

RISK ASSESSMENT FORM – FULL REOPENING OF SCHOOLS – September 2020 (Updated 24.7.20)

Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers and Guidance for full opening: schools from 2 July 2020.

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime in place before school opens.
- Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach



- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes, and altering the environment as much as possible, such as changing the layout of classrooms.
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).

It should be noted that the risk assessment below is a generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus. All of the following control measures should be considered / implemented to reduce the risk factor to a tolerable level. This risk assessment is not likely to cover all scenarios, tasks or work activities and so it is essential that Head Teachers and any relevant staff review the tasks and work activities for their School and add to this assessment detailing the relevant control measures required to manage any additional risks. Once you have completed your risk assessment the finding must be shared with all staff within the school. It is also recommended that the risk assessment be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.



SCHOOL:	St. Stephen's Catholic Primary School
HEADTEACHER:	Mr Steven Hatton
NAME OF ASSESSOR/S:	Mr Steven Hatton
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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.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
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 and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
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

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** 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 = RR			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"> ✓ Daily indoor and outdoor inspections have been conducted by the maintenance officer. ✓ Daily/weekly routines linked to fire, legionella and water hygiene have been carried out. ✓ Essential works have been carried out where deemed necessary and safe to do so. ✓ All inspections, maintenance and servicing is up to date. ✓ Regular deep cleans taking place during school opening hours and through closure periods such as summer holidays. 	3 x 3 = 9	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been partially closed over summer holidays. ✓ Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building ✓ Contact Building Services to find out more information on what statutory testing has been undertaken or to discuss any required future testing. See managing School Premises info: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak 	2 x 2 = 4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			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 have been kept informed of plans/information via school app, text messages, individual class letters, weekly newsletters throughout closure, information shared on school website. This will continue as of September. New information packs prepared for staff and parents/carers outlining expectations and safety measures in place for September. Packs sent to parents 21.7.2020. School has email, telephone and school app accesses for parents/carers to use to ask/share any questions/concerns. All relevant documentation such as plans, letters, risk assessments will be added to the dedicated area on the school website for parents/carers to view. Staff have been kept up to date via emails, virtual meetings etc of all plans, risk assessments and this will continue in September. Time will be provided for staff induction to discuss/explain new routines, guidance etc on INSET Days 1&2.9.2020. Weekly staff meetings will resume as of w/b 7 September 2020 so that staff can ask questions, discuss any queries with members of the SLT should they wish to. 	3 x 3 = 9	M	<ul style="list-style-type: none"> Continue with existing control measures. Discuss any concerns with staff prior to opening and provide feedback on the controls in place. Carry out an induction with all staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens. Carry out daily briefing session with pupils to ensure awareness of procedures implemented in school. Ensure arrangement for SEND pupils are discussed with parents/carers and individual risk assessments are undertaken/updated to identify provision required before school begins. Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. Share regular communication of mental health information and open door policy for those who need additional support. School will review and put in place clear guidance for staff and parents with regards to home learning requirements 	2 x 2 = 4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ Support booklets provided for staff and pupils to provide ideas/talking points to pupil questions. 			and expectations in the event of a local lockdown being imposed.		
Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in school 				<ul style="list-style-type: none"> ✓ Staff are aware that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. ✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENDCO, first aiders / fire wardens, caretaking, cleaning and kitchen staff. ✓ Ensure necessary arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) consider home working options or tasks that restrict interaction with other is school. 	3 x 4 = 12	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Individual risk assessments to be written for relevant staff as part of their return to work to ensure that risks are appropriately identified and mitigated where possible. ✓ This will also include staff members who work across more than one school – all risks and guidance to be identified/captured in individual plans to support all stakeholders. ✓ Consider contingency plans for staffing levels (teaching, cleaning, caretaking, kitchen etc.) ✓ Contact LA immediately if staffing levels are too low to open the school safely. 	3 x 2 = 6	L
