

# COVID 19 RISK ASSESSMENT

## St Paul's Primary School

This risk assessment will be shared with all staff. This risk assessment is subject to weekly review by the Head Teacher and Deputy Head Teacher. Any updates to the risk assessment will be electronically shared with staff for them to read. This risk assessment runs alongside guidance from the DCMS for working safely in the performing arts.

**It is the responsibility of each member of staff to read and understand the contents of the entire risk assessment.**

**When staff do not understand an element of the risk assessment, this must be discussed with the Deputy Head Teacher.**

**All staff will sign to confirm that they have read and fully understand the risk assessment after each update.**



**St Paul's Primary School Newcastle,  
Glorifying Almighty God, and serving our community.**

<b>Activity Details:</b> General Operation		<b>Assessed by:</b> Judith Sword and Bryn Taylor
<b>Date of assessment:</b> 30 <sup>th</sup> September 2020	<b>Date of last review</b> 2 <sup>nd</sup> March 2021	<b>Review due:</b> Weekly in March 2021

SEVERITY OF HARM LIKELIHOOD	Superficial	Minor	Major	Death
Remote	Insignificant risk	Insignificant risk	Insignificant risk	Low risk
Likely	Low risk	Low risk	Medium risk	High risk
Very likely	Medium risk	Medium risk	High risk	High risk

## Strategic planning

There will be representatives of SLT, First Aid, Fire Marshals and Safeguarding Leads.

<b>1. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>2. People</b> Who might be harmed?	<b>3. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>4. Likelihood</b> How likely is it that harm could occur with present controls?	<b>5. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>6. Controls</b> What controls are currently in place?	<b>7. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
People identified as being high risk	Staff, children, visitors Individuals identified as being clinically extremely vulnerable or clinically vulnerable	Major/ Death	Very Likely	<b>High</b>	<ul style="list-style-type: none"> <li>● Head teacher to consult with all Staff to review medical advice from medical staff.</li> <li>● All visitors to report any healthcare needs with the school that put them at high risk.</li> <li>● Parents/ carers to report any healthcare needs for their children that put them at high risk.</li> <li>● RA for all pupils with SEND or EHC plans. SENDCO will update accordingly.</li> <li>● Anyone classed as being clinically extremely vulnerable from Covid 19 should follow current tier guidance, shielding when in tier 5 National Lockdown or when required by national guidance.</li> <li>● Those living in a household with someone who is clinically extremely vulnerable when shielding requirements apply, can continue to attend work,</li> </ul>	<p>If school cannot implement appropriate measures, consult occupation Health for further guidance for people who are at high risk.</p> <p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for all year groups.</p> <p>Where working from home is not possible, arrangements for these members of staff should be reviewed to ensure precautions for maintaining social distancing and minimising/managing any shared equipment are as robust as practical.</p>

					<p>but should work from home where possible.</p> <ul style="list-style-type: none"> <li>• Any person who is classed as clinically vulnerable, are at moderate risk and should be especially careful to follow the rules and minimise contact with others, continuing to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the home and/or workspace.</li> <li>• Any specific medical advice provided to individuals to supplement generic guidance should be followed.</li> <li>• When in tier 5 National Lockdown, clinically vulnerable persons should work from home, where this is possible.</li> </ul>	
Insufficient number of staff to safely open the school.	Staff and children	Major	Very Likely	High	<ul style="list-style-type: none"> <li>• Head Teacher and Deputy Head Teacher to contact staff to ensure that there are sufficient numbers of staff to operate a school safely.</li> <li>• If there are absences it will be assessed how staff in school can cover this absence.</li> <li>• There will be measures implemented to reduce frequency of staff moving between bubbles.</li> </ul>	<ul style="list-style-type: none"> <li>• If there is not cover we will attempt to acquire adequate cover from a supply agency.</li> <li>• If adequate cover cannot be acquired then the school will be closed, for as short a period as possible, school will adopt Office 365 for online learning.</li> </ul>

