**Lakeside Covid Risk Assessment- March 2021**

Please complete this for your academy using the prompts from the Surrey Risk Assessment guidelines. This will be a continually updated document as things change and other aspects are added to your daily routines. The Trust Board have the ultimate responsibility so please keep the Exec Team updated of changes so these can be given to the Board. Please ensure that your Academy Council has seen and discussed this.

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| **Risk** | **Controls/ mitigations and protective measures** | **Risk grading (using risk grid)** |
| Awareness of and adherence to policies and procedures including but not restricted to: *Behaviour Policy*  *Safeguarding & Child Protection Policy*  *Health and Safety Policy*  *Infection Control Policy*  *First Aid Policy*  *School Emergency Plan*  *School Business Continuity Plan*  *Premises Lettings Policy and Contract* | * Advise staff of any updates to these policies prior to children returning- Inset. Share policy link from DPS with all staff (including new staff) * Safeguarding Addendum for March shared with staff on 8th March. * Ensure that all staff have read them and signed to say they have. * The school keeps up-to-date with advice issued by, but not limited to, the following:   + DfE; NHS; Department of Health and Social Care; PHE * Home learning Contingency Plan in place and shared with Parents. | L |
| Prevention - Minimise contact with individuals |  |  |
| Organisation in case of illness in school | * Staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. * Staff have the option of participating in the twice weekly lateral flow testing. Results are reported through the DfE reporting tool and logged on school system. Any positive results are followed up with a PCR test and the staff member isolates in line with Government guidance. * If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. * If a child is awaiting collection, they are moved to the medical room with appropriate adult supervision if required. * If they need to go to the bathroom while waiting to be collected, they should use the staff toilets next door to the medical room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. * Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). * In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. * Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. * The Infection Control Policy and [Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting) guidance to be followed to clean the area. * Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting) guidance. | L |
| Organisation of children | * Children will work in year group bubbles. There will be no physical contact between bubbles. * Children enter and leave school at staggered times and break times and lunchtimes will be staggered. * Where provision is sessional (Nursery) ensure enough time allowed between sessions for cleaning and equipment changed. | L |
| Organisation of staff | * There will be minimal movement of staff between bubbles. Staff supporting children with an EHCP may need to work across bubbles. Visors/ Masks will be worn by any staff crossing bubbles or at lunchtime. They will also wear them in communal areas. * Staff will remain social distanced from each other at least 2m plus at all times. | L |
| Organisation of parents | * Parents will not be allowed onsite at drop off and collection. Children will be dropped at and collected at an allocated gate. Parents are asked to wear a face mask at drop off and collection times. * Parents will only be allowed onsite at an allocated time by invitation only. They must use hand gel/ wash their hands on entrance to the school. Where possible, they will have their meetings in the offices at the front of the school. They will be expected to wear a face mask onsite. | L |
| Organisation of visitors | * Visitors and contractors will be encouraged to visit outside the school day. * Visitors will be informed of the year group bubbles. They will be advised where they can and can’t go by either the site manager or Academy Head. * Professionals will the able to visit children in designated spaces within school with an appointment where they will be reminded to maintain social distancing and follow handwashing guidance and wear a mask in open spaces. Face masks will be expected to be worn. | L |
| Prevention – good hand hygiene |  |  |
| Toilet facilities | * Sufficient handwashing facilities are available - each class has their own sink and toilet area allocated to them. * Every toilet facility has an allocation of paper towels and bins provided. Children to be reminded/ taught to use soap and towel facilities effectively. * Toilet areas such as handles and sinks will be wiped down regularly throughout the day. | L |
| Washing facilities | * Sufficient handwashing facilities are available- each class has their own sink and toilet area allocated to them. * Hand sanitisers are located in areas around the school where a sink isn’t available such as in the office and the dining room. * Every toilet facility has an allocation of paper towels and bins provided. Children to be reminded/ taught to use soap and towel facilities effectively. | L |
| Organisation for children | * The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. * Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. * The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. | L |
| Organisation for staff | * Where possible, staff are to use toilet facilities in the building they work in. * Cleaning equipment will be available in each facility to clean after each use. | M |
| Organisation for visitors | * Hand sanitiser will be available for visitors to use when arriving on site. Toilets and common areas have hand washing facilities and wipes to clean these areas after use. | L |
| Prevention – good respiratory hygiene |  |  |
| Organisation of children | * ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. * Younger pupils and those with complex needs are helped to follow this. * Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. * Face coverings will not be required to be worn in school. | M |
| Use of Fans and A/C | * No fans or A/C will be used in school. * Doors and windows will be left open when necessary to increase ventilation. * As the weather becomes increasingly colder, doors and some windows may remain partially closed while the children are in the room, but will be ventilated well when the children are out of the room at breaks and lunch. | L |
| Prevention – enhanced cleaning |  |  |
| Classroom cleaning | * Surfaces that pupils are touching, such as door handles, toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. * More frequent cleaning of rooms and shared areas that are used by different groups * Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. * Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. * The [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) is followed. * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting) guidance * Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. | L |
