




# MODEL RISK ASSESSMENT RECORDING FORM

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| Location or address<br>St Peter's Catholic Primary School | Date assessment Previous Risk Assessment<br>Undertaken: [70720] | Assessment undertaken by : Jeanne Fairbrother , AND Julie Farrelly from St Peter's Catholic Primary School |
| Activity or situation<br>Reopening school to all students | Review date : [7 days or as required ]<br>Review 090720. 150720 | Signature:              |

## Overview

- This risk assessment is to assist our school think about all the main hazards on our site(s) when reopening their schools to all students
- We have made this a reflection of what we are doing.
- As events unfold and change it will require modification and review. We will rename and date each subsequent version.
- Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.
- We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.

The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

## Guidance

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>

- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- <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>

| 1) Hazard   | 2) Who can be harmed and how?   | 3) What controls exist to reduce the risk?<br>Have you followed the hierarchy of controls (eliminate, substitute etc.)  | Risk Score<br>Consequence<br>X Likelihood                             | 4) Any further action;<br>This should be included<br>in the action plan on<br>overleaf |
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| <b>Communication</b> -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission | Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function</li> <li>• Behaviour policy revised with new rules and expectations and communicated with staff, parents &amp; pupils (to parents via email, website; shared with pupils via home school contract)</li> <li>• Whole staff re-induction held in September</li> <li>• Revised risk assessment shared with staff</li> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>• Risk assessment published to school website as per HSE guidance.</li> <li>• A copy has been sent to all local trade unions.</li> <li>• A copy has been sent to the Local Authority.</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• School has involved parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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|   |   | <ul style="list-style-type: none"> <li>Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary.</li> <li>Cleaning regime amended to ensure a member of cleaning staff onsite at all times to allow for ongoing enhanced cleaning</li> </ul>   |   |   |
| <b>Failure of measures to prevent spread of Coronavirus (Covid 19) in school</b>  | Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)    | <ul style="list-style-type: none"> <li>All control measures are adequately resourced, circulated to employees</li> <li>All training needs have been checked to ensure compliance.</li> <li>Regular monitoring and review of risk assessment and measures in place.</li> <li>Risk assessment revised and shared with staff</li> </ul>  |   |   |
| <b>Unaware of steps to take in the event of suspected or confirmed case in school –</b><br>a. Currently<br>b. School informed pupil/staff member tested positive in last 7 days | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health Protection Team: <b>0344 225 0562 (option 1)</b></li> <li>School will contact local Health Protection Team &amp; follow their advice</li> <li>The Health Protection team will provide definitive advice on who must be sent home</li> <li>The Health Protection team will provide a template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |   |
| <b>Infection control – risk of transmission of Coronavirus (Covid 19)</b>   | Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)   | <ul style="list-style-type: none"> <li>Pupils, staff and other adults advised clearly not to come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days</li> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>’, which sets out that they must self-isolate for at least 7 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-3">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-3</a><br><br>Per updated guidance hand dryers can be used |

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|  |  | <p>person first had symptoms.</p> <ul style="list-style-type: none"> <li>• Hand dryers have been switched off , but can now be used in future if required.</li> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across school.</li> <li>• School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> <li>○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following <a href="#">the guidance on hand cleaning</a></li> <li>○ clean their hands: <ul style="list-style-type: none"> <li>▪ on arrival at the setting</li> <li>▪ return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating,</li> <li>▪ and after sneezing or coughing</li> </ul> </li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ promote the 'catch it, bin it, kill it' approach</li> <li>○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it')</li> <li>○ provide disposable tissues in each classroom</li> <li>○ provide each class with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</li> </ul> </li> <li>• ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• ensure that lidded bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul> |  |  |
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|   |   | <ul style="list-style-type: none"> <li>• Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly</li> <li>• Young pupils &amp; those with complex needs are supervised when using of hand sanitiser</li> <li>• Wipes are available</li> <li>• Hand cream e.g. E45 is available and pupils are encouraged to use it</li> <li>• assemblies are held group by group or suspended</li> <li>• parents to supply bottles of water.</li> <li>• Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>• Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>• Staff &amp; pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas</li> <li>• All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use</li> <li>• Satisfactory cleaning regime in place to decontaminate such objects</li> <li>• Classroom cleaning &amp; disinfecting kits in place.</li> <li>• Pupil engagement encouraged to wipe down own surfaces. equipment &amp; toys.</li> </ul> |   |                                     |
| <b>Social distancing across school – risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.</li> <li>• This will be achieved by <ul style="list-style-type: none"> <li>○ keeping groups separate (in 'bubbles') and</li> <li>○ maintaining distance between individuals.</li> </ul> </li> <li>• School will maintain consistent groups</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | See groupings in September overview |