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"> ✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. ✓ Ensure posters displayed detailing first aid/fire warden contact information. Make first aiders aware of changes for administering first aid, including the changes for administering CPR and using the Defib. See 	3 x 4 = 12	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See PPE later in risk assessment. ✓ Ensure posters are displayed detailing first aid/fire warden contact information around 	2 x 4 = 8	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>guidance below: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <ul style="list-style-type: none"> ✓ Fire evacuation plans will remain the same for all classes and individual P.E.E.Ps have been updated for designated pupils who require them as pupils move up to new year groups/classrooms. 			<p>school.</p> <ul style="list-style-type: none"> ✓ Amendments to be made to the fire evacuation procedure in light of internal doors being propped open for ventilation. Updated guidance to be displayed in classrooms so that doors are closed before leaving the building. ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. ✓ Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school. Contingency plans to be considered for staffing levels to ensure appropriate numbers of fire marshals/first aiders are always on duty. 		
<p>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</p>	<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"> ✓ Ensure staff, parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel. ✓ Parents/carers and children encouraged to walk or cycle to school whenever possible. ✓ Ensure that if public transport has been used by staff or pupils or face coverings have been used to get to school, pupils should be instructed to wash their hands, remove their face covering before entering 	3 x 3 = 9	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel. ✓ Ensure parents/carers have informed staff of any specific sensitivities or allergies to hand gel/sanitizer. 	2 x 2 = 4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin (lidded if possible) should also be provided to ensure face coverings can be disposed of appropriately at entrance points.</p> <ul style="list-style-type: none"> ✓ One way system in place on the school site and communicated to parents/carers through the information booklet. Systems will be evaluated and adapted as and when required. ✓ One way system mitigates the need to pass others in and around the school site at the start and end of the day. 					
<p>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</p>	<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 to wash their hands on arrival and prior to leaving the school. ✓ Advise staff to adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building. ✓ Hand sanitiser in reception area for visitors and in strategic placement around school for staff. ✓ Fixed window of time provided at start and end of day to enable a safe, steady flow of foot traffic on school premises that will be monitored daily by school staff. ✓ Staggered break and lunch times will reduce the number of staff in communal areas at any given time. ✓ Shared areas such as the staffroom/hall have been timetabled. ✓ WC facilities equipped with appropriate cleaning materials 	3 x 3 = 9	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Place hand washing posters in washroom facilities around school. ✓ Place social distancing posters in prominent positions around school. 	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					to be used after each visit.					
Mixing of parents and carers / children and young people and non-adherence of social distancing measures 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"> ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school. ✓ Fixed window of time provided at start and end of day to enable a safe, steady flow of foot traffic on school premises that will be monitored daily by school staff. ✓ Parents/carers to adhere to 2 metre distance from entrance/exit points at drop off and collection times. ✓ Help given to children and young people who have trouble cleaning their hands independently. ✓ Children walk directly to classroom 'bubble' to be met by a member of staff from that 'bubble.' ✓ Regular contact with parents and carers to reinforce social distancing and hygiene messages. Including letters, e-mails and phone calls. ✓ Social distancing markings at entry and exit points. ✓ One-way entry and exit procedure to reduce risk of congestion. ✓ Strict no visitor policy. 	3 x 3 = 9	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Ask parents/carers to take their child's temperature and ensure they are well before school. ✓ Advise children and young people to form a queue outside of the entrance to the school and remain 2 metres apart, where necessary. ✓ Share any guidance changes with staff, families and pupils via the correct communication channels. ✓ School website/app to be updated accordingly. ✓ Further signage/posters to be displayed around school to support pupils and staff. 	3 x 2 = 6	L
Unable to maintain social distancing measures in the classroom	<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"> ✓ Classrooms rearranged to ensure that social distancing measures can be maintained. ✓ Classroom seating repositioned to be facing forwards in rows. ✓ Staff to maintain 2m distance when teaching whenever possible. ✓ Unnecessary items removed from classrooms and other learning environments where 	4 x 3 = 12	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Assess the size of the classroom to ensure the space can accommodate the numbers of staff and pupils use ensuring social distancing can be accommodated, this should also take into account any SEND pupils who may 	3 x 2 = 6	L