| Cleaning classroom equipment | * Children will be allocated equipment which they mustn’t share with others. * Any shared equipment must be cleaned between use. * Equipment which can’t be cleaned before being used by another child e.g. reading books, will need to be placed in quarantine for the appropriate length of time.   Specific Guidance for EYFS   * Specific allocation of numbers of children permitted in each area to avoid overcrowding and over touching of equipment. * Rotation of equipment which can’t be cleaned easily to allow at least 48 hours quarantine time. * Malleable materials (mud, water and playdough) to be changed daily and tools cleaned or quarantined. * No large sand pits to be used, but allowed in smaller containers and to be changed daily and tools cleaned. | L |
| Cleaning playground equipment | * Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. | L |
| Monitoring of cleaning | * The Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email [DfE-CovidEnquiries.COMMERCIAL@education.gov.uk](mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk) * The Site Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | L |
| Cleaning of other equipment in general areas | * Shared equipment such as kettles, water tanks etc. need to cleaned after each individual use. * Everyone has a responsibility for ensuring that used cups, plates and other equipment are washed and cleaned appropriately after use. | L |
| Minimise contact |  |  |
| Organisation of children in bubbles | * Children will operate in year group bubbles whilst outside. * For inside areas, classes will form bubbles. A seating plan will be in place for the classroom and the dining room- they will be updated regularly as changes are made. * The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in ‘Bubbles’) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: * Pupils ability to distance; * The layout of the school site; * The feasibility of keeping distinct groups separate while offering a broad curriculum   More information on groups can be found in COVID-19: [Guidance for full opening](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)   * If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. * Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; * Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; KS2 children may bring in their own pencil case with specific equipment needed for class. This must be in a pencil case which is wipeable and of a small size. It will stay in school and not be shared with others. * Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. [COVID-19: Guidance on phased return of sport and recreations.](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation) * Singing and blowing instruments should not take place in the classrooms with a group of more than 15. Children should not face each other and should stand either back to back or side by side. * Pupils old enough should be supported to maintain distance and not touch staff and their peers. * Where staff need assistance in terms of the ‘blue cross’, they may use their mobile phone to call the office, Sam Armstrong or Sandie Gordon. * Children are not to be sent on ‘jobs’ around the school and they should be encouraged not to cross bubbles. | L |
| Organisation of staff | * All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. * Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. * Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. * Adults should maintain 2 metre distance from each other and from children where possible. * The use of staff rooms and offices is staggered to limit occupancy. There is no more than a maximum of 6 people allowed in the staff room at any one time- 5 eating (one on each side of the comfy seats and one at the table), plus one person working on the computers. There is no more than a maximum of 7 people eating in the gym and social distancing must be in place. * Where staff need assistance in terms of the ‘blue cross’, they may use their mobile phone to call the office, Sam Armstrong or Sandie Gordon. | M |
| Organisation of parents | * Parents will only be allowed onsite by appointment only. * Social distancing of 2m plus must be ensured. * Parents are requested to wear a face covering at drop off and collection as well as encouraged to social distance. | L |
| Organisation of visitors/contractors | * Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. | L |
| Organisation of physical spaces | * Classrooms and other learning environments are organised to maintain space between seats and desks where possible. * Pupils are seated side by side and facing forwards, rather than face to face or side on. * Large gatherings such as assemblies are avoided, and groups kept apart. * The timetable is revised to implement where possible:   + Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;   + Maximise the number of lessons or classroom activities which could take place outdoors;   + Staggered assembly groups;   + Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; * Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; * Mixing within education or childcare setting is minimised by:   + accessing rooms directly from outside where possible;   + The number of pupils using the toilet at any one time is limited; * The use of shared space such as halls is limited and there is cleaning between use by different groups; | L |
| Drop off and pick up | * Drop-off and collection times are staggered and communicated to parents; * Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; * Parents are advised by the school to maintain a social distance from each other, wear a face covering and to drop/ collect and move on. | L |
| Breaks | * Mixing within the education setting is minimised by staggering breaks and pupils clean their hands beforehand and enter in the groups they are already ins; | L |
| Lunch | * Mixing within the education setting is minimised by staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; * Staff serving food will wear gloves and face coverings. * Tables and seats will be cleaned after use. * Children will have allocated seating in the dining room in line with the seating plan. No child will sit opposite anyone. | L |
| Extended services | * Breakfast club will be based in the hall. * The hall will be segregated into sections for each Year group bubble. * Adults can move across bubbles whilst maintaining social distancing from the children. * ~~After School Club will be based in the Nursery. Cleaning from the nursery staff will take place before the club come in. The club will clean after they have finished and the school cleaners will also clean at the end of the day. Children will use the outside toilets which are not used during the day.~~ * After school club will now be based in the hall. Children will be kept in year group or sibling bubbles. Equipment will be rotated and cleaned/ quarantined after use. KS2 children will continue to use their own classroom toilets. Reception and KS1 children will use the toilets just off the hall. | L |
| PPA | * The Academy will be closing at lunchtime on a Friday to allow for PPA time. * Children of families where both parents work will be offered child care for this afternoon free of charge. Children will stay in year group bubbles where possible. Some year groups will become a ‘super bubble’ but where possible will complete Friday afternoon activities outside. | L |