<p>People displaying symptoms of C19</p>	<p>Staff, children, visitors</p>	<p>Major/ Death</p>	<p>Very Likely</p>	<p>High</p>	<ul style="list-style-type: none"> <li>● If adult displays symptoms then they must leave the site immediately and not return within 10 days of showing symptoms unless they test negative for C19.</li> <li>● If a child displays symptoms then they will be taken to the Parents' Room and supervised by the Head Teacher/ Deputy Head Teacher, at a two-metre distance until a parent/carer can take them home and not return within 10 days of showing symptoms unless they test negative for C19..</li> <li>● Suitable PPE worn for supervision until exit from site.</li> <li>● Person with symptoms to obtain C19 test.</li> <li>● If child needs to use the toilet during this period of time, they are to use the disabled toilet which will then be locked.</li> <li>● All affected areas will be deep cleaned by facility staff before reuse.</li> </ul>	<ul style="list-style-type: none"> <li>● If person has positive test then anyone who has had contact must self-isolate for 10 days if directed by the health protection team.</li> <li>● If anyone with contact shows symptoms, they must obtain a test.</li> <li>● Positive tests will result in communication with relative bodies for advice.</li> <li>● School will not share the names of people with C19 unless essential to protect others.</li> <li>● School should not request evidence of a negative test.</li> </ul>
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Evacuation	Staff, children, visitors	Death	Remote	Low	<ul style="list-style-type: none"> <li>• Review of procedure and shared with staff</li> <li>• Designated staff to check areas of the building</li> <li>• Updated class lists to check attendance</li> <li>• Spaces to wait at a social distance</li> <li>• Drill to test safety in Spring B</li> <li>• Additional cleaning will take place on touch points following an evacuation.</li> </ul>	<ul style="list-style-type: none"> <li>• Any amendments to procedure to be shared with staff.</li> </ul>
Social Distance for Staff Meetings	Staff, visitors	Major/ Death	Very Likely	High	<ul style="list-style-type: none"> <li>• All staff meetings will be held electronically.</li> <li>• Video conference/ pre-recorded meeting used where possible</li> <li>• Staff should avoid sharing workstations.</li> </ul>	Where this isn't possible staff must thoroughly clean the workstation before and after use e.g. keyboard, mouse, desk, phone, chair arms etc.
Reduction in wellbeing	Staff, children, visitors	Major	Remote	Insignificant	<p>Mechanisms to remain that support staff and children wellbeing and these will be particularly important, as some staff and children may be particularly anxious about returning to school.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.

## Cleaning and Hygiene

<b>8. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>9. People</b> Who might be harmed?	<b>10. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>11. Likelihood</b> How likely is it that harm could occur with present controls?	<b>12. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>13. Controls</b> What controls are currently in place?	<b>14. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
People not practising expected hygiene risk spreading and disease.	Staff, children, visitors	Major	Very likely	<b>High risk</b>	<ul style="list-style-type: none"> <li>● Staff encouraged to use their own cup/ glass/ bottles.</li> <li>● Staff to sanitise contact surfaces on Kitchen work surface in the staffroom after use.</li> <li>● Robust regular cleaning and disinfecting of staffroom work surfaces touch points in corridors and toilets.</li> <li>● Regular cleaning of shared toys and equipment.</li> <li>● Staff and children to follow PHE guidance on regular hand hygiene and 'catch it, bin it, kill it' guidance.</li> <li>● Soap, hot water, and means of drying hands regularly checked at wash/ hand basins by Head Teacher/ Deputy Head Teacher/ Facility Staff.</li> <li>● Sanitiser available for all visitors who enter school.</li> <li>● Gloves available for all contractors and visitors who enter school.</li> <li>● Multiple boxes of tissues available in classrooms and shared spaces.</li> <li>● Hygiene products checked and replenished by facility staff each day.</li> </ul>	<ul style="list-style-type: none"> <li>● Sanitiser available where hand washing is not available.</li> <li>● Staff to alert Caretaker, Head Teacher or Deputy Head Teacher when they require more hygiene products.</li> </ul>

Infection brought onto site by person entering the building	Staff, children, visitors	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Sanitiser available at the entrances.</li> <li>● All persons to wash their hands for 20 seconds with soap and water as soon as possible after entering the building.</li> <li>● Reception desk Perspex screen in place.</li> <li>● No visitor admitted into school without prior authorisation.</li> <li>● Contractors and essential visitors who must enter the school during opening hours should be asked to wear a face covering</li> <li>● Deliveries to be left in the reception area to be moved by caretaker or Deputy Head Teacher</li> <li>● Kitchen Deliveries to be delivered to the kitchen entrance</li> <li>● Gloves worn when handling deliveries. Wash hands after contact.</li> </ul>	<ul style="list-style-type: none"> <li>● Where a delivery needs placing at an alternative location, a dynamic risk assessment will identify reduced contact and travel around the school building.</li> </ul>
General cross contamination	Staff, children, visitors	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Sanitiser available in all teaching spaces.</li> <li>● Soap and paper towels available at all sinks/ hand basins.</li> <li>● Sanitiser available in dining hall</li> <li>● Songs shared with children while hand washing</li> <li>● Daily reminders about hygiene and social distancing.</li> <li>● Reminders for hand washing techniques.</li> <li>● Internal doors to remain open wherever possible for</li> </ul>	<ul style="list-style-type: none"> <li>● Where there is a need, handwashing supervised by a member of staff.</li> <li>●</li> </ul>

