



WARRINGTON
Borough Council

RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

Completed based on the updated DfE Guidance: Schools COVID-19 operational guidance (updated 27 August 2021)

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the health and safety advice for schools.

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)

Information has also been used in the production of the risk assessment from the [Join Union Checklist](#)

All of the following control measures have been considered and implemented to reduce the risk factor to a tolerable level. This risk assessment has been shared with Governors, the Local Authority and all staff within the school and will be placed on the school website to ensure parents/carers can also see the control measures being implemented within school to protect their child.



SCHOOL:	St Vincent's Catholic Primary School
HEADTEACHER:	Dominic Vernon
NAME OF ASSESSOR/S:	Dominic Vernon
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SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH STAFF FOR INPUT AND FEEDBACK	REVIEWED BY THE LOCAL AUTHORITY	SHARED WITH PARENTS / CARERS
21 st May 2020	27 th May 2020	4 th June 2020	5 th June 2020
UPDATED FOR FULL RE-OPENING			
17 th July 2020			
SHARED WITH STAFF FOR INPUT AND FEEDBACK	SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH PARENTS / CARERS	REVIEWED BY THE LOCAL AUTHORITY AND SHARED WITH UNIONS
18 th July 2020	20 th July 2020	21 st July 2020	19 th August 2020
UPDATED IN RESPONSE TO LOCAL RESTRICTIONS			
21 st September 2020			
UPDATED IN RESPONSE TO NATIONAL RESTRICTIONS			
13 th November 2020			
UPDATED IN RESPONSE TO LOCKDOWN AND SCHOOL CLOSURE EXCEPT FOR VULNERABLE / CRITICAL WORKER CHILDREN			
4 th January 2021			
UPDATED FOR FULL RE-OPENING			
26 th February 2021			
SHARED WITH STAFF FOR INPUT AND FEEDBACK	SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH PARENTS / CARERS	
Wednesday 3 rd March 2021	Wednesday 3 rd March 2021	Friday 5 th March 2021	
UPDATED BASED ON NEW DFE GUIDANCE FOLLOWING THE LIFTING OF RESTRICTIONS		SHARED WITH STAFF / GOVERNORS / PARENTS / CARERS	
1 st September 2021		3 rd September 2021	



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people in larger groups during the drop off and collection times
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times
17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection
22	PPE	Y	Lack of PPE when having to undertake a task where PPE is required
24	Ventilation		Lack of ventilation increasing the risk of airborne transmission

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** (Measures in place when school was only open to key worker and vulnerable children) and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 				<ul style="list-style-type: none"> ✓ Inspections, maintenance and servicing schedule fully operational to maintain up-to-date statutory testing. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. ✓ Water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been partially closed (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Carry out a visual inspection prior to opening building after the summer break to identify any hazards that could pose a risk to users of the building ✓ Deep clean during the summer break ✓ Contact premises management company to ensure arrangements for safe continuation of statutory testing in the Autumn Term See Managing School premises, which are partially open, during the coronavirus outbreak 	3 x 2 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 				<ul style="list-style-type: none"> Parents/carers continue to be kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school, including updates to behaviour policy and safeguarding policy Regular updates will be provided following any changes made to school procedures for managing the risks from COVID-19 in school Staff and governors were consulted on measures in place Regular awareness raising and reminders for children of procedures, continuing to highlight the importance of hand and respiratory hygiene. Ensure regular 1-1 or time to talk sessions are held with staff as requested to discuss workload, address concerns and provide support, also ensure staff wellbeing. 	3 x 2 = 6	L	<ul style="list-style-type: none"> Share RA / guidance / policy updates on website. Staff and governors have been consulted on further measures to be put in place for wider reopening, including the RA Carry out an induction with all staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this includes the risks that may have been identified for teaching/ supervising individual pupils. Share regular communication of mental health information and open door policy for those who need additional support. 	3 x 2 = 6	L
		✓	✓							
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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Staffing levels	Lack of staff available to teach or carry out required tasks in school				<ul style="list-style-type: none"> Staff know that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have not tested positive on a LFD / PCR test Review staffing arrangements to ensure contingency plans across all roles (SLT, DSL, SENCO, First Aiders, Fire Marshalls, Caretaking and Cleaning Staff) in case of illness Individual risk assessment to be completed for all staff who have been shielding prior to returning to work. Lateral Flow Testing twice weekly for staff on a voluntary basis 	3 x 2 = 6	L	Face masks can be worn by staff, should they choose	3 x 2 = 6	L
		✓	✓							