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					there is space to store it elsewhere. ✓ Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed from the classrooms and shared areas. ✓ No sand to be used in EYFS/KS1 until further notice. Individual, labelled pots of playdough to be used. ✓ Increased use of outdoor spaces for learning			require addition staff support. ✓ Consider which lessons or classroom activities could take place outdoors and develop a timetable for all classes. ✓ Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments with bins with closed lids available to continue to promote the 'catch it, bin it, kill it approach.' ✓ Pupils to bring own water bottle in and take home each day. ✓ Ensure good supply of gloves and cleaning products are available within each classroom, the kitchen toilets and office spaces. ✓ Open windows within classroom to enable ventilation ✓ Ensure parents/carers have informed staff of any specific medical conditions or sensitivities or allergies to hand gel/sanitizer. ✓ Staff to receive appropriate risk assessments/ information for the safe use of cleaning products.		
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<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 				✓ Pupils and staff use the same classroom or area throughout the day, unless necessary to do so. ✓ Where staff need to access rooms e.g. during PPA cover this can be done as long as social distancing can be maintained. ✓ Pupils and staff remain two metres apart whilst moving around the building.	3 x 3 = 9	M	✓ Continue with existing control measures. ✓ Revise timetables to reduce movement around the school or building. ✓ Stagger lunch times and break times for all classes so that pupils are not all in the same place at the same time. ✓ Assemblies will be held	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ School meals (packed lunches) delivered directly to classrooms to eat in the room. ✓ Lunches to be eaten in classrooms by all Y1-6 pupils – hall only to be used by Reception class. ✓ Hall is only to be used as a bigger, ventilated space for lessons such as PE (in bad/cooler weather), Music and cleaned appropriately in between usage. 			<ul style="list-style-type: none"> virtually in classes rather than in large groups for Autumn Term 1 2020. ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building. ✓ Establish one-way circulation if necessary in corridors. ✓ Rooms accessed directly from outside where possible. 		
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 cleaned more frequently. ✓ Shared resources limited and cleaned at the end of each day. ✓ Classrooms to be equipped with the resources required and not exchanged between rooms or 'bubbles'. ✓ Staff and pupils to have individual packs of stationery to use in lessons. ✓ No sand to be used in EYFS/KS1 until further notice. ✓ Outdoor equipment will be allocated to each class in a container which must be cleaned regularly. ✓ Each room provided with PPE packs that contain equipment such as gloves, face coverings, aprons, cleaning products and first aid kits). 	4 x 3 = 12	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Limit the exchange of take home resources between children, young people and staff to just reading books where a 'quarantine' style system will be put on place. Homework will be provided remotely. ✓ Staff to receive appropriate risk assessments/ information for the safe use of cleaning products. ✓ Prevent the sharing of stationery and other. ✓ Ensure that practical lessons only go ahead when equipment and rooms can be cleaned thoroughly between cohorts using it. 	3 x 2 = 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"> ✓ Stagger the use of staff rooms and offices to limit occupancy. ✓ Same classrooms being used by all pupils within a particular 'bubble'. ✓ Thorough cleaning of areas used at the end of the day with frequent cleaning of surfaces/handles throughout the day e.g. tables before and after lunch. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Pupils in Y1-6 to eat in classrooms within their designated groups to reduce risk of cross contamination. ✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play 	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
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"> ✓ Ask pupils to clean their hands before and after break/lunch times. ✓ Stagger use of outdoor areas at break and lunch times. ✓ Ensure that outdoor areas are supervised at all times and reinforce social distancing measures are maintained wherever possible– in particular for smaller children. 	3 x 3 = 9	M	<ul style="list-style-type: none"> • Continue with existing control measures. • Stagger the use of outdoor areas for breaks, lunch times and outdoor activities. Timetables in place. • Do not use outdoor equipment – the agility course will be closed to all pupils at all times due to high cleaning demands. Read COVID-19: cleaning of non-healthcare settings 	3 x 2 = 6	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<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"> ✓ All pupils to clean their hands beforehand (supervised washing for 20 seconds with soap and water). ✓ Two children at a time to use toilets and classroom sinks. Managed by staff within the class 'bubble.' ✓ Staggered break and lunch times in place so that different cohorts of pupils don't mix. ✓ Lunches to be eaten in the classrooms so no need for mixing of groups. ✓ One MDA has been assigned to each bubble to stop the mixing of MDA's ✓ Desks will be cleaned before and after lunch. ✓ Pupils will have outdoor play in designated zones within the school grounds. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in. ✓ Ensure, wherever possible, that children and staff remain 2 metres apart. 	3 x 2 = 6	L
