



## **RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

**Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 11 May 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 \(NEU/GMB/Unison/Unite\)](#).

The school has used the Warrington Borough Council generic Risk Assessment template to produce this Risk Assessment, however it should be noted that the template has been modified and personalised specifically for St Oswald's School.

This Risk Assessment will be shared with school Governors and staff and will be posted on the school website to ensure that parents can see the control measures being implemented at St Oswald's.



<b>TRUST:</b>	
<b>SCHOOL:</b>	<b>St Oswald's Catholic primary School</b>
<b>HEADTEACHER:</b>	<b>Helen Lennon</b>
<b>NAME OF ASSESSOR/S:</b>	Helen Lennon
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<b>REF NO</b>	<b>TASK / WORK / OPERATION</b>	<b>DO HAZARDS EXIST?</b>	<b>WHAT ARE THE HAZARDS?</b>
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



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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
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



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
			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
1) Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.	<ul style="list-style-type: none"> <li>Developing Legionella through lack of maintenance controls.</li> <li>Risk of failure to identify a fire</li> <li>Risk of fire through deterioration to heating equipment and electrical equipment</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Hot and Cold water temperature checks have been carried out on monthly basis, through lockdown period. Last visit: May 2020</li> <li>A full water flush will be carried out no more than 7 days before school reopens. Weekly flush by MO has been maintained during lockdown of rarely used outlets.</li> <li>Fire panel inspection was last carried out: January 2020 Rigby/Cunliffes (annual inspection)</li> <li>Emergency call points are checked weekly by MO.</li> <li>Emergency lighting was last inspected: July 2019 (annual inspection) Rigbys/Cunliffes</li> <li>Emergency lighting functional tests are carried out monthly by MO.</li> <li>Kitchen equipment is inspected annually, last inspection: Oct 19 by DCE/WBC– next due date: Oct 20 (annual inspection)</li> <li>Boiler &amp; Fuel Tank inspection is carried out annually. Last inspection: February 2020 Senate/Cunliffes</li> <li>Maintenance Officer is carrying out visual inspections on daily basis to</li> </ul>	2x3=6	L	✓	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					check for hazards. ✓ Deep clean of premises carried out May 2020 and will be carried out on weekly basis (Wednesday) by SWISH until further notice.					
2)	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.	X	X		✓ The school has maintained contact with parents through School App and website. Updates have been provided throughout the pandemic. ✓ Further updates to be sent to parents about changes to school procedures prior to reopening. ✓ Regular discussions held with cleaning team SWISH (private company) to discuss regular cleaning and deep clean process. ✓ School kitchen will not be fully reopened on the school return. Communication on control measures will be provided verbally to catering staff when required. ✓ School Kitchen Deep Clean to take place prior to partial opening ✓ Staff are kept informed with changes to the school COVID-19 control measures via: email, telephone, verbal contact. All staff have opportunity to talk to the HT or DHT in regards to any concerns relating to teaching processes or personal health issues, prior to the school reopening. ✓ Staff who are self-isolating have informed the HT, so staffing rotas are adjusted accordingly. Staff rotas will be reviewed regularly. ✓ Morning briefings will be provided in each classroom on return to school for pupils. Teachers are preparing to show pupils a short film on COVID-19 on the first day back to school.	2x3=6	L		2x3=6	L
3)	Lack of staff	X	X		✓ Staff have been provided with	3x3=9	M		3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
available to teach or carry out required tasks in school.	being mixed if staff levels drop.				information about symptoms associated with COVID-19. ✓ Staff rotas looked at on a weekly basis. If staff are self-isolating they will inform the HT, so the rota is adjusted. ✓ There are currently no staff members classed as 'vulnerable' in the teaching group. ✓ There is adequate cover in place to carry out the following duties Leadership Safeguarding SENDCO Caretaking Cleaning ✓ Part time offer on site allows staff to support bubble leads and ensure the well-being of staff and lower anxiety levels ✓ There are currently no pregnant staff members					
4) Lack of fire wardens or first aiders available to deal with emergency or accident.	<ul style="list-style-type: none"> <li>• <b>Confusion during amended fire evacuation processes due to change of normal location in the school</b></li> <li>• <b>First aiders not having clear information on allergies or existing illness due to looking after children from a different class group.</b></li> </ul>	X	X		✓ Staff are aware of the evacuation routes in the school. ✓ Digital registers are used for teachers to account for pupils in an emergency evacuation drill. ✓ Posters on display in classroom to show the evacuation route. ✓ There are a suitable number of first aiders in school on all rotas. ✓ First aid boxes are located in each classroom.	2x3=6	L	✓ Confirm with staff the procedure for lining children up at the assembly point (i.e. where will the bubble groups be located). ✓ Inform pupils in each class where they will line up in the event of an evacuation (this may be different to their normal assembly point). ✓ Check that each member of leadership team and office staff understand how the fire panel works, so that it can be silenced following a false alarm, or so that a fire can be quickly located in a real alarm. ✓ Ensure that staff are informed of specific illnesses that children may have (in their new bubble),	2x3=6	L