					<p>ventilation and remove touch points.</p> <ul style="list-style-type: none"> <li>• All rooms to have a bin with a lid on the top.</li> <li>• Frequently touched surfaces to be sanitised periodically with disinfectant.</li> <li>• Vacant rooms will have doors closed when not in use.</li> <li>• Before lessons, during break times and lunchtimes, windows in classroom to be opened to allow ventilation. During lessons, windows may be partially open to balance natural ventilation with thermal comfort. It is important to maintain a reasonable temperature.</li> <li>• All windows to be opened from the top down to prevent drafts and follow school procedures.</li> <li>• PPE available for any staff or visitors who request this.</li> </ul>	
Equipment, materials and resources	Staff, children	Major	Remote	Insignificant	<ul style="list-style-type: none"> <li>• Pupils will be given individual packs with stationary and other resources to avoid sharing of resources.</li> <li>• Materials and resources all suitable for the age and stage of development of the children</li> <li>• Breakfast club will have designated resources, which will be checked and cleaned by Breakfast club staff.</li> <li>• Equipment checked daily for defects</li> <li>• Damaged equipment disposed of immediately</li> <li>• First aider always on-site</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker informed of any equipment that must be removed from spaces.</li> <li>• Deputy Head Teacher informed if equipment must be moved when Caretaker is not on site.</li> </ul>

					<ul style="list-style-type: none"> <li>• Malleable resources will not be shared between groups.</li> <li>• Sand trays will not be used due to inability to sufficiently clean.</li> <li>• When a laptop is used, the keyboard will be wiped down with wipes before use. Wipes will then be placed in a bin.</li> <li>• If headphones are used, these should be specific to the user.</li> </ul>	
Cross contamination from shared resources	Staff/visitors	Major	Remote	Insignificant	<ul style="list-style-type: none"> <li>• Prior to choosing reading books, children and staff will sanitise their hands. Reading books will be chosen from the school or class library and will be kept on the desk or in children's drawers. When they are finished, the books will be kept in a quarantine box for 48 hours.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The library will not be used by any classes.</li> </ul>

## Social Distancing

It is expected that staff will comply with Public Health England (PHE) guidance on social distancing by remaining apart from other people, wherever possible, inside buildings, outside, during meal/rest breaks, on arrival and departure.

However, unlike older children and adults, early years and primary age children cannot be expected to remain apart from each other and staff. None the less, where it is possible to maintain distancing, staff are encouraged to do so. The following are examples of options, which should be considered and introduced where relevant and practical to manage social distancing:

<b>15. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>16. People</b> Who might be harmed?	<b>17. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>18. Likelihood</b> How likely is it that harm could occur with present controls?	<b>19. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>20. Controls</b> What controls are currently in place?	<b>21. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Too many people in the Office	Staff	Major	Very likely	High risk	<ul style="list-style-type: none"> <li>● Office to strictly only be used by Office staff, Head Teacher or Deputy Head Teacher.</li> <li>● Staff to work in their allocated space which provides social distancing.</li> <li>● Office staff to only travel in office for use of the printer or to collect files.</li> <li>● Anyone needing files etc. to ask office staff to provide.</li> <li>● Glass screen to be closed when needed.</li> <li>● Perspex screen erected to enable safe communication</li> </ul>	<ul style="list-style-type: none"> <li>● Member of staff who need to use the phone to use Head Teacher office or the school mobile phone.</li> <li>● Phone to then be wiped.</li> <li>● Meetings with office staff to take place outside the office.</li> </ul>

Too many people in the reception area	Staff, children, visitors	Major	Very likely	High risk	<ul style="list-style-type: none"> <li>● Children directed straight to their designated classroom.</li> <li>● Two members of staff to be at reception area to direct pupils as they enter school. No other member of staff to be present in reception area.</li> <li>● After the Year 1 pupils have entered through the main door parents will be allowed into the Reception area two at a time and will wait outside recognising social distancing.</li> <li>● Staff picking up Testing Kits from the office will be given specific time slots to avoid queuing.</li> </ul>	<ul style="list-style-type: none"> <li>● To be reviewed daily and changed when needed.</li> <li>● Member of staff to be located at the carpark entrance to direct people to the correct drop off/collection points when needed.</li> </ul>
Too many people at an entrance/ exit	Staff, children, parents/ carers	Minor	Very likely	Medium	<ul style="list-style-type: none"> <li>● Staggered start and end times to reduce number of people at pinch points</li> <li>● Staggered times to be communicated via letter to parents/ carers</li> <li>● Mobile phones collected by staff at the door and placed in bags.</li> <li>● Cones to be utilised on the yard, when needed, to indicate social distancing expectations.</li> <li>● Signage around school to remind people about social distancing.</li> <li>● Signage in the playgrounds to indicate which classes wait in each area.</li> <li>● Children to go straight to designated area when they enter the school.</li> </ul>	<ul style="list-style-type: none"> <li>● Change in start/ end times if the window does not sufficiently address social distancing needs.</li> <li>● Phone calls to communicate with parents/ carers.</li> <li>● Children to not bring phones if this compromises social distancing</li> <li>● Staff member placed on the yard to direct parents/carers away from entrances and remind about social distancing where needed.</li> <li>● Staff member at carpark to direct parents/ carers and children to correct entrances/ exits when needed.</li> </ul>