Mixing of staff and pupils whilst providing school meals	<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, 				<ul style="list-style-type: none"> ✓ Packed lunches will be provided instead of hot meals for all pupils entitled to FSM/UIFSM. ✓ Packed lunches will be brought to classrooms by kitchen staff to 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be 	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 = RR			L x S = RR	L/M/H
	hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces				reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils. ✓ School meals staff are able to keep two metres apart in the kitchen – a separate risk assessment has been provided by School Meals. ✓ Regular meetings between HT and School Cook taking place. ✓ Cleaning products and hand sanitizer are available for use by the school meals staff/MDA's. ✓ Staff room in use and staff aware of equipment that is available. ✓ Staff to bring in their own packed lunch and utensils. ✓ Cleaning materials provided in staffroom and staff are required to clean/wipe down any areas/equipment immediately after use.			washed straight after use and then retained with personal belongings. ✓ Enhanced cleaning regime will be required in staff rooms / kitchen areas used by staff.		
Mixing of pupils/staff during visits to toilets and hand washing facilities	• 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				✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. ✓ Stagger access to toilets and hand washing facilities. ✓ Advise pupils and staff to keep two metres apart. ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap. ✓ Pupils and staff to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating. ✓ Skin friendly soaps purchased for younger children or children with cracked hands from frequent washing.	3 x 3 = 9	M	✓ Continue with existing control measures. ✓ Specific 'bubbles' will have access to designated toilets close to their classroom area. ✓ Place posters around the building and in toilet areas on hand washing procedures to be followed. ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towel and that non-contact hand blowers are in good working order	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing measures during contact sport and physical education lessons	<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"> No contact sports/games are to be played following Government guidance below: Activities such as the Daily Mile and outdoor physical activities are to be encouraged. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. 	3 x 2 = 6	L	<ul style="list-style-type: none"> Continue with existing control measures. Do not play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	3 x 2 = 6	L
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 and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend school. Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until 1 August. Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible. If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), 	4 x 2 = 8	L	<ul style="list-style-type: none"> School will be provided with a small number of home testing kits with full instructions. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Close contact means: <ul style="list-style-type: none"> Direct close contact – face to face within 1 metre for any length of time. Proximity contacts – extended close contact (within 1-2 metres for more than 15 minutes). Travelling in a small vehicle with an infected person. School to follow the Warrington Outbreak Plan in the case of 2 confirmed 	4 x 2 = 8	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					including those who are pregnant, have been advised that they can attend their education or childcare setting. ✓ If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance , it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.			cases of Covid-19 within school.		
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 				✓ Ensure that staff are aware of the process for sending children home 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: <ul style="list-style-type: none"> - Move them to the medical room which is now marked as the 'isolation room' where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - If they need to go to the bathroom while waiting to be 	3 x 3 = 9	H	✓ Continue with existing control measures. ✓ Weekly staff briefings and guidance documents available and to be shared with all staff. ✓ PPE available for use if a child becomes unwell. ✓ Seek advice from the Public Health Team on any further action to take. ✓ Procedure for dealing with an unwell/symptomatic child or staff member outlined in information booklets sent to staff and parents/carers in July 2020.	2 x 3 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Signs to be displayed before, during and after cleaning.</p> <ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Information shared at staff induction and displayed in relevant areas such as staffroom and isolation room. - Call 999 if they are seriously ill or injured or their life is at risk. <ul style="list-style-type: none"> ✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ 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. Signage to be displayed before, during and after the cleaning process. ✓ Seek advice from the Public Health Team on any further action to take. 					

