

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

**Taken from the government guidance - Guidance for Full Opening: Schools - Updated August 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 is 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 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.

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: September 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>All Legionella water checks conducted monthly at the school have been maintained during our partial closure and are up to date.</li> <li>Fire panel inspection was last carried out: September 2020 Rigby/Cunliffes (annual inspection)</li> <li>Emergency call points are checked weekly by MO.</li> <li>Emergency lighting was last inspected: July 2020 (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</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
					inspection: February 2020 Senate/Cunliffes ✓ Maintenance Officer is carrying out visual inspections on daily basis to check for hazards. ✓ No maintenance inspections (coordinated by Cunliffe Surveyors) have been missed during lockdown. ✓ Deep clean of premises carried out July 2020 and will be carried out on weekly basis 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. ✓ The school is preparing contingency plan for learning to continue if a local lockdown is imposed. ✓ Further updates to be sent to parents about changes to school procedures prior to reopening. ✓ The school behaviour policy has been reviewed and updated to communicate rules and expectations to staff, pupils and parents. ✓ Regular discussions held with cleaning team SWISH (private company) to discuss regular cleaning and deep clean process. ✓ School kitchen will be fully reopened on the school return. Communication on control measures will be provided verbally to catering staff when required. ✓ School Kitchen Deep Clean took place July 2020 prior to full 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	2x3=6	L		2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>personal health issues, prior to the school reopening.</p> <ul style="list-style-type: none"> <li>✓ Morning briefings will be provided in each classroom on return to school for pupils. 'Catch it, Kill it, Bin it' is still promoted throughout the school.</li> </ul>					
3)	Lack of staff available to teach or carry out required tasks in school.	X	X		<ul style="list-style-type: none"> <li>✓ Staff have been provided with information about symptoms associated with COVID-19.</li> <li>✓ There is adequate cover in place to carry out the following duties Leadership Safeguarding SENDCO Caretaking Cleaning</li> <li>✓ Additional TA support in all classes ensures the wellbeing of staff and reduces anxiety</li> <li>✓ There are currently no pregnant staff members</li> </ul>	3x3=9	M		3x3=9	M
4)	Lack of fire wardens or first aiders available to deal with emergency or accident.	X	X		<ul style="list-style-type: none"> <li>✓ Staff are aware of the evacuation routes in the school.</li> <li>✓ Digital registers are used for teachers to account for pupils in an emergency evacuation drill.</li> <li>✓ Posters on display in classroom to show the evacuation route.</li> <li>✓ There are a suitable number of first aiders in school.</li> <li>✓ First aid boxes are located in each classroom.</li> </ul>	2x3=6	L	<ul style="list-style-type: none"> <li>✓ Confirm with staff the procedure for lining children up at the assembly point (i.e. where will the class bubble groups be located).</li> <li>✓ 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).</li> <li>✓ 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.</li> <li>✓ Staff aware of guidance on Covid-19 in relation to carrying out CPR</li> </ul>	2x3=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"> <li>✓ Ensure that staff are informed of specific illnesses that children may have (in their new bubble), particularly if it is associated with anaphylactic shock, or other severe allergies and illness.</li> <li>✓ If necessary, relocate epi-pens and inhalers so that they are easily accessible (If one-way system would delay accessing medical supplies).</li> </ul>			
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		<ul style="list-style-type: none"> <li>✓ Ask parents and children and young people to avoid public transport if possible and drive or walk to their school / setting. No children currently using public transport. Families to make school aware if this is to happen so additional guidance can be given on safe travel.</li> </ul>	<b>1x4 =4</b>	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 a safe distance 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>	<b>1x4 =L</b>	L
6) Mixing of staff and non-adherence to social distancing measures during	<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,</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 social</li> </ul>	<b>2x4=8</b>	L		<b>2x4=8</b>	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
the arrival to and departure from school	hand to body) <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				distancing measures and remain a safe distance (2m) apart wherever possible 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 social distancing (2m wherever possible) outside the school at drop off and pick up points</li> <li>✓ Parents reminded to arrive at their allocated place at the allocated time to reduce congestion outside the school</li> <li>✓ Designated waiting areas classes/bubbles if parents arrive in advance of their drop off/pick up time.</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. Staff members to monitor arrival.</li> <li>✓ All classes have their own allocated cloakroom cupboards for coats.</li> <li>✓ Pupils to remain in designated areas until all members of the bubble have arrived.</li> <li>✓ Arrival and departure times will be monitored and adjusted if necessary.</li> <li>✓ Children arriving late after entry gates/points have closed to be brought to the front entrance of the school.</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 where possible that will give more room for some activities – exercise/art</li> </ul>	4X3=12	M	<ul style="list-style-type: none"> <li>✓ Rearrange classroom furniture to ensure that all children within the class bubble are forward</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 forward facing</li> <li>✓ Classroom sink access kept clear for children to use for handwashing. All classes and school areas to have supplies of tissues so the 'Catch it, Kill it, bin it' can be reinforced.</li> <li>✓ Hand sanitiser dispensers throughout the school and all classes. 30 minute checks for hand washing.</li> <li>✓ Teachers aware of children who are sensitive/have allergies to hand sanitiser</li> </ul>			<p>facing at their desks</p> <ul style="list-style-type: none"> <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; face to face positioning has been minimised.</li> <li>✓ Teaching staff will maintain a safe distance in the classroom from pupils at all times.</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/groups and sharing equipment.</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>✓ Reduced movement around the school</li> <li>✓ Children to move from classroom to playground as a group</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> <li>✓ Packed lunches delivered to children's classrooms.</li> </ul>	<b>3X3 =9</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ All classes/bubbles use the same classroom everyday</li> <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 – desks cleaned before and after lunch.</li> <li>✓ Accessing rooms directly</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
								from outside where possible		
								<ul style="list-style-type: none"> <li>✓ Pupils will not be requested to go to staffroom/ office on errands.</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>✓ Reading books sent home are taken out of circulation on return for 48 hours.</li> <li>✓ Prevent the sharing of stationery and other equipment – children allocated with their own stationery sets, and 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. Staff aware of information on safe use. COSHH records updated.</li> <li>✓ Each child provided with their own storage tray which remains on/by their table for the time they are in school for their personal equipment.</li> <li>✓ Daily classroom cleaning of all classroom resources including tables, chairs, trays and all surfaces.</li> </ul>	<b>2X3=6</b>	<b>L</b>
11) Higher risk of contamination if pupils and staff use shared spaces	<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 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 4 max at any one</li> </ul>	<b>3X3=9</b>	<b>M</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							time ✓ Staff responsible for their own crockery and cutlery ✓ Staffroom surfaces to be sanitised by staff after use.			
12) Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<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.</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>✓ Playtimes will be managed in class bubble groups.</li> </ul>	<b>3X3=9</b>	<b>M</b>
13) Mixing of pupils during break and lunch times and maintenance of social distancing measures	<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>✓ Pupils clean their hands before lunchtime</li> <li>✓ Children remain in their class place for lunch.</li> <li>✓ Midday staff remain a safe distance from children in class and outside</li> <li>✓ Lunch tables and chairs cleaned before and 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 classes/bubbles of pupils don't mix</li> </ul>	<b>3X4 =12</b>	<b>M</b>
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 at a safe distance</li> </ul>	<b>3x3=9</b>	<b>M</b>	<ul style="list-style-type: none"> <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 a safe distance apart in the kitchen (2m where possible).</li> <li>✓ Cleaning products and hand sanitiser are available for use</li> </ul>	<b>3X3=9</b>	<b>M</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							by the school meals staff  ✓ All Midday Assistants working with allocated classes/bubbles.			
15) Mixing of pupils/staff during visits to toilets and hand washing facilities	<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>✓ Stagger access to toilets and hand washing facilities</li> <li>✓ Allocated toilets and basins for classes/bubbles. Toilets cleaned throughout the day.</li> <li>✓ One in one out system established for child and adult toilets to ensure that toilets do not become crowded and distance can be maintained</li> <li>✓ Advise pupils and staff to keep apart</li> <li>✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap every 30 minutes</li> <li>✓ Automatic hand dryers disabled</li> <li>✓ Paper towels and soap replenished throughout the day.</li> <li>✓ Regular toilet checks and cleaning and bin emptying throughout the day. Bins in toilets have lids which are sanitised morning, mid - morning, lunch, mid- afternoon and end of the day.</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>• 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</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Contact sports/games and those requiring shared equipment will be avoided in Physical Education lessons wherever possible</li> <li>✓ Where it is necessary to use equipment in PE lessons,</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				equipment will be cleaned after use.  ✓ Guidance ✓ <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  ✓ <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a>					
17)	Pupils and staff who are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	x	x		✓ Staff and parents are made aware of current guidance ✓ Guidance: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	1x5=5	L		1x5=5	L
18)	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	x	x			1x4=4	L	✓ 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> .  ✓ If a child is awaiting collection:	1x4=4	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"> <li>- Move them the second meeting 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 using standard cleaning products before being used by anyone else.</li> <li>- Where social distancing cannot be maintained PPE should be worn by staff (staff have been informed of safe use and fit of PPE) 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> <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</p>			



