**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**
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| 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
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| 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.
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| 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.
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| 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.
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| Peripatetic Teacher |  |
| 1. **Site and buildings**
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| Visitors/contractors/suppliers on site increase the risk of transmission. | Parents |  | * No visitors/parents etc. allowed in the room.
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| Changes affect normal emergency procedures. | Children |  | * Find out if there are any changes to the usual procedures.
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| 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.
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| Parents |  |
| Peripatetic Teacher |  |
| Other school staff |  |
| 1. **Equipment and furniture**
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| 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.
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| 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.
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| 1. **Health and wellbeing**
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| 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.
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| 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
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| 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
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| 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.
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| Pupil wellbeing is impacted by the current situation causing physical and mental ill health. | Children |  | * Pastoral activities.
* Follow school procedure.
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| 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.
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| 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.
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| 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)** |  |