



RISK ASSESSMENT FORM – SEPTEMBER OPENING – GREAT SANKEY PRIMARY

Taken from the government guidance – Guidance for the full opening of schools published on 2nd July, 2020

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from pupils and other staff as much as possible

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June and amended to reflect new requirements for full opening in September. All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations. This risk

assessment will be shared with all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

September Educational Provision at Great Sankey Primary

The organisational elements being put into place to support the full return to education in September will include:

- Each phase will form a bubble – EYFS, KS1, LKS2 and UKS2
- Each bubble will have staggered start and finish times for start and end of the school day, including lunch and break times
- The one-way entry and exit system will remain in place for all pupils and parents. The parent drop off point will remain in place for all pupils with the exception of new children starting in Early Years whose parents will be permitted to take them into school into the morning only
- Lunch will take place in the hall but each bubble will have its own time for lunch and the hall will be cleaned between each bubble using the area
- Resources will be returned to the classroom, but each bubble will have its own resources which will not be used by any other staff or students in other bubbles. Each child will have their own pot of pens and pencils in EYFS and KS1 and pencil cases in KS2 containing all resources needed for learning
- External play areas containing fixed outdoor equipment will be shared on a rota basis but will be cleaned between use by the different bubbles
- Enhanced cleaning regimes will be in place during the school day. The fogger will be used twice weekly in all areas of the school

TRUST:	The Challenge Academy Trust
SCHOOL:	Primary – Great Sankey Primary School
HEADTEACHER:	Vicky Briggs
NAME OF ASSESSOR/S:	Adrienne Laing
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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
22	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
23	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff groupings.
24	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the school and local population

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)					Lx 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. 	x	x	x	<ul style="list-style-type: none"> The school has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. The building has been open throughout the period and cleaning routines have been maintained. 	4	L	<ul style="list-style-type: none"> Full summer holiday checks and deep cleaning will take place as usual to prepare the building for the start of term. A full review of all statutory checks and maintenance regimes will take place over the holidays to ensure that no areas have been missed. 	4	L
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. 	x	x		<ul style="list-style-type: none"> Parents/Carers have been kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school with regular updates being provided to when any changes are made to the schools procedures for managing the risks from COVID-19 in school. All staff (including catering and mid-day assistants) have had an induction which has made them aware of the measures the school has already taken. All staff will have another induction on the INSET day in September. There is ongoing dialogue with all staff including safety reps enabling staff concerns to be discussed and feedback provided on the controls in place. This has 	8	L	<ul style="list-style-type: none"> Parents/ carers/ students will be given further detailed information on the measures being put in place including routines/ classroom organisation and organisation of the school layout including entrances and exits before opening in September. A 'Sway' presentation will be developed to put on website and letters/ guidance will be sent home. The risk assessment is included in this information Where necessary, individual TCAT Staff Risk Assessments will be reviewed with members of staff and additional measures required to facilitate return put in place where appropriate and possible. Where necessary, individual TCAT Student Risk Assessments will be 	8	L

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					<p>included the completion of the TCAT Staff Risk Assessment where necessary.</p> <ul style="list-style-type: none"> ✓ Daily briefing sessions will be carried out with pupils to ensure awareness of procedures implemented in school. This includes briefings on hygiene and the “catch it, bin it, kill it” approach. This includes ensuring that all staff and students are aware of the provision of consumables such as hand sanitiser, tissues, hand towels and bins. ✓ Planned off-site visits will be reviewed and a decision made as to whether they will take place or not based on the review including a review of any venue’s Covid 19 risk assessment. ✓ Arrangement for SEND pupils will be discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. ✓ Regular communication of mental health information and open-door policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment) ✓ Staff will be encouraged to engage with the staff well-being survey and schools to use own and Trust mechanisms in place to support well-being ✓ Staff Mental Health First Aider to be in place in school <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus https://www.gov.uk/government/news/new-advice-to-support-mental-health-during-coronavirus-outbreak</p>			<p>reviewed with parents/ carers/ students and additional measures required to facilitate return put in place where appropriate and possible.</p> <ul style="list-style-type: none"> • The behavioural policy has been reviewed to ensure a consistent approach is maintained in accordance with government guidance. • Contingency plans for delivery of the curriculum in the event of a local lockdown are prepared and will be shared as and when this becomes relevant. 		