Too many people in the corridors	Staff, children, visitors	Minor	Likely	Low	<ul style="list-style-type: none"> <li>● Pupils to be escorted to the toilet by TA where necessary.</li> <li>● Staggered break times and lunch times to reduce people walking in opposite directions down the corridor</li> <li>● Classrooms to have individual resources to reduce traffic during the school day</li> <li>● People not to congregate in this area therefore no notice with number of people displayed.</li> <li>● Staggered start and end points to reduce number of people travelling through the corridor at any one time</li> </ul>	<ul style="list-style-type: none"> <li>● Altering the period of time on staggered start and end times if required.</li> <li>● When people pass in the corridor, they are to travel as normal as this will be for a limited period of time and will maintain positive wellbeing.</li> <li>● It is imperative to maintain social distancing in corridors and communal areas. Where this is not possible staff are advised that they should wear a plain mask.</li> </ul>
Too many people in the children's toilets	Children	Minor	Likely	Low	<ul style="list-style-type: none"> <li>● EYFS have access to own toilets</li> <li>● Year One pupils to be escorted to the toilet by TA</li> <li>● Classes to allow only 1 boy and 1 girl from each bubble to go to the toilet at any point in time. Children reminded to stay apart from children from other bubbles.</li> <li>● Regular cleaning of toilets will be carried out to reduce the chance of cross contamination.</li> <li>● Sign to be placed on the doorway to identify the number of people who can be in the space.</li> </ul>	

