**Covid-19 Risk Assessment**

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| **Name of business** |  |
| **Assessment review completed by** |  |
| **Assessment date** |  |

**This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the setting and to reduce the transmission risk of Covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.**

**Use the template to prepare a specific risk assessment for your business/setting. It must be kept under review and updated accordingly.**

Risk Level: low risk, medium risk, high risk

| **RISK** | **WHO IS AT RISK?** | **RISK LEVEL**  **(RAG RATED)** | **CONTROL MEASURES TO CONSIDER** | **APPLICATION OF MEASURES** |
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| 1. **Maintaining social distancing – external areas** | | | | |
| Numbers of parents and children at entrances and exits impede social distancing. | Children |  | * Instructions for parents/carers on social distancing rules on site (may vary at different sites). * Staggered start/finish times for different children/groups or gaps between lessons. * Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard. * Use of different entrances/exits for different children/groups – take advice from each specific site. * Only one parent/carer to accompany child. * Signage. |  |
| Parents |  |
| 1. **Social distancing – internal areas and during breaks** | | | | |
| Pupil numbers and room sizes impede social distancing | Children |  | * Reduce number of children in the room to enable social distancing. The maximum number will depend on space available. * Remove excess furniture to safe storage areas to increase space. Do not impede fire escape routes and exits. * Floor markings to illustrate distance areas. * Children to remain in one area of the room (consider sitting). * Lessons planned for individual work as opposed to close group work. * Consider additional social distancing in First Access sessions. * Social distancing to be explained to children with regular reminders. * Signage/posters in each room. * Consider the use of school grounds / local environment to extend the range of teaching spaces available e.g. outside? * Consider use of plexiglass screens. * No parents in the room |  |
| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| Number of people moving around the setting impedes social distancing in corridors and other communal spaces | Children |  | * Children escorted to/from lessons * Use of a one-way system. * A ‘walk on the left’ policy if one-way not practicable. * Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). * Lane markings on floor in areas where queuing is likely. * Areas not in use to be closed off (not escape routes). * Children not to take coats, bags, lunchboxes etc. with them where possible. * Signage. * No parents waiting in communal areas. |  |
| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| Number of pupils and size of space impede social distancing when using toilets | Pupils |  | * Only one child allowed to go to the toilet at a time. * One in one out system in place. |  |
| Number of staff and size of staff spaces impede social distancing. | Peripatetic Teacher |  | * Removal of furniture to create more space. * Removal of communal equipment (mugs etc) * Staggered break times for staff. * Repurpose unused spaces for additional staff rooms. * Staff toilets to enforce 2m distancing. |  |
| Other school staff |  |
| 1. **Hygiene and Cleaning -** [**Guidance on cleaning non-healthcare settings**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | | | | |
| Insufficient handwashing and hygiene facilities increase the risk of transmission. | Children |  | * Hand gel dispenser outside of the room. * Re-fills kept available. * Children to handwash on entry to and exit from lessons, and after using toilet. * Extra signage for washing hands. * Supplies of tissues and lidded bins in each teaching space. * Ensure help is available for children who cannot clean their hands independently. * No shared resources/instruments. If resources are shared leave to de-contaminate for 72 hours if possible. Follow Wiltshire Music Connect Covid-19 instrument guidance for new instruments and First Access. * Music stands/chairs to be washed between pupils. * Children to provide own spit cloths. |  |
| Peripatetic Teacher |  |
| 1. **Site and buildings** | | | | |
| Visitors/contractors/suppliers on site increase the risk of transmission. | Parents |  | * No visitors/parents etc. allowed in the room. |  |
| Changes affect normal emergency procedures. | Children |  | * Find out if there are any changes to the usual procedures. |  |
| Peripatetic Teacher |  |
| Site security is compromised by new arrangements. | Children |  | * Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during lessons. * Additional ventilation via open doors and windows should not occur in unoccupied parts of the site but are encouraged in the teaching space. |  |
| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| 1. **Equipment and furniture** | | | | |
| Shared equipment, fittings and resources increase the risk of transmission. | Children |  | * Soft toys and difficult to clean play equipment to be removed. * Individual items of equipment to be cleaned between each use. * Handwashing before and after each lesson. * Remove unnecessary items from the rooms and store elsewhere. * Cleaning regime for door handles, press to exit buttons, communal surfaces. * Children asked to bring in own stationery or have allocated, named, packs of stationery per child. * Lessons planned so resources are not shared. * Limit the number of resources/books taken home. * No shared resources/instruments. If resources are shared leave de-contaminate for 72 hours if possible. Follow Wiltshire Music Connect Covid-19 instrument guidance. * Music stands/chairs to be washed between pupils. |  |
| Peripatetic Teacher |  |
| Increased manual handling tasks increase the risk of musculoskeletal injuries. | Peripatetic Teacher |  | * Staff must not attempt to move large or heavy items unless they are fit to do so. |  |
| 1. **Health and wellbeing** | | | | |
| Staffing levels (insufficient) cause supervision, ratio and safeguarding issues. | Children |  | * Carry out an audit of all staff availability and review it regularly. * Introduce a process for staff to inform you if their health situation changes. |  |
| Peripatetic Teacher |  |
| Vulnerable / Extremely vulnerable children at higher risk of infection. | Children |  | * Parents should follow current medical/government advice if their child is in this category. * Liaise with pupil’s parents |  |
| Person becomes unwell with Covid-19 symptoms in school | Children |  | * Move to a pre-designated room where person can be isolated, with adult supervision. * Ventilate the room if possible. * PPE should be worn if contact is required. * Inform parent/carer to arrange collection. * Cleaning regime after each usage of the space. * Consider purchase of non-contact thermometer (consent will need to be obtained under GDPR). * Follow school procedures |  |
| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| Staff wellbeing affected by the working experience. | Peripatetic Teacher |  | * Application of national guidance in respect of shielding and at-risk groups. * Include staff in risk assessment process. * Staff meetings and communication. * Defined wellbeing support measures for staff. * Designated staff rest areas. |  |
| Pupil wellbeing is impacted by the current situation causing physical and mental ill health. | Children |  | * Pastoral activities. * Follow school procedure. |  |
| First aid provision | Children |  | * Ensure all staff know the First Aiders on site. * Minimise hazardous activities which may result in injury. * Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. |  |
| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| 1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation. | Children |  | * Individual [risk assessments](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance) of children with behavioural difficulties. * Ensure a supply of PPE is available based on need. * 1:1 teaching to be done at 2m distance. * No physical restraint to be used unless training has been provided and authority granted. |  |
| Peripatetic Teacher |  |
| 1. **Other – specific to your business** | | | | |
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I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

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| **Name** |  | |
| **Signature** |  | **Date:** |
| **Date for review (ideally weekly during term time)** |  | |