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|  |  | <ul style="list-style-type: none"> <li>• Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate</li> <li>• School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> </ul> <p><b>Reduce mixing within education or childcare setting by:</b></p> <p><b>Groups of pupils – ‘bubbles’</b></p> <p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• Staff &amp; pupils maintain 2 m social distancing where possible</li> <li>• Minimise time spent within 1 m of anyone</li> <li>• Avoid face to face contact with pupils stand up, above and behind them</li> <li>• Staff Keep 2 m from colleagues</li> <li>• Understand very young or special needs this is not possible</li> <li>• All children encouraged to socially distance if possible</li> <li>• Children who are old enough will be supported to maintain distance and not touch staff and their peers.</li> <li>• Pupils sit side by side facing forward</li> <li>• Teachers stay at the front of the class where possible</li> <li>• All furniture and equipment moved to ensure this seating</li> <li>• Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone</li> </ul> <p><b>A. Primary schools</b></p> <ul style="list-style-type: none"> <li>• Primary school groups will be a full class.</li> <li>• Older children will be told to maintain 2m distance where possible within the group</li> <li>• Where younger pupils and staff cannot maintain distancing school will employ smaller class-sized groups where possible</li> <li>• Pupils will stay in their class groups for the majority of the classroom time but may mix into wider groups for</li> </ul> |  |  |
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|  |  | <p>wraparound care and transport.</p> <ul style="list-style-type: none"> <li>• Rooms have been adapted and excess furniture &amp; equipment removed to support social distancing where possible.</li> <li>• Older children will have allocated places within classroom sitting alone or side by side facing forward with one consistent partner</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene.</li> <li>• Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised by staggered breaks. Distancing during meetings and PPA facilitated through use of a range of rooms]</li> </ul> <p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Movement around school is kept to a minimum</li> <li>• Timetables adjusted to keep groups apart moving around school by</li> <li>• No large assemblies or gatherings involving more than one group</li> <li>• Breaks staggered</li> <li>• Lunch breaks staggered pupils will clean their hands beforehand and enter in the groups they are already in</li> <li>• Groups kept apart as much as possible and surfaces and tables cleaned between each group.</li> <li>• Cloakrooms not in use - chair backs for coats/bags</li> <li>• Minimise touching of frequently touched surfaces and contact points</li> <li>• Rooms accessed directly from outside where possible</li> <li>• Signage reminding about 2m social distancing in place</li> </ul> |  | <p>Layout of classrooms to be agreed with SLT prior to children returning to school ( to maximise distancing)</p> |
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|  |   | <ul style="list-style-type: none"> <li>Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time</li> <li>School will maximise the use of outdoor space for exercise, breaks outdoor education</li> </ul>  |   |  |
| <b>Shared resources - risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>Staff &amp; pupils have individual pens and equipment where possible.</li> <li>Equipment is not shared with other cohorts without cleaning</li> <li>Shared classroom materials can be shared within the bubble and will be cleaned regularly</li> <li>Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit [within their classroom]</li> <li>Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided.</li> <li>Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |



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| <b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. [Classes staggered to 8.45-3.00pm or 9.00 to 3.15 with alternative access and exit routes]</li> <li>School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li><b>Face coverings</b> - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <a href="#">safe working in education, childcare and children's social care</a> for more advice.</li> <li>encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>schools, parents and young people following the government guidance on how to travel safely</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | See September Overview |
| <b>Public transport to school – risk of transmission of Coronavirus (Covid 19)</b>                  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>School will stagger start times to enable more journeys to take place outside of peak hours.</li> <li>Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>Pupils over 11 reminded that coverings are required at all times on public transport</li> <li>Families using public transport advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |                        |
| <b>Dedicated school transport, including statutory</b>  | Staff, pupils, parents, visitors - contracting                        | <ul style="list-style-type: none"> <li>Pupils on dedicated school services do not mix with the</li> </ul>  | 3X2=6<br>If all controls  |                        |