Too many people in the adult's toilets	Staff or visitors	Minor	Likely	Low	<ul style="list-style-type: none"><li>● Kitchen staff to use the kitchen toilet facilities.</li><li>● Staff break times to be staggered to reduce number of staff using the facility at once</li><li>● Visitors to be discouraged from using school facilities.</li><li>● Staff to leave the toilets then return if there are too many people in the toilet.</li><li>● Women's toilet limit to two people</li><li>● Men's toilet limited to one person.</li><li>● Disinfectant wipes left in each cubicle to wipe down the toilet seat and handle <b>before</b> each use. Wipes then placed in the bin, not the toilet.</li><li>● Sign to be placed on the doorway to identify the number of people who can be in the space.</li></ul>	<ul style="list-style-type: none"><li>● Use of disabled toilet to be considered if there is not enough capacity to supply the demand for toilets.</li></ul>
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Too many people in the classrooms	Staff, children, visitors	Major	Remote	Low	<ul style="list-style-type: none"> <li>● Classroom limited to 32 children and allocated adults.</li> <li>● Only adults to access a classroom to be teacher, teaching assistant, Head Teacher or Deputy Head teacher.</li> <li>● People to enter a classroom limited to the allocated children, teacher, teaching assistant, Head Teacher, Deputy Head Teacher and facility staff</li> <li>● Tables to be facing the front to reduce face to face seating.</li> <li>● Any maintenance that must be carried out in a class e.g. water testing will be carried out when children are not in the room.</li> <li>● Regular disinfection of desks and other touch points to be carried out throughout the day by staff in the room.</li> <li>● People must not cut through class 6N or 5B at any time of the day apart from cleaning staff.</li> </ul>	<ul style="list-style-type: none"> <li>● If sufficient space cannot be afforded then additional classroom space will be considered by Head Teacher/ Deputy Head Teacher.</li> <li>● If staff members or pupils enter other rooms then this must be reported to the Head Teacher/ Deputy Head Teacher.</li> <li>● Where maintenance, e.g. water testing, cannot be carried out when the children are out of the room, this will be supervised by Head Teacher/ Deputy Head Teacher to ensure that the visitor remains at least two-metres away from staff and children at all times.</li> <li>● If it is not possible to maintain social distancing with individual children then an individual risk assessment will be completed by the teacher. This risk assessment will be shared with the Head Teacher and Deputy Head Teacher.</li> </ul>
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Too many people in the EYFS setting	Staff, children, visitors	Major	Remote	Low	<ul style="list-style-type: none"> <li>● The EYFS Unit to work as one bubble</li> <li>● Only adults to access a classroom to be teacher, teaching assistants, Head Teacher or Deputy Head teacher.</li> <li>● No pupil to enter another classroom before, during or after the school day.</li> <li>● Staff professional conversations in a class to happen before or after the school day.</li> <li>● People to enter a classroom limited to the children, allocated teacher, allocated teaching assistant, allocated nursery nurse, Head Teacher, Deputy Head Teacher and facility staff</li> <li>● Excess furniture and equipment to be removed from the classroom.</li> <li>● Soft furnishings/ toys and items that are difficult to clean to be removed from the classroom.</li> <li>● Equipment in the outdoor space to be cleaned regularly.</li> <li>● Regular disinfection of desks, chairs, furniture and other touch points to be carried out throughout the day by staff in the room.</li> </ul>	<ul style="list-style-type: none"> <li>● If sufficient space cannot be afforded then additional classroom space will be considered by Head Teacher/ Deputy Head Teacher.</li> <li>● If staff members or pupils enter other rooms then this must be reported to the Head Teacher/ Deputy Head Teacher.</li> <li>● If it is not possible to maintain social distancing with individual children then an individual risk assessment will be completed by the teacher.</li> <li>● This risk assessment will be shared with the Head Teacher and Deputy Head Teacher to discuss.</li> </ul>
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<p>Too many people in a meeting room.</p>	<p>Staff, children, visitors</p>	<p>Major</p>	<p>Remote</p>		<ul style="list-style-type: none"> <li>● Meetings will take place electronically where possible.</li> <li>● Use of meeting spaces to be used by one group at a time.</li> <li>● Equipment in the meeting space to be cleaned after use so that another group can then access the space.</li> <li>● Disinfection of desks and other touch points to be carried out before and after a meeting.</li> <li>● Facility staff to clean all meeting rooms each day.</li> <li>● Timings of meetings to be made with a thought to the entrance, including corridors on the way to and from the meeting room to be clear (not at break, lunch or at the start/ end of the days), where possible, to maintain social distancing whilst travelling through school.</li> <li>● Tables and chairs to be placed at maximum distance available where 2 metres cannot be adhered.</li> <li>● Where a meeting can be carried out via phone or conference call then this will be prioritised.</li> <li>● Sign to be placed on the doorway to identify the number of people who can be in the space.</li> </ul>	<ul style="list-style-type: none"> <li>● If there is insufficient time to disinfect surfaces/ touch points between meetings then the following meeting must be delayed until a clean has taken place.</li> </ul>
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Too many people in the hall	Staff, children, visitors	Minor	Likely	Low	<ul style="list-style-type: none"> <li>● Hall to operate at half the capacity (half school use).</li> <li>● Where more than one group is using the hall, there must be a space between groups. This will be demarcated by tape.</li> <li>● A member of staff from each group will supervise their own class to ensure they do not mix with other group's children or staff.</li> <li>● For dining, groups will sit together, with a space between them and another group.</li> <li>● Dinner staff will not leave the kitchen when children are in the hall to ensure two metres of space.</li> <li>● Staff will disinfect the tables and other equipment after use to ensure cleaning between groups of children using the tables.</li> <li>● Facility staff will clean the hall each day and all equipment that is in the hall cleaned with disinfectant.</li> <li>● Breakfast club will use the hall to enable children from a variety of year groups to have distance between them when they eat and play.</li> </ul>	<ul style="list-style-type: none"> <li>● Where a space between groups cannot be adhered, staff must share this with the Head Teacher/ deputy Head Teacher who will review the timetable, if needed, for the use of the hall.</li> <li>● The introduction of using only one side of dining tables where possible with the older pupils.</li> </ul>
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Staff room	Staff or visitors	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Sign to be placed on the doorway to identify that only 8 people can be in the staff room.</li> <li>● Dining table moved against the wall to ensure social distancing to get to the lockers and the sink.</li> <li>● Work tops to be disinfected after use.</li> <li>● Disinfectant and blue cloth to be available on kitchen worktop and on tables to wipe down touch points after use.</li> <li>● Staggered break and lunch times to reduce the demand for the space.</li> <li>● Staff to limit the amount of time they are in a space to ensure that the room can meet capacity.</li> <li>● Chairs to be taped at 2 metre intervals to maintain social distancing</li> <li>● The parent's room to be used by up to 4 staff to ensure no more than 8 people use the staffroom at one time</li> <li>● Staff to spend no more than 30 minutes in the staff room to ensure all staff can use the room safely.</li> </ul>	<ul style="list-style-type: none"> <li>● Further furniture to be removed from the staff room if this causes issues with social distancing.</li> </ul>
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Timetables should be reviewed to consider the following:

- which lessons or activities will be delivered, and which lessons or classroom activities could take place outdoors and reduce movement around the school or building
- stagger assembly groups and break times (including lunch), so that all children are not moving around the school at the same time

### Specific Measures

<b>22. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>23. People</b> Who might be harmed?	<b>24. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>25. Likelihood</b> How likely is it that harm could occur with present controls?	<b>26. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>27. Controls</b> What controls are currently in place?	<b>28. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
People mixing between groups	Staff, children, visitors	Major	Very Likely	High	<ul style="list-style-type: none"> <li>• Children to stay in the same groups each day.</li> <li>• Adults to maintain social distance when working between groups. Timetable to track when teachers have worked with children.</li> </ul>	<ul style="list-style-type: none"> <li>• If staff members working between multiple groups tests positive the seek advice from relevant bodies.</li> </ul>
Social distancing	Staff, children	Major	Remote	Low	<ul style="list-style-type: none"> <li>• Keep children in groups throughout the day.</li> <li>• Avoid larger groups from mixing</li> <li>• Ensure equipment is appropriately cleaned between groups of children using it.</li> <li>• Multiple groups of children not to use equipment simultaneously.</li> <li>• Timetable the use of communal spaces, where appropriate, to reduce the mixing of groups.</li> </ul>	