| Equipment | * Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed if absolutely necessary. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. * Reading books and reading records may go to and from school. Reading books will be quarantined on return for 72 hours. Children will not be able to browse books by touching them, they will only be able to see the front/ back covers. Reading records will not be touched by school staff. * Children who require intimate care are able to bring in their nappies/pull ups, wipes, cream and spare clothes in a named and sealed bag. Staff should wear PPE and adhere to handwashing rules when supporting self-care. | L |
| PE Equipment | * Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. [COVID-19: Guidance on phased return of sport and recreations.](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation) | L |
| Playground equipment | * Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. | L |
| Books | * Reading books can be used in the year group bubbles. These books can be sent home for children to read. Once they return to school they are places in a box for 72 hours before children can pick this to take home. * Library books are not currently in use. Class library books can still be used and returned using the quarantine system. | L |
| Appropriate use of PPE | * The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:   + where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained   + where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used * Read the guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) for more information about preventing and controlling infection and follow [SCC PPE guidance](https://www.surreycc.gov.uk/__data/assets/pdf_file/0009/228978/PPE-Guidance-for-Schools-Education-Settings-V3-24-June-2020.pdf). * Staff will wear PPE when out at the gates collecting and dismissing the children. * They will wear face coverings if they are crossing bubbles and are unable to maintain a social distance of 2m and also in communal areas. | L |
| Responses to Infection |  |  |
| Track & trace procedures - inc. Visitors | * NHS Test and Trace process to be followed and understand how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). * Staff members and parents/carers understand that they will need to be ready and willing to:   + [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit   + provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace   + [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) * A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. * The school will ask parents and staff to inform them immediately of the result of the test:   + If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. * If someone test positive they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. * Visitors to the school will be asked to provide a contact number which will be stored securely for 21 days following their visit. | L |
| Sick Room provision | * The medical room, next to the office, will be the allocated sick room should someone develop symptoms of Covid-19. * Signs will be put up restricting access to this area. | M |
| First Aid | * First aid will be managed within the bubbles with people advised by staff who hold first aid qualifications. * First aid books will be maintained by Genet Pooley/ Sam Benford in the office. * PPE is available when administering first aid. * First aid policy is updated to include COVID-19 procedures. | L |
| Manage confirmed COVID 19 cases | * [Flowchart school response to suspected or confirmed COVID-19 cases](https://www.surreycc.gov.uk/__data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf) to be followed for suspected or confirmed cases. * If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. * The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. * Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:   + Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)   + Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual   + Travelling in a small vehicle, like a car, with an infected person * Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. * Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. | L |
| Contain any outbreaks | * If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. * Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. * In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. * Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. | L |
| Emergency procedures | * All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. * Parents are contacted as soon as practicable in the event of an emergency. * Pupil alternative contacts are called where their primary emergency contact cannot be contacted. * The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. | L |
| Travelling to and from school |  |  |
| Managing school transport | * Parents and pupils are discouraged from using public transport, where possible particularly during peak times; | L |
| Encourage walking/cycling | * Parents and pupils are encouraged to walk or cycle to their education setting where possible; | L |
| General Activities |  |  |
| Cooking | * Pupils should be informed of the key principles in this risk assessment that need to be undertake each lesson. * All staff should be aware of, and confident about, all relevant government Guidance in relation to Education settings and COVID-19 such as “[Safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)” and any other related guidance such as PPE guidance in Education, etc. * All staff must be competent and trained in the signs and symptoms of COVID-19 and actions to be taken.   Cooking independently or in small consistent groups.   * Ensure all pupils wash hands correctly at the start and end of cooking, after handling raw food, when re-entering the room or after hands come in to contact with the face or body. * All individuals must be encouraged to wash their hands **for at least 20 seconds as often as possible** using soap and water or a hand sanitiser. * Use of hand sanitiser in addition to hand washing, between tasks, after handling raw food etc. * Teacher to set up each child’s cooking station with equipment and ingredients to avoid movement round the classroom. * Food prepared should ideally be taken home for consumption. * Any tasting activities should only be done of the child’s own dish – not of other pupils’ cooking. * Ensure class sizes are limited to allow adequate space between work stations. * Pupils wash up their own equipment. * Provide each child/group with their own waste container to limit bin movement around the classroom. * Cooking areas cleaned thoroughly before and after lessons. * All equipment is cleaned before and after use. * Choose non-cook recipes where possible to limit movement and limit use of equipment. * Teacher to take any food to ovens if in use. * If PPE equipment is used, gloves are to be removed and all items used disposed in an external waste receptacle in a safe manner * Pupils taught the need for personal hygiene. * Ensure that warm water, soap and towels (disposable) are available. * Cuts etc. are covered with waterproof adhesive dressings. * Tie back long hair. * Aprons are kept clean and washed between use / use of disposable aprons * Nail varnish is removed. * Aprons to be removed when pupils are visiting the toilet during lessons. * Pupils are taught about not sneezing/coughing into food e.g. into a tissue or elbow. * Keep windows open for ventilation where possible.   **See also additional individual cooking risk assessment for individual lessons.** | L |