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| <b>provision – risk of transmission of Coronavirus (Covid 19)</b>     | Coronavirus (Covid 19)   | <p>general public on those journeys and groups tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school</li> <li>• Use of hand sanitiser upon boarding and/or disembarking</li> <li>• Additional cleaning of vehicles</li> <li>• Organised queuing and boarding where possible</li> <li>• Distancing within vehicles wherever possible</li> <li>• Where appropriate the use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> | are in place in Column 3 this may be lowered                          |  |
| <b>Safeguarding – risk of breach</b>                                  | Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm | <ul style="list-style-type: none"> <li>• Schools has revised the child protection policy to reflect the return of more pupils.</li> <li>• Schools follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Pupil with an EHCP – risk of not following specialist guidance</b> | Pupils, - injury or ill-health   | <ul style="list-style-type: none"> <li>• Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers <b>or</b></li> <li>• Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.</li> <li>• Parents have been contacted and will be involved in planning for their child’s return to their setting from September</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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| <b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b>        | Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress | <ul style="list-style-type: none"> <li>Behaviour policy updated and shared with staff, parents &amp; pupils</li> <li>Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced</li> <li>Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. [staff will encourage pupils to engage with revised home school agreement ; using a range of de-escalation strategies to encourage good behaviour]</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Clinically vulnerable pupils -</b> classed as clinically extremely vulnerable due to pre-existing medical conditions | Pupils - contracting Coronavirus (Covid 19)                                   | <ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</li> <li>Pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health.</li> <li>Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.</li> <li>School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school.</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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| <b>Shielded staff</b>  | Staff - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19)</li> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>Risk assessments will be carried out on all staff who have been shielding</li> <li>Government policy advises those who can work from home to do so. School will review each case.</li> <li>See guidance the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Clinically vulnerable or extremely clinically staff</b> 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> ) | Staff - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible,</li> <li>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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| <p><b>BAME staff &amp; pupils</b><br/>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p> | <p>Staff or pupils - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> <li>• Assess the risks to BAME staff and pupils in your establishment.</li> <li>• Have comprehensive conversations with BAME staff</li> <li>• identify existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>• Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.</li> <li>• keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>• School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>• Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> <li>• See <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ul> | <p>3X2=6<br/>If all controls are in place in Column 3 this may be lowered</p> |  |
| <p><b>New and/or expectant mothers</b> – deemed clinically vulnerable included in <a href="#">Staying at home and away from others (social distancing) guidance</a></p>                                     | <p>Staff - contracting Coronavirus (Covid 19)</p>           | <ul style="list-style-type: none"> <li>• Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable, including pregnant women</a>,</li> <li>• A pregnant member of staff who can work from home should do so, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</li> <li>• Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. <b>See RA 029 New &amp; Expectant mother risk assessment</b></li> <li>• Follow guidance from GP and mid-wife.</li> <li>• Maintain high standards of hygiene</li> </ul>   | <p>3X2=6<br/>If all controls are in place in Column 3 this may be lowered</p> |  |

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|  |  | <ul style="list-style-type: none"> <li>• Inform line manager if circumstances change</li> <li>• Refer to this guidance- also for BAME expectant mothers<br/> <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>   |   |  |
| <b>Cleaning - risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas</li> <li>• Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</li> <li>• <b>KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.</b></li> <li>• Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</li> <li>• Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</li> <li>• Encourage pupils to clean – to teach them about safety.</li> <li>• Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to .</li> <li>• If suspected case of Covid 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• If cohorts change, consider cleaning between class changes</li> <li>• Toys, fabrics, soft furnishings will have to be washed or replaced more frequently</li> <li>• Sanitizer stations located across site</li> <li>• Regular cleaning of toilets and supply of hand soap</li> <li>• Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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|  |   | <ul style="list-style-type: none"> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</li> <li>• Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.</li> </ul>   |   |  |
| <b>Contractors on site -risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• Communication - explain to contractors your concerns and come up with workable solutions</li> <li>• Request risk assessments form contractors which include their social distancing protocols.</li> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>PPE requirements - risk of transmission of Coronavirus (Covid 19)</b>   | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)         | <ul style="list-style-type: none"> <li>• No requirement for face coverings/masks etc</li> <li>• The majority of staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained</li> <li>• Within 2m PPE is available and staff will wear a mask, gloves and disposable apron</li> <li>• Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.</li> <li>• Risk assessment for pupils in place.</li> <li>• Hand washing with soap and hot water for 20 secs minimum</li> <li>• 2m social distancing maintained as far as possible</li> <li>• School has sourced adequate supplies of PPE</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> </ul> | 3X2=6   | <b>Eye Protection &amp; Masks</b><br><i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i> |