People not adhering to social distancing	Staff, children	Major	Very Likely	High	<ul style="list-style-type: none"> <li>● Groups of children will be allocated a set room for them to carry out their work.</li> <li>● Children will be allocated a set work space within the classroom, where this is appropriate.</li> <li>● Children will be given their own equipment, where appropriate, to reduce the sharing of resources.</li> <li>● All occupied rooms will have a thorough clean at the end of each day.</li> <li>● Remove unnecessary items from classrooms and other environments.</li> <li>● Remove soft furnishings that are hard to clean and soft toys/ hard to clean items.</li> <li>● Avoid activities that involve sharing items.</li> <li>● Where possible, have all seats forward facing</li> <li>● Maintain class sizes of no more than 32 children.</li> </ul>	<ul style="list-style-type: none"> <li>● If there is a shortage of teachers then a teaching assistant can be allocated to manage the class with direction.</li> </ul>
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### First aid/ Personal Care

Child, visitor or a member of staff requires first aid	Staff, visitors and children	Major	Very likely	High risk	<ul style="list-style-type: none"> <li>● First aid to be administered over the shortest possible time.</li> <li>● First aid will be carried out using gloves.</li> <li>● If a task will take a prolonged period of time, this must be assessed by management.</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate PPE will be considered where a task will take a prolonged period of time.</li> <li>● Any further considerations to be discussed with Head Teacher/ Deputy Head Teacher to improve procedures that reduce risk for staff and children.</li> </ul>
Child requires personal care	Staff and children	Major	Very likely	High risk	<ul style="list-style-type: none"> <li>● PPE to be worn in accordance with the health and safety policy updated May 2020.</li> </ul>	<ul style="list-style-type: none"> <li>● Any further considerations to be discussed with Head Teacher/ Deputy Head Teacher to improve procedures that reduce risk for staff and children.</li> </ul>
Non-essential tasks	Staff, visitors and children	Major	Very likely	High risk	<ul style="list-style-type: none"> <li>● All non-essential tasks that require the two-metre social distancing rule to be compromised must not be carried out.</li> </ul>	<ul style="list-style-type: none"> <li>● Any staff member who is unsure if a task is essential should discuss this with the Head Teacher/ Deputy Head</li> </ul>

## Personal Protective Equipment (PPE)

Wearing a face covering or face mask in schools or other education settings is not normally recommended, however face coverings may be beneficial in certain situations for short periods indoors where there is a risk of close social contact with people where social distancing and other measures cannot be maintained.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases.

<b>29. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>30. People</b> Who might be harmed?	<b>31. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>32. Likelihood</b> How likely is it that harm could occur with present controls?	<b>33. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>34. Controls</b> What controls are currently in place?	<b>35. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Students require care that requires PPE	Staff, children	Major	Very Likely	High	<ul style="list-style-type: none"> <li>● Staff continue to wear PPE as part of personal care</li> <li>● Staff to have training on how to use PPE</li> </ul>	<ul style="list-style-type: none"> <li>● If person is still unsure how to use PPE they must discuss this with the Head Teacher/ Deputy Head Teacher.</li> </ul>
Student becomes unwell with symptoms of C19	Staff, children, visitors	Major	Very Likely	High	<ul style="list-style-type: none"> <li>● Two metres observed where possible,</li> <li>● Open window</li> <li>● Face mask, gloves and apron must to be worn if contact is needed.</li> <li>● If risk of coughing, spitting or vomiting then eye protection should be worn also.</li> </ul>	<ul style="list-style-type: none"> <li>● Person with symptoms to <a href="#">have C19 test.</a></li> <li>● If test is positive then anyone with contact with the person must self-isolate for 10 days.</li> <li>● Any other person showing symptoms should carry out a C19 test.</li> </ul>