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>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.</p> <p>✓ 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>.</p>			
<b>19) Visitors do not adhere to social distancing measures put in place</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	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> <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</li> <li>✓ Visitors requested to wear a face covering</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/appointments for essential visits to school</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



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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>✓ The windows at the reception hatch to remain shut and conversations to take place through the glass. If opened, a safe distance to be maintained.</li> </ul>					
20) Delivery of inbound good - ineffective infection control and increased risk of infection	<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	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. When possible deliveries are isolated before use for 72 hours.</li> </ul>	3X3=9	M
21) Cleaning - ineffective infection control and increased risk of infection	<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>✓ 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 and bleach. ( COSHH records updated)</li> <li>✓ Desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>✓ Classrooms/offices are well ventilated using natural ventilation open windows/classroom doors as much as possible</li> <li>✓ Doors are propped open, where safe to do so (In line with Cheshire Fir and Rescue, fire doors should remain closed with additional cleaning scheduled for touch</li> </ul>	3X4=12	M	<ul style="list-style-type: none"> <li>✓ Additional cleaning requirements and hours agreed with provider to enhance the cleaning routines for the increased numbers in school.</li> <li>✓ Weekly deep clean to take place</li> <li>✓ Additional deep cleans of the building will be put into place where there is a confirmed case of C 19</li> <li>✓ Internal rooms with no natural ventilation not to be used for extended periods of time – SENDCO room, photocopying room, internal offices</li> </ul>	3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					points), to limit use of door handles and aid ventilation.  ✓ In the event of a fire alarm, opened fire doors are to be closed  ✓ Ensure all fire doors are closed before evacuating the building.					