Staffing levels	<ul style="list-style-type: none">Lack of staff available to teach or carry out required tasks in school	x	x		<ul style="list-style-type: none">✓ Staff have been informed 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, senco, first aiders / fire wardens, caretaking and cleaning staff.✓ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from	8	L	<ul style="list-style-type: none">✓ Rota has been developed to take into account staff who fall into the high and medium risk categories and that staff are aware of the provision made for them in accordance with the Staff Risk Assessment.✓ The rota will be reviewed weekly and as needed to ensure sufficient staff are available and actions taken such as use of supply where necessary and appropriate.	8	L
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					COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary.					
Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<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 	x	x		✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting ✓ Survey of children carried out to identify how they are travelling to school. No children travel by public transport currently. ✓ 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 if public transport is used ✓ Advise children to remain 2 metres apart on school transport where possible	6	L	✓ Provision of more scooter/ bike racks required ✓ School opening and closing times adjusted to avoid peak travel times/ allow children having to use public transport to arrive earlier/ later than official school start/ finish times ✓ In accordance with the “Safer travel guidance for passengers” referenced in this section any member of staff or pupil who have used public transport is asked to follow the guidance that: <i>“ If public transport has been used by staff or pupils or face coverings have been used whilst walking to school, pupils should be instructed to wash their hands, remove their face covering before entering school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin will be provided to ensure face coverings can be disposed of appropriately at entrance points”</i>	6	L
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<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 	x	x		✓ Arrival and departure times staggered for staff ✓ Staff to wash their hands on arrival and prior to leaving the school ✓ Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building ✓ Continue reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – example markers at entrance and exits to schools ✓ Staff to scan their staff badge on entry at school (do not use the entry screen)	6	L	✓ Hand sanitiser stations provided at each entrance and exit point ✓ Pupils will be supervised in the use of hand gel. Parents will be asked to advise the school if their child/ren have exhibited any allergic reactions to hand gel and arrangements made in these circumstances to ensure that the children thus affected have access to hand washing facilities at all times. Place social distancing posters in prominent positions at entrance and exit around school	6	L