Risk Assessment Tool

Calculating the Risk

**Consequence:** A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Impact on Learning & Teaching** | **Impact on People** | **Financial Impact** | **Impact on whole Trust** |
| **Low**  **1** | No / superficial harm | Individual people affected | Less than £100 to reduce risk Financial risk less than £1k | No impact |
| **Minor**  **2** | No permanent harm (less than half a term) | One team / group of people affected | Between £100 and £1k to reduce risk Financial risk between £1k and £5k | Adverse publicity unlikely |
| **Moderate 3** | Semi-permanent harm (over a term) | Leadership team affected | Between £1k and £10k to reduce risk Financial risk between £5k and £10k | Local adverse publicity Moderate loss of confidence in organisation |
| **Major**  **4** | Major harm (over the whole academic year) | Whole academy affected | Litigation maybe required Between £10k and £50k to reduce risk Financial risk between £10k and £50k | Temporary service closure National adverse publicity Major loss of confidence in organisation |
| **Severe**  **5** | Severe harm | Affecting people across the Trust | Litigation maybe required Greater than £50k to reduce risk Financial risk more than £50k | Extended service closure Protracted National adverse publicity Extreme loss of confidence in organisation |

**Likelihood:** A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

|  |  |  |
| --- | --- | --- |
| **Level** | **Likelihood** | **Description** |
| 1 | Rare | This type of event will not occur in the foreseeable future |
| 2 | Unlikely | This type of event is unlikely to occur (remote chance) |
| 3 | Possible | This type of event may happen (25% - 50%) |
| 4 | Likely | This type of event may happen (above 50% probability) |
| 5 | Almost certain | This type of event will happen (and frequently) |

**Risk Rating –** Consequence and likelihood multiplied together.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Consequence** | | | | |
| **Likelihood** |  | **1** | **2** | **3** | **4** | **5** |
| **1** | L | L | M | H | S |
| **2** | L | L | M | H | S |
| **3** | L | M | H | S | S |
| **4** | L | M | H | S | E |
| **5** | M | M | H | S | E |

Extreme Risk: CEO/Non Executive immediate attention required

Severe Risk: Executive Team immediate attention required

High Risk: Executive Head attention required

Moderate Risk: Academy SLT attention required

Low risk: Manage by routine procedures within academy