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ First Aid and Fire Warden availability of site has been assessed to ensure appropriate cover in place for the needs within school and emergency arrangements put in place across St Vincent's and Penketh South if provision is compromised ✓ Posters displayed detailing first aid/fire warden contact information. ✓ PPE to be worn as outlined below if First Aid requires contact closer than 2 metres, any form of intimate care or where COVID symptoms are displayed ✓ PPE to be worn as outlined below if defib use is required ✓ If CPR is required, PPE should be worn as outlined below and this should be chest compressions CPR only ✓ Guidance documents and information shared with staff on the safe use and fit of PPE to ensure appropriate protection provided, safe defib use and CPR. See Guidance on Covid-19 in relation to carrying out CPR and resuscitation 	3 x 2 = 6	L			
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Mixing of parents and carers / children and young people in larger groups during the drop off and collection times	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Children wash their hands on arrival and prior to leaving the school ✓ Help is provided to children who have trouble cleaning their hands independently ✓ Staff on duty on the playground to minimise gathering on the playground ✓ Hand sanitiser in the school entrance for visitors ✓ Increased hand washing facilities in all areas 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ One-way system for drop off and pick up to avoid crossing of parents and a bottle-neck at the school gates ✓ All adults to be advised to wear a face covering on the playground due to larger number of people, but this is now personal choice 	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Shared materials and surfaces are cleaned more frequently Products are in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use 	2 x 3 = 6	L	<ul style="list-style-type: none"> Continued minimal exchange of resources between home and school Allocated resources to a class which do not get shared between groups, but are cleaned regularly Face masks can be worn by staff, should they choose 	2 x 3 = 6	L
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Shared materials and surfaces are being cleaned more frequently Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use Staggered breaks, lunches and use of outdoor space Staff and children to wash hands when moving to a different room Lateral Flow Testing twice weekly for staff on a voluntary basis 	2 x 3 = 6	L	<ul style="list-style-type: none"> Additional areas allocated to staff for lunch / breaks for those who wish to continue to maintain strict social distancing Face masks can be worn by staff, should they choose 	2 x 3 = 6	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Children wash their hands before and after going outside Stagger use of outdoor area for breaks, lunch and outdoor activities 	2 x 3 = 6	L	<ul style="list-style-type: none"> Face masks can be worn by staff, should they choose 	2 x 3 = 6	L
Mixing of pupils during break and lunch times	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Children clean their hands before and after eating Stagger break and lunch times Clean tables and chairs used for lunch 	2 x 3 = 6	L			



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Children who have previously been shielding should be able to return to work / school, following advice from specialist health professional Lateral Flow Testing twice weekly for staff on a voluntary basis 	1 x 5 = 5	L	<ul style="list-style-type: none"> Individual risk assessments will be completed for all staff identified as CVV and where reasonable and practically possible, adjustments will be made to roles to minimise risk further Staff have personal choice about wearing face coverings in school 	1 x 5 = 5	L
Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Staff are aware of the process for sending home children other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection they must be isolated in school <ul style="list-style-type: none"> Open a window for ventilation If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by others. PPE should be worn by staff as outlined below 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). Call 999 if they are seriously ill or injured or life is at risk. Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID- 19: cleaning of non-healthcare settings guidance. Any areas which are awaiting cleaning should be locked and signage used to indicate that the space is out of use awaiting cleaning. Lateral Flow Testing twice weekly for staff on a voluntary basis 	1 x 3 = 3	L	<ul style="list-style-type: none"> Regularly communication to parents reminding them of the importance of not sending their child to school if they are exhibiting any of the main symptoms Anyone showing symptoms must get a test and confirm the outcome of the test with school immediately, isolating for 10 days if positive Anyone who has had close contact with a someone who has tested positive will be advised to get a PCR test and isolate if positive Outbreak Management Plan in place 	1 x 3 = 3	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Visitors do not adhere to measures put in place	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Only essential visitors will be allowed to enter school Maintain a record of all visitors, including contact details Encourage potential visitors to contact the schools remotely rather than visiting the school Limit the number of visitors at any one time Window screen to remain closed in the office Visitors to be briefed on measures in place to manage transmission of COVID-19 on arrival 	2 x 3 = 6	L			
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓		✓	<ul style="list-style-type: none"> Deliveries to be left at the entrance Increased handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. Incoming goods are cleaned if appropriate Restrict non-business deliveries, for example, personal deliveries to workers 	2 x 3 = 6	L			
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Agreed schedule with the Cleaning Service Cleaning Services has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> Deep cleans of the building are put into place where there is a confirmed case of COVID-19 Frequently touched surfaces and shared equipment are cleaned more regularly with detergents and bleach Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use Spaces are well ventilated using natural ventilation (opening windows) Checks made throughout the day 	2 x 3 = 6	L	<ul style="list-style-type: none"> Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Where this is not possible, these touch points will be included in the enhanced cleaning regime Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. 	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
					to ensure adequate supply of soap, water and hand towels are available in all, and sanitiser in strategic points around school. ✓ Hand sanitiser in reception area for visitors ✓ Cleaning products and gloves are available for around school.					
PPE – Lack of PPE when having to undertake a task where PPE is required.	<ul style="list-style-type: none"> • Direct transmission of COVID – 19 virus from being in close proximity to people with the virus (i.e. person to person transmission – hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Adequate supply of PPE in school ✓ PPE to be used following PHE guidance <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. ✓ If a risk assessment determines that there is a risk of fluid entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn ✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it and disposed of as outlined above 	2 x 3 = 6	L			



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	✓	✓	✓	<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. <u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u> <p>COVID to be reported if:</p> <ul style="list-style-type: none"> • An accident/incident at work could have resulted in the release/escape of coronavirus • Diagnosis of COVID-19 is attributed to occupational exposure • Death as a result of occupational exposure to COVID-19 	1 x 3 = 3	L			
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Lack of ventilation increasing the risk of airborne transmission	<ul style="list-style-type: none"> • Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID- 19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Windows to be kept open enough to provide background ventilation when a room is occupied ✓ All windows to be open to purge the air in the space when the room is not occupied ✓ In cold weather, heating to be adjusted to ensure comfortable working conditions are maintained ✓ Furniture to be rearranged where possible so that children are sat as far away from open windows as possible ✓ In cold weather, additional clothing layers to be allowed in school 	2 x 3 = 6	L	✓ DfE to provide CO2 monitors to identify areas with poor ventilation	2 x 3 = 6	L