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| <p><b>First aid provision – risk of school unable to provide first aid in the event of an emergency.</b></p> | <p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> <li>• Adequate numbers of first aiders on site in all categories:</li> <li>• First aid boxes located across site in each classroom and school office</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u></b></li> <li>• <b>First aid provision with suspected symptoms of coronavirus :</b><br/>Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (IIR) surgical mask</li> </ul> </li> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• Must be discarded in clinical waste</li> <li>• Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient's mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>• If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</li> </ul> <p>See: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> | <p>3x2=6<br/>If all controls are in place in Column 3 this may be lowered</p> | <p><b>Eye Protection &amp; Masks</b><br/><i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p> |
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| <b>Medical isolation room - risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• SLT room to be used for medical isolation.</li> <li>• If unable to isolate a child move them to an area 2m away from others.</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs</li> <li>• Remove all non-essential items in the medical room.</li> <li>• Include one desk and one table.</li> <li>• Child awaiting collection will be supervised</li> <li>• A toilet has been identified to be used if required whilst awaiting collection.</li> <li>• If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate</li> <li>• after any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</li> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Following <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul> | 2X2=4 |  |
| <b>Remote Learning – risk to staff and pupils by abuse of systems</b>          | Staff, pupils, parents – experience harm or abuse, eg emotional harm  | <ul style="list-style-type: none"> <li>• Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents</li> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• See National Crime Agency at the following websites: <a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a></li> </ul>   | 3X2=6 |  |

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| <b>Working at height - risk of falling from height</b>   | Staff, pupils, parents, visitors – injuries from minor to >7 day               | <ul style="list-style-type: none"> <li>• Site manager/ caretakers should have checked all ladders on site.</li> <li>• If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</li> <li>• Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> </ul>   | If all controls are in place in Column 3 this may be lowered          | Safe use of ladders<br>toolbox talk available on website                                       |
| <b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b> | Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc  | <ul style="list-style-type: none"> <li>• Remind everyone to review their workstations after the long absence.</li> <li>• Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>• All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>• If some staff are still home-working check with them that there are no issues with their set-up at home.</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Lone working- risk of accident, injury or emergency</b>   | Staff working from home – injury and ill-health                                | <ul style="list-style-type: none"> <li>• Carry out a risk assessment for staff who remain working from home following guidance</li> <li>• See RA 028 Working from home Covid 19</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Kitchens - risk of transmission of Coronavirus (Covid 19)</b>   | Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• Deep clean the kitchen prior to reopening before food preparation resumes</li> <li>• Recommission all catering equipment. Check servicing and PAT testing</li> <li>• Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | Confirm Edsential/Kitchen follows this guidance for food businesses – risk assessment in place |
| <b>Fire – failure of systems and fire evacuation plans</b>   | Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation   | <ul style="list-style-type: none"> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Practice drill held within first week to ensure everyone knows their roles and responsibilities.</li> <li>• Social distancing is followed on evacuation and at assembly point.</li> <li>• The needs of staff/pupils who require assistance in an</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | Fire drill to be undertaken first week   |

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|  |  | <p>emergency and ensure has been considered and the resources are available to carry this out.</p> <ul style="list-style-type: none"> <li>• The fire alarm and emergency lighting has been serviced in according to guidance</li> <li>• Alarm checked weekly</li> <li>• Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>• Emergency lighting tested monthly</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul> |   |   |
| <b>Legionella- failure of systems in place leading to outbreak</b> | Staff, pupils, parents, visitors – legionella symptoms , respiratory condition | <ul style="list-style-type: none"> <li>• Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book</li> <li>• Monthly water checks should have taken place</li> </ul>  | <p>3X2=6<br/>If all controls are in place in Column 3 this may be lowered</p> | <p>Q – Check if tank fed or mains water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. <b>Check with your water hygiene company School has not closed. Hertel regular checks and water risk assessment have taken place during lock down period</b></p> |
| <b>HS Checks - failure of</b>                                      | Staff, pupils, parents,  | <ul style="list-style-type: none"> <li>• All staff carry out pre-use visual checks of their areas,</li> </ul>   | 2x2=4   |   |