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							particularly if it is associated with anaphylactic shock, or other severe allergies and illness. ✓ If necessary, relocate epi-pens and inhalers so that they are easily accessible (If one-way system would delay accessing medical supplies).			
5) Unable to maintain social distancing measures and mixing of pupils on home to school public transport	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID-19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting	1x4 =4	L	<ul style="list-style-type: none"> <li>✓ Ensure parents and children and young people are aware of the recommendations set out in the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> (including avoiding peak times) when planning their travel</li> <li>✓ Advise children and young people to remain 2m apart on public transport where possible</li> <li>✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus/train and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer</li> <li>✓ Provide guidance or training for school pupils on how to use public transport</li> </ul>	1x4 =L	L
6) Mixing of staff and non-adherence to social distancing measures during the arrival to and	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ staff asked to wash/ sanitise their hands on arrival and departure from school</li> <li>✓ Staff advised to adhere to the social distancing measures and</li> </ul>	2x4=8	L	<ul style="list-style-type: none"> <li>✓ Stagger arrival and departure time – times are set by HT and discussed with staff on weekly basis.</li> </ul>	2x4=8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
departure from school	<ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				remain 2m apart at all times including when entering and exiting the building					
7) 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"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Instruct pupils to wash their hands on arrival and prior to leaving the school</li> <li>Provide guidance to children and young people who have trouble cleaning their hands independently</li> <li>Signage and verbal instructions for parents/carers to adhere to 2m social distancing outside the school at drop off and pick up points</li> </ul>	4X4=16	H	<ul style="list-style-type: none"> <li>Tell parents that if their child needs to be accompanied to the school only one parent should attend</li> <li>Stagger arrival and departure times for different cohorts of pupils</li> <li>Use different entrance /exit points for children via playground entrance. Staff member to monitor arrival.</li> <li>Pupils to remain in the allocated space – hall or playground - until all members of the bubble have arrived.</li> <li>Arrival and departure times will be monitored and adjusted if necessary.</li> <li>Part-time days introduced for bubbles to reduce number of parents and children arriving in first-phase return for staff to gain confidence.</li> </ul>	3x3=9	M
8) Unable to maintain social distancing measures in the	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission -</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Teachers to take activities outside that will give more room for some activities – exercise/art</li> </ul>	4X3=12	M	<ul style="list-style-type: none"> <li>Restrict numbers in the class to a maximum of 10</li> </ul>	3X3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
classroom	<p>hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>✓ seating arrangement 2m apart</li> <li>✓ Classroom sink access kept clear for children to use for handwashing</li> <li>✓ Children provided with their own personal hand sanitiser for 30 minute check hand clean</li> </ul>			<ul style="list-style-type: none"> <li>✓ Rearrange classroom furniture to ensure that social distancing 2m measures can be maintained</li> <li>✓ Remove unnecessary items/furniture from classrooms and store in the school hall which will not be used by children</li> <li>✓ Children sit at same desks each day if they attend on consecutive days</li> <li>✓ Teaching staff will sit at front of classroom – 2m distance from pupils.</li> <li>✓ Pupils will have their own stationery equipment on their own desk – no sharing.</li> <li>✓ Lessons will be adjusted to reduce risk of needing to work in pairs and less equipment being utilised in group.</li> </ul>		
9) <b>Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Restricted numbers in classroom</li> <li>✓ Reduced movement around the school or building, restricted to classroom/ICT room/hall</li> <li>✓ Same classroom used by children every day</li> <li>✓ Teacher moves to children maintaining 2m distance rather than children move to Teacher</li> <li>✓ Children enter and exit one at a time, supervised by an adult</li> </ul>	<b>3X3 =9</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Restrict numbers in school and schedule year groups times in school to avoid overcrowding</li> <li>✓ Revise the timetable to reduce movement around the school or building</li> <li>✓ All groups/bubbles use the same classroom everyday</li> <li>✓ Restricted movement around the school ICT/Hall/library out of use</li> </ul>	<b>2X3=6</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ Children a group move in school from one area to another in 2m lines</li> <li>✓ Packed lunches delivered to children's tables before children move to their lunch table.</li> </ul>			<ul style="list-style-type: none"> <li>✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time</li> <li>✓ Packed lunches eaten in the classroom to reduce movement around the school. Children remain at their desk for lunch</li> <li>✓ Ensure that pupils and staff remain 2m apart whilst moving around the building</li> <li>✓ Accessing rooms directly from outside where possible</li> <li>✓ Establish one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> <li>✓ Pupils will not be requested to go to staff office during lockdown.</li> </ul>		
10) risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Limit the amount of shared resources in use</li> <li>✓ Limit the exchange of take-home resources between children, young people and staff</li> <li>✓ Prevent the sharing of stationery and other equipment – children allocated with their own stationery sets, headphones, equipment.</li> </ul>	<b>3X3=9</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a container to store it in</li> <li>✓ Clean shared materials and</li> <li>✓ Each child provided with their own storage tray which remains on/by their table for the time they are in school</li> </ul>	<b>2X3=6</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								for their personal equipment.  ✓ Classrooms deep cleaned midweek Wednesday after groups 1&2 have finished using the classroom on Monday & Tuesday in preparation for groups/bubbles 3&4 arriving Thursday & Friday		
<b>11) Higher risk of contamination if pupils and staff use shared spaces</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ No shared games allowed, children remain in their own space to maintain 2m distance</li> <li>✓ Children supervised at all time at break times</li> <li>✓ Restricted use of office/photocopying room (1 in 1 out) toilets</li> </ul>	<b>4X3=12</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Hall taken out of action for children</li> <li>✓ Stagger breaks between lessons so that these areas can be shared by more children as long as different groups do not mix</li> <li>✓ Stagger the use of staff rooms and offices to limit occupancy 3 max</li> </ul>	<b>3X3=9</b>	<b>M</b>
<b>12) Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Outside equipment large and small is not used</li> <li>✓ Children supervised at all times to ensure 2m distances are maintained</li> </ul>	<b>3X4= 12</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>✓ Staff will organise structured games at playtimes to lower risk of children coming in to contact. Playtimes will be managed in bubble groups.</li> </ul>	<b>3X3=9</b>	<b>M</b>
<b>13) Mixing of pupils during break and lunch times and maintenance of social distancing measures</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Pupils clean their hands before lunchtime</li> <li>✓ Ensure that children and staff remain 2m apart</li> <li>✓ Lunch tables and chairs cleaned after lunch</li> </ul>	<b>3X4=12</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Hall out of use – children eat lunches delivered to their classroom table</li> <li>✓ Stagger break and lunch times so that different groups/bubbles/cohorts of pupils don't mix</li> </ul>	<b>3X4 =12</b>	<b>M</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	with contaminated surfaces									
14) Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Packed lunches provided instead of hot meals</li> <li>✓ Children supervised by staff at all times</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ Packed lunches will be delivered to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils</li> <li>✓ School meals staff keep 2m apart in the kitchen</li> <li>✓ Cleaning products and hand sanitiser are available for use by the school meals staff</li> </ul>	3x3=9	M
15) Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Stagger access to toilets and hand washing facilities</li> <li>✓ One in one out system established for child and adult toilets to ensure that toilets do not become crowded and 2m distance can be maintained</li> <li>✓ Advise pupils and staff to keep 2m apart</li> <li>✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap every 30 minutes</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ Additional signage in children's toilets</li> <li>✓ Signage outside toilets to indicate occupied /not occupied</li> </ul>	3x3=9	M
16) Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19</b></li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ No contact sport allowed</li> <li>✓ Guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-</a></li> </ul>	1x3=3	L		1x3=3	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	virus from hand and hands contact with contaminated surfaces				<a href="#">settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>					
17) 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"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Children and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield until the end of June and not attend school.</li> <li>✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June.</li> <li>✓ 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 <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li> <li>✓ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting</li> <li>✓ If a child, young person or staff</li> </ul>	1x5=5	L		1X5=5	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
					member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a> , 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.					
18) 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"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x			1X4=4	L	<ul style="list-style-type: none"> <li>✓ Ensure that staff are aware of the process for sending home children/parents/staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>✓ If a child is awaiting collection:               <ul style="list-style-type: none"> <li>- Move them to a room where they can be isolated behind a closed door</li> <li>- Depending on the age of the child and with appropriate adult supervision if required</li> <li>- Open a window for ventilation</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected</li> </ul> </li> </ul>	1X4=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"> <li>- using standard cleaning products before being used by anyone else.</li> <li>- PPE should be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk.</li> </ul> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>			
19) Visitors do not adhere to social distancing measures put in	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission -</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Visitors to the school are not allowed into the school with the exception of essential maintenance work.</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ Maintain a record of all visitors, including contact details</li> </ul>	3x3=9	M