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					Publichealth@warrington.gov.uk					
Visitors do not adhere to social distancing 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"> ✓ Encourage potential visitors to contact the schools remotely rather than visiting the school. ✓ Limit the number of visitors at any one time. ✓ Provide a specific time window for essential visits to school. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Limit the number of visitors to 2 at any one time. ✓ Maintain a record of all visitors, including contact details. ✓ Ensure that incoming goods are cleaned, if appropriate. ✓ Consider isolating deliveries for ideally 72 hours before use, where possible. 	2 x 2 = 4	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"> ✓ Ask deliveries to be left at a suitable entrance (main entrance/ kitchen). ✓ Wash hands after every delivery. ✓ Handwashing facilities for anyone handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Restrict all non-business deliveries e.g. for school staff. 	1 x 3 = 3	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Ensure that incoming goods are cleaned, if appropriate. ✓ Consider isolating deliveries for ideally 72 hours before use, where possible. 	1 x 3 = 3	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 which will include an enhanced cleaning routine to take account of larger numbers on site. ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance. ✓ Additional cleaning requirements and hours agreed with provider. ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach. ✓ Desks, chairs, doors, sinks, toilets, 	4 x 3 = 12	M	<ul style="list-style-type: none"> ✓ Continue with existing control measures. ✓ Appropriate PPE should be provided for staff – each room will have a PPE box containing medical and cleaning equipment. ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19. Cleaning risk assessment guidance to be adhered to as directed by 	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					light switches, bannisters, are cleaned more regularly than normal. ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. ✓ Internal 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.			Cleaning Services. ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school. ✓ Checks to be made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands. ✓ Check rubbish bins are emptied throughout the day.		
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.				✓ All rooms in school will have a PPE pack which will include: <ul style="list-style-type: none"> ○ Gloves ○ Aprons ○ Face masks ○ Tissues ○ Paper towels ○ Bin liners ○ Cleaning products ✓ A designated isolation room for pupil, staff or visitors who show symptoms of COVID-19 will have been identified and equipped as per government guidance. Protective screens will be in place in office areas to support social distancing. Staff have been instructed on how to put on and remove any PPE provided safely and how to dispose of them safely during instruction and guidance displayed in key areas.	4 x 3 = 12	M	✓ Continue with existing control measures. Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ Face Coverings can be considered although are not compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms). ✓ 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	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								changed if it becomes damp or if you have touched it. ✓ Pupils and staff to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating.		
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. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Continue with existing control measures. See HSE guidance re RIDDOR and Coronavirus (COVID-19) ✓ More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS. 	3 x 2 = 6	L
Educational Visits	<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"> ✓ As of the Autumn Term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures. ✓ Risk Assessments will need to be completed and submitted as per normal procedure. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ School has taken the decision not to proceed with any trips during the Autumn Term 2020. This will be reviewed by December 2020 in preparation for Spring Term 2021. ✓ The planned Y6 residential has been rescheduled from September 2020 to March 2021. 	2 x 2 = 4	L
Extra-Curricular Provision	<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 				<ul style="list-style-type: none"> ✓ No extra-curricular clubs will be provided by school staff or external providers for the first half of the Autumn Term. ✓ School does not offer wrap around care. 	2 x 2 = 4	L	<ul style="list-style-type: none"> ✓ Extra-curricular provision will be reviewed in October 2020 in line with guidance and information available at that time. 	2 x 2 = 4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	virus from hand and hands contact with contaminated surfaces									