## Catering

<b>36. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>37. People</b> Who might be harmed?	<b>38. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>39. Likelihood</b> How likely is it that harm could occur with present controls?	<b>40. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>41. Controls</b> What controls are currently in place?	<b>42. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Too many people in the kitchen area	Staff and visitors	Major	Remote	<b>Insignificant</b>	<ul style="list-style-type: none"> <li>● Minimum number of staff at work to carry out the service.</li> <li>● Review menu options with the Head Teacher/ Deputy Head Teacher to reduce preparation time where possible.</li> <li>● Preparation areas to be two metres apart where possible</li> <li>● Staff to use separate working areas where possible.</li> <li>● To use markings, where needed and safe to do so, to indicate two-metre spacing.</li> <li>● Staff from kitchen to only leave the kitchen when children or other adults are in the hall to collect waste.</li> <li>● Only kitchen staff, facility staff and the Head Teacher/ Deputy Head Teacher to enter the kitchen at any period of time.</li> <li>● Regular disinfection of desks and other touch points to be carried out throughout the day by staff in the room.</li> <li>● Any maintenance that must be carried out in a kitchen e.g. water testing will be carried out when staff are not in the room (afternoon).</li> </ul>	<ul style="list-style-type: none"> <li>● Use flows of traffic e.g. one-way systems, to minimise contact.</li> <li>● If staff members enter the kitchen then this must be reported to the Head Teacher/ Deputy Head Teacher.</li> <li>● Where maintenance, e.g. water testing, cannot be carried out when the staff are out of the room, this will be supervised by Head Teacher/ Deputy Head Teacher to ensure that the visitor remains at least two-metres away from staff.</li> <li>● Kitchen staff to carry out deep clean during the holiday periods.</li> </ul>

					<ul style="list-style-type: none"> <li>• Only one person to access the freezer or the fridge at a given time.</li> <li>• Staff to serve dinner at the hatch to maintain a safe distance from pupils and other staff.</li> <li>• Windows to be open, when it is safe to do so, to encourage ventilate.</li> <li>• If the door is open for ventilation then the rear gate will be locked to prevent access to the building.</li> <li>• Work spaces to continue to be cleaned using the already stringent cleaning measures that are already in place in the kitchen.</li> </ul>	
Risk of cross contamination	Staff and students	Major	Very Likely	High	<ul style="list-style-type: none"> <li>• Space demarcated between bubbles when eating</li> <li>• Tables spaced to allow maximum distance required.</li> <li>• Kitchen staff to stay in kitchen</li> <li>• Adults working in a class to supervise their own bubble at lunch.</li> <li>• Cutlery to be given to children to stop students touching other cutlery.</li> <li>• Lunch times to be staggered to reduce number of people in the hall.</li> <li>• Hall to operate at half capacity.</li> <li>• Seating and table cleaned between groups using surfaces.</li> <li>• Clean desk policy implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Floor to be marked with tape to indicate distancing.</li> </ul>

Any school trips or visits undertaken during this current time will be discussed with the Head Teacher/ Deputy Head Teacher to discuss additional measures that have been implemented by the location. No overnight stay to be carried out until further notice.

### Home visits/ Site visits

<b>43. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>44. People</b> Who might be harmed?	<b>45. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>46. Likelihood</b> How likely is it that harm could occur with present controls?	<b>47. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>48. Controls</b> What controls are currently in place?	<b>49. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Contact with environments where other people will/ have been present.	Staff	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Use e-mails, phone calls or conferencing where possible.</li> <li>● If home visits needed, do not enter the premises and remain at least two metres away from other persons.</li> <li>● School to have two mobile phones to reduce calls in the office.</li> </ul>	<ul style="list-style-type: none"> <li>● Seek further guidance from Head Teacher/ Deputy Head Teacher for dynamic risk assessment if a visit must happen.</li> <li>● If contact made with someone showing symptoms of c19 then information must be shared with Head Teacher/ Deputy Head Teacher.</li> </ul>

## Behaviour

<b>50. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>51. People</b> Who might be harmed?	<b>52. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>53. Likelihood</b> How likely is it that harm could occur with present controls?	<b>54. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>55. Controls</b> What controls are currently in place?	<b>56. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Children displaying challenging behaviours	Staff	Major	Remote	<b>Insignificant</b>	<ul style="list-style-type: none"> <li>● If child is known to struggle with expectations, place them with familiar staff.</li> <li>● Avoid physical contact with child</li> </ul>	<ul style="list-style-type: none"> <li>● Where restraint is required, clean hands and other contact areas for all parties.</li> </ul>

## Medication

<b>57. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>58. People</b> Who might be harmed?	<b>59. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>60. Likelihood</b> How likely is it that harm could occur with present controls?	<b>61. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>62. Controls</b> What controls are currently in place?	<b>63. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Child requires medication	Staff and child	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Medication administered by allocated staff.</li> <li>● Medical forms to be reviewed when children return.</li> <li>● Gloves to be worn when touching medication</li> <li>● Wash hands before and after administering.</li> <li>● Waste to be double bagged where required.</li> </ul>	<ul style="list-style-type: none"> <li>● Where further information is required, parents/ carers contacted.</li> <li>● Where social distancing cannot be maintained, PPE is available.</li> <li>● PPE to be used as outlined in PPE section and PPE training.</li> </ul>