Mixing of parents and carers / children and young people and	<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	x	x		✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend	6	L	✓ Pupils will be informed of the difference between social distancing requirements within		
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non-adherence of social distancing measures during the drop off and collection times	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				✓ Stagger arrival and departure times for different cohorts of pupils – see attached timetable ✓ Different entrance /exit points for designated groups of children (bubbles) – map attached ✓ Parents/ carers to drop pupils off at school gate where staff will be waiting to guide pupils into school (socially distanced) with the exception of EYFS parents ✓ Parents/ Carers to be asked to wait on the playground at collection times and then use one-way system around school to leave – this will be signposted and staff placed socially distanced to support exiting ✓ Use floor marking to indicate social distancing requirements ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school – nominated hand wash points for each pupil group ✓ Place posters showing children how to wash hands in washroom facilities ✓ Provide help to children and young people who have trouble cleaning their hands independently			their bubble, with children from other bubbles and with staff.		
Unable to maintain social distancing measures in the classroom	• 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	x	x		✓ Rearrange classrooms in KS1 and KS2 to ensure that all children in the bubble are accommodated with all tables facing forwards so that pupils are sitting side by side and in rows. ✓ In EYFS areas pupils are encouraged to maintain social distancing where possible ✓ Each bubble has its own classroom area/area of the school ✓ Full resources will be used and will be shared only within each bubble ✓ Rooms will be thoroughly cleaned every day and the fogger will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources. ✓ Pupils will use the same desk each day	6	L	✓ Where social distancing cannot be implemented and the circumstances warrant it (only applies to intimate care and for some SEND pupils), consider the provision of PPE (this must be appropriate for the task). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. If PPE is deemed to be required then a separate individual risk assessment is required. ✓ Ensure good supply of gloves and cleaning products are available within each classroom. All products used in cleaning are subject to normal school procedures in relation to COSHH.		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					✓ Nominated hand wash points for each pupil bubble marked on map			✓ Open windows within classroom to enable ventilation where possible (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) ✓ All classrooms have sanitiser stations with hand sanitiser, tissues, sanitiser spray, hand towels and bins ✓ .		
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 	x	x		<ul style="list-style-type: none"> ✓ Each pupil group will use the same classroom or area throughout the day – see rota and map ✓ Movement around the school is minimised. ✓ Assemblies will not take place ✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time ✓ Hot lunches served in the hall. All children will eat lunch in the hall in their bubble with staggered lunchtimes. ✓ Canteen/ hall will be cleaned between bubbles using the space. ✓ Ground floor rooms are all accessed directly from outside and have dedicated toilets connecting to classroom ✓ 1st floor rooms – each pupil group will have own nominated route around school to toilets and external areas see map ✓ Timetable to reduce movement around the school or building ✓ Arrangements in place to minimise movements around school of children (and staff) 	6	L	<ul style="list-style-type: none"> ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building ✓ Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides 	6	L
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 	x	x		<ul style="list-style-type: none"> ✓ Frequently used resources (pens/ pencils/ papers will be allocated to each pupil with a container provided to store it in ✓ Clean shared materials and surfaces more frequently and between use by different bubbles including using the fogger if possible between sessions when bubbles are using communal areas. ✓ Take-home resources between children, and staff will be available but should be reduced to the minimum necessary for 	6	L	✓ Adapted cleaning rotas have been put in place for cleaning staff to ensure a full presence throughout the school day.		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					educational purposes (e.g. reading books) Resources will be dedicated to each group and child and will not leave the bubble. ✓ Resources in EYFS will be cleaned thoroughly daily and the fogger used at least twice a week ✓ Ensure malleable resources such as play-doh are not shared between bubbles ✓ Electronic devices being used by children will be kept within bubbles and will be cleaned after use ✓ Pupils will be asked to bring in essential equipment only. Usual cloakroom areas will be used but the children will have a dedicated space for their belongings.					
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 	x	x		✓ Stagger breaks between lessons so that these areas can be shared as long as different bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between bubbles is in place, following the COVID-19: cleaning of non-healthcare settings guidance ✓ Staff advised to minimise the use of staffroom. Staggered lunchtimes supports minimal occupancy in staff communal areas. Staff advised to maintain social distancing	6	L	✓ Deep cleaning with the use of the fogger to take place twice a week		
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 	x	x		✓ Hands to be washed before going outdoors and when coming back indoors ✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities ✓ Outdoor equipment to be cleaned between bubbles of children using it. Read COVID-19: cleaning of non-healthcare settings ✓ Trim trail to be used on a rota basis one bubble per day. ✓ Each bubble to be allocated an outdoor resources box which will not be shared between bubbles. Handles and points of contact on equipment to be cleaned after each outdoor session.	6	L	✓ Ensure that outdoor areas supervised to ensure that bubbles do not mix ✓ Cleaning schedule for outdoor areas to be put in place between bubbles using the area. Cleaning will be carried out by the premises staff.	6	L
Mixing of pupils during break and	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being 	x	x		✓ Break and lunch times to be staggered so that bubbles don't mix	6	L	✓ Cleaning regimes in place		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
lunch times and maintenance of social distancing measures between bubbles and between staff and pupils	<p>in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> ✓ If pupils need to move around the building during lunch and break times make sure that they do in the bubbles they are already in ✓ Pupils to wash their hands before and after break and lunch times. 					
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, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ School meals staff are able to keep two metres apart in the kitchen and away from the pupils ✓ Cleaning products and hand sanitiser are available for use by the school meals staff 	6	L	<ul style="list-style-type: none"> ✓ Staff room and kitchen/ equipment will be available to use for staff lunch breaks ✓ Sanitiser stations will be provided in each communal area and equipment to cleaned with sanitiser wipes before and after use ✓ Staff to bring own utensils in and retain with personal belongings. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff. ✓ Use of fogger twice a week. 		
Mixing of pupils/staff during visits to toilets and hand washing facilities	<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 	x	x		<ul style="list-style-type: none"> ✓ 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 wash their hands for 20 seconds using warm water and soap ✓ Where possible each bubble will have nominated toilets 	6	L	<ul style="list-style-type: none"> ✓ Place poster within each toilet area with handwashing 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 towels ✓ Rotas for cleaning staff have been adapted to ensure that there is a sufficient presence through out the day to clean toilets regularly including emptying bins. Toilets are dedicated to bubbles. 		
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 	x	x		<ul style="list-style-type: none"> ✓ Only play sports or games together in line with the guidance_ https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus 	4	L			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	and hands contact with contaminated surfaces									
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 	x	x		<ul style="list-style-type: none"> ✓ The majority of staff and children who have been classed previously as clinically extremely vulnerable due to a pre-existing condition and therefore have been shielding will no longer need to do so. This is also the case for those who are living with an extremely vulnerable person. Therefore these individuals will be expected to return to school. ✓ If a member of staff or child is one of the very small number of individuals who are advised to continue to shield, further discussions and medical advice (from their GP/ consultant or through OH) will be obtained to identify how the school can continue to support the individual 	8	L	<ul style="list-style-type: none"> ✓ The TCAT staff risk assessment is carried out for all staff who are vulnerable or anxious on the return and additional measures agreed where necessary. 		
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 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending pupils or staff 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 a room (medical room) where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Keep fan and door open for ventilation - If they need to go to the bathroom while waiting to be collected, they should use the bathroom within the medical room to reduce risk of further spread. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be 	6	L	<ul style="list-style-type: none"> ✓ Medical room to be nominated as space for symptomatic students ✓ Other room to be provided for non-Covid related First Aid and medication (see map) ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk https://www.warrington.gov.uk/OutbreakPlans ✓ The Headteacher will ensure in the event of a case of Covid 19 in the school that the Warrington outbreak plan is followed including engaging with Test and Trace. ✓ Ensure that notice is placed on the room door when cleaning is required to prevent anyone else using the room before it has been cleaned. ✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution • • • 		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
					<p>maintained (such as for a very young child or a child with complex needs).</p> <ul style="list-style-type: none"> - Call 999 if they are seriously ill or injured or their life is at risk. ✓ If a pupil or staff members becomes unwell with symptoms of coronavirus (COVID-19) while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask to be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the pupil or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> ✓ 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 ✓ Follow the guidance in relation to the handling of waste. 					