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
place	<p>hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>✓ Parents and visitors are encouraged to contact/communicate with the school remotely rather than visiting the school</li> <li>✓ No parent allowed in school beyond the office reception area or classrooms</li> <li>✓ Only one person inside the school reception area at a time, one in one out.</li> <li>✓ Limit the number of visitors at any one time</li> <li>✓ Provide a specific time window for essential visits to school</li> <li>✓ The windows at the reception hatch to remain shut and conversations to take place through the glass.</li> </ul>					
20) Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Deliveries to be left at the office reception entrance or the Hall outside entrance door</li> <li>✓ Gloves and hand sanitiser provided to Maintenance Officer and office staff dealing with deliveries</li> </ul>	3X3=9	M	<ul style="list-style-type: none"> <li>✓ Restrict non-business deliveries, for example, personal deliveries to workers</li> <li>✓ Ensure that incoming goods are cleaned if appropriate</li> </ul>	3X3=9	M
21) Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning Service</li> <li>✓ Cleaning Services has adopted the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Frequently touched surfaces are cleaned frequently with detergents</li> </ul>	3X4=12	M	<ul style="list-style-type: none"> <li>✓ Additional cleaning requirements and hours agreed with provider</li> <li>✓ Additional weekly Wednesday deep clean to take place</li> <li>✓ Additional deep cleans of the</li> </ul>	3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					and bleach  ✓ Desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal  ✓ Classrooms/offices are well ventilated using natural ventilation open windows/classroom doors as much as possible  ✓ 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			building will be put into place where there is a confirmed case of C 19  ✓ Internal rooms with no natural ventilation not to be used for extended periods of time – SENDCO room, photocopying room, internal offices		