## Visitors/ Contractors

<b>64. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>65. People</b> Who might be harmed?	<b>66. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>67. Likelihood</b> How likely is it that harm could occur with present controls?	<b>68. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>69. Controls</b> What controls are currently in place?	<b>70. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Introducing new people into the school environment	Staff	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● If someone showing symptoms of c19 then they will not have access to site.</li> <li>● Visitors reduced to a minimum.</li> <li>● Unnecessary visitors prohibited.</li> <li>● Where work must be carried out this will be done where children and staff will not be in the room.</li> <li>● Contractors and essential visitors who must enter the school during opening hours should be asked to wear a face covering</li> </ul>	<ul style="list-style-type: none"> <li>● Seek further guidance from Head Teacher/ Deputy Head Teacher for dynamic risk assessment if a visit must happen.</li> <li>● Where maintenance, e.g. water testing, cannot be carried out when the children are out of the room, this will be supervised by Head Teacher/ Deputy Head Teacher to ensure that the visitor remains at a distance from staff and children at all times.</li> </ul>
Cross contamination from shared resources	Staff/visitors	Major	Remote	Insignificant	<ul style="list-style-type: none"> <li>● Signing in system to be completed by reception staff to avoid cross contamination.</li> </ul>	<ul style="list-style-type: none"> <li>● If badge is required, this will be placed in a box for at least 72 hours before reuse.</li> </ul>
Visitors working with children	Staff/ visitors and children	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Visitors to provide their own risk assessment where this is available.</li> <li>● School to share this risk assessment with visitor where appropriate.</li> <li>● Visitor to observe social distancing measures where possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Visitors to discuss any concerns with the Head Teacher or the Deputy Head Teacher.</li> </ul>

## Transport to and from school

<b>71. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>72. People</b> Who might be harmed?	<b>73. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>74. Likelihood</b> How likely is it that harm could occur with present controls?	<b>75. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>76. Controls</b> What controls are currently in place?	<b>77. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Risk of infection from walking with people to and from school or having to use public transport	Staff/ children	Major	Likely	Medium	<ul style="list-style-type: none"> <li>● Remind students about social distancing</li> <li>● Remind students and staff to wash hands when entering the school building and as soon as they can after using public transport.</li> <li>● Letters home outline advice</li> <li>● Encourage, where possible, walking as a healthier option.</li> <li>● Remind staff, children and parents that it is current guidance to use a mask on public transport.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide a disposable mask, for an interim period, to a member of staff/ child where they are unable to source one.</li> <li>● Visitors may wear a face mask if this is part of their own agency's risk assessment.</li> </ul>

## Hand sanitiser

<b>78. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>79. People</b> Who might be harmed?	<b>80. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>81. Likelihood</b> How likely is it that harm could occur with present controls?	<b>82. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>83. Controls</b> What controls are currently in place?	<b>84. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Fire hazard resulting from sanitiser on site.	Staff/ children	Death	Remote	Low	<ul style="list-style-type: none"> <li>● Stock to be stored in a metal cabinet.</li> <li>● Dispensers in the classroom stored away from sunlight.</li> <li>● All staff reminded about the fire risks of the sanitisers.</li> <li>● Classroom dispenser managed by the staff in the room.</li> <li>● Empty bottles to be disposed of.</li> </ul>	<ul style="list-style-type: none"> <li>● If sanitiser is needed in a car, this must be stored out of direct sunlight.</li> </ul>

## Online working

<b>85. Hazards</b> What could cause more than a superficial injury in a worst case scenario?	<b>86. People</b> Who might be harmed?	<b>87. Severity of harm</b> How badly could they be harmed? <b>Death</b> <b>Major injury or illness</b> <b>Minor injury or illness</b> <b>Superficial injury or discomfort</b>	<b>88. Likelihood</b> How likely is it that harm could occur with present controls?	<b>89. Risk level</b> See matrix – <b>High</b> <b>Medium</b> <b>Low</b> <b>Insignificant</b>	<b>90. Controls</b> What controls are currently in place?	<b>91. Further action</b> If the present controls are not adequate, what else needs to be done, by whom and by when?
Security	Staff, children, visitors	Major	Remote	Low	<ul style="list-style-type: none"> <li>● Ensure that the online platform provider has an appropriate level of security.</li> <li>● Staff to only contact using the designated system.</li> </ul>	<ul style="list-style-type: none"> <li>● School ICT service contacted for advice when needed</li> </ul>
Safeguarding	Staff, children, visitor	Major	Remote	Low	<ul style="list-style-type: none"> <li>● Staff and children fully dressed when using video communication.</li> <li>● Staff and children to be in living or communal areas when using video communication</li> <li>● Staff to consider background when using video communication</li> </ul>	<ul style="list-style-type: none"> <li>● If staff or pupils not sure about expectations, see Safeguarding policy or discuss this with DSL or Deputy DSL.</li> </ul>