specifying specific areas at breaks and lunchtimes that specific pupils can use if required</li> <li>• Time table amendment if required</li> </ul>	low
	<p><u>Kitchen area</u></p> <ul style="list-style-type: none"> <li>• Specific number of people allowed</li> <li>• Individual Risk Assessment if required</li> <li>• Tasks and activities risk assessed</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Clear signage on door to indicate number allowed in kitchen</li> <li>• Individual pupil risk assessments if required</li> <li>• Limit sharing of equipment</li> <li>• Gloves worn if appropriate</li> </ul>	low
	<p><u>Lift</u></p> <ul style="list-style-type: none"> <li>• Clear guidance provided to all students, staff and visitors</li> <li>• Individual risk assessments</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Clear signage – 1 adult in lift.</li> <li>• Individual risk assessment in place if required by student. If unable to use stairs, to be accompanied in lift by 1 staff member with PPE available.</li> </ul>	low
	<p><u>Communal areas and outdoor space :</u></p> <ul style="list-style-type: none"> <li>• Clear guidance provided to all students, staff</li> <li>• Minimizing movement between spaces</li> <li>• Clear expectations</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Ensuring seating at least table/1 seat space apart, marked out.</li> <li>• Removing unnecessary objects that children can touch and share.</li> <li>• Equipment that can be cleaned/wiped down to be used if sharing required ie table tennis bats</li> <li>• Creating distinct spaces and activities that can take place</li> </ul>	Medium to low

	<p><u>Music room (room 40)</u></p> <ul style="list-style-type: none"> <li>• Clear guidance provided to all students, staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Sanitizer and wipes available in room for use by students and staff before and after handling equipment</li> </ul>	Medium to low
Direct and indirect transmission from regular transient visitors, employees	<ul style="list-style-type: none"> <li>• Clear guidance provided to all visitors to site</li> <li>• Hand sanitizer on entry</li> <li>• Guidance on safe school-school, home-school staff visits</li> <li>• Catering, cleaning and contracting staff being clear on expectations when they are unwell with Covid-like symptoms and on hand hygiene and social distancing</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place</li> <li>• Heads of Centre and Business Manager being aware of all changes in transient workers and on all visitors / meetings on site on any given day</li> <li>• Specific guidance on meetings</li> </ul>	Low
Direct and indirect transmission - staff moving sites	<ul style="list-style-type: none"> <li>• No site changes during a day for non-leadership staff</li> <li>• Robust cleaning and hygiene protocols in place</li> <li>• All cross-site meetings to take place remotely using IT</li> </ul>	Low		