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 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors permitted to enter the school to be reduced to a minimum ✓ All other potential visitors to contact the school remotely rather than visiting the school ✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed ✓ Provide a specific time window for essential visits to school ✓ Visitors to use screen to register on entry – sanitiser wipes available next to screen for visitors to wipe before and after use – badge (sticker) printed in office and left on chair for visitor to collect. 	6	L	✓ .Contractors will be briefed on Covid 19 precautions on arrival at school and will also be asked for their own Covid 19 working risk assessment where applicable.		
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) 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for deliveries ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. 	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
	<ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> Ban non-business deliveries, for example, personal deliveries to workers Ensure that incoming goods are cleaned if appropriate and isolate for 72 hours where possible. 					
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 	x	x		<ul style="list-style-type: none"> Agreed schedule with the Cleaning Service Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance Additional cleaning requirements and hours agreed with provider Deep cleans of the building are put into place where there is a confirmed case of COVID-19 Frequently touched surfaces are cleaned frequently with detergents. Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal Spaces are well ventilated using natural ventilation (opening windows) or ventilation units Classroom doors may be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Other corridor doors have been put on fire release mechanisms where possible. 	6	L	<ul style="list-style-type: none"> Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school. Checks to be made that adequate supply of paper towels Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated Cleaning products and gloves to be made available for use in specific areas of school. Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. Use of the fogger in all areas twice a week if possible and more frequently in areas of high communal usage. Cleaning will be carried out in accordance with agreed rotas and schedules – this may differ on a day to day basis according to school activities. School staff who have cleaning as part of their job role (midday assistants, kitchen staff, premises staff and cleaning staff) will all be required to clean during the day. Other staff will have spray sanitiser available to use should they wish to clean individual work stations. 	6	L

PPE	<ul style="list-style-type: none"> Lack of PPE when having to undertake a task where social distancing measures cannot be met. 	x	x		<ul style="list-style-type: none"> ✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff ✓ 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. ✓ 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. See section on dealing with a case of suspected Covid 19 for further information. 	6	L	<ul style="list-style-type: none"> ✓ 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 changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) 	6	L
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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
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					See <u>GOV.UK guidance regarding personal protective equipment.</u>					
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. 	x	x	x	<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. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. ✓ 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 between bubbles must be complied with. See below on fire evacuation. ✓ <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> 	6	L	<ul style="list-style-type: none"> ✓ All first aiders to undergo a re-familiarisation session on return to school reminding them of the precautions to be taken and in particular the PPE to be worn when dealing with first aid and CPR . https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 		
Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care	<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 	x	x		<ul style="list-style-type: none"> ✓ Designated medical room for treatment of sick and injured pupils to be nominated (parent room) ✓ Designated space of giving personal care (nursery disabled toilet) ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby ✓ PPE to be used see section on dealing with a case of Covid-19 for full details of PPE. ✓ Where the person being treated has symptoms of Covid 19 a mask must also be worn. ✓ Staff to be trained in the use of PPE ✓ Room to be cleaned after every use in accordance with cleaning guidelines 	6	L			
Staff and students unfamiliar with revised fire evacuation routes with risk of contamination	<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) 	x	x	x	<ul style="list-style-type: none"> ✓ Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points ✓ Muster points to be dedicated to each pupil group ✓ Evacuation routes for each group to be revised to ensure both fast evacuation 	6	L			

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through close contact between pupil and staff groupings.	<ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				and minimise contact between pupil groupings. ✓ Fire Evacuation practice to be held as early as possible after return.					
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 				✓ 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 Operations Director, TCAT for onward reporting of incidents to RIDDOR.	8	L	See HSE guidance re RIDDOR and Coronavirus (COVID-19)		
Outbreaks are not managed in line with LA and PHE guidance	<ul style="list-style-type: none"> Lack of management of outbreaks increases risk of the spread of the disease within the school and local population 				✓ Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan https://www.warrington.gov.uk/OutbreakPlans https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf ✓ Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf	8	L			