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| <b>equipment leading to accident or injury</b>                                    | visitors everyone- injuries, cuts, falls, abrasions   | <p>playground, equipment as formal checks may not take place.</p> <ul style="list-style-type: none"> <li>Caretaker carries out daily visual whole site checks</li> </ul>  | <p>3X2=6</p> <p>If all controls are in place in Column 3 this may be lowered</p>              |   |
| <b>Equipment- failure of equipment leading to accident or injury</b>              | Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions                             | <ul style="list-style-type: none"> <li>All areas and equipment that have been taken out of use are checked</li> <li>Teachers have checked their own classrooms to ensure all is in good condition ..</li> <li>Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> </ul> | <p>2x2=4</p> <p>3X2=6</p> <p>If all controls are in place in Column 3 this may be lowered</p> | See Form F10 Checklist for classrooms             |
| <b>Manual handling – risk of staff injured by moving and handling heavy items</b> | Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles | <ul style="list-style-type: none"> <li>Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location</li> </ul>  | <p>3X2=6</p> <p>If all controls are in place in Column 3 this may be lowered</p>              | Manual Handling Toolbox talk available on website |
| <b>Security – Opening and locking up procedures</b>                               | Staff, pupils, parents, visitors – physical or verbal abuse                                     | <ul style="list-style-type: none"> <li>Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>Secure reception</li> <li>Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>   | <p>2x2=4</p> <p>If all controls are in place in Column 3 this may be lowered</p>              |   |
| <b>Heating/Boilers failure of equipment leading to loss of heating</b>            | Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold                       | <ul style="list-style-type: none"> <li>Boilers and heating systems been serviced through lock down as required</li> </ul>   | <p>2x2=4</p> <p>If all controls are in place in Column 3 this may be lowered</p>              |   |
| <b>Medication – lack of training</b>  | Staff, pupils, parents, visitors – accident in administration of medicines                      | <ul style="list-style-type: none"> <li>Trained staff available to administer medicines and records maintained.</li> <li>Secure medicines storage</li> </ul>   | <p>2x2=4</p> <p>If all controls are in place</p>  |   |

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|   | – pupil becoming unwell.  | <ul style="list-style-type: none"> <li>Inhalers and epipens available pupils in classrooms and for outdoor activities</li> </ul>  | in Column 3 this may be lowered                                       |  |
| <b>Emergency plan</b>   | Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress | <ul style="list-style-type: none"> <li>Review the school emergency plan to cover Covid 19 issues</li> <li>Contingency plans for an outbreak are in place</li> <li>Shared with staff and relevant parties e.g. Governors</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)   | <ul style="list-style-type: none"> <li>School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> <li>New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities</li> <li>School measures and/or risk assessments have been shared with them</li> <li>Risk assess impact of third party on school.</li> </ul> </li> <li>Breakfast and after-school provision, where possible, will restart from the start of the autumn term <b>[Within school , group bubbles will be established for Breakfast club and any after school clubs]:</b> <ul style="list-style-type: none"> <li>support across year groups,</li> <li>where parents use multiple providers</li> <li>childminders picking up/dropping off pupils.</li> <li>keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small, consistent groups will be identified.</li> <li>advise parents to limit the number of different wraparound providers they access, as far as possible.</li> <li>Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</li> </ul> </li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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|   |   | <ul style="list-style-type: none"> <li>○ No contact sports</li> </ul>  |   |  |
| <b>Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.</b>      | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• Pupils kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports avoided.</li> <li>• Outdoor sports prioritised where possible, and hall spaces used where it is not, to maximise distancing between pupils</li> <li>• The areas will be cleaned between groups – surfaces wiped down</li> <li>• Pupil reminded about hand and respiratory hygiene</li> <li>• If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• Schools refers to the following advice: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a></li> <li>○ <a href="#">Sport England</a> for grassroots sport</li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</b> | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies</li> <li>• Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced.</li> <li>• Instrument sharing to be avoided,</li> <li>• Good ventilation if held indoors but holding the session outside will be considered</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

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| <b>Educational visits – risk of Coronavirus (Covid 19) whilst on visit</b>                                    | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)   | <ul style="list-style-type: none"> <li>• Educational visits for non-overnight domestic educational visits resume September.</li> <li>• When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing &amp; hygiene will be adhered to, to ensure they can be done safely.</li> <li>• School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</li> <li>• School will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• Schools will consult the <u>health and safety guidance on educational visits</u> when considering visits.</li> </ul>                         | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Ventilation &amp; air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</b> | Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• School will ensure an adequate supply of fresh air into building(s).</li> <li>• Where possible windows &amp; doors will be opened to increase the supply of fresh air (unless fire doors).</li> <li>• Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended</li> <li>• To prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows</li> <li>• See Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low</li> </ul> | 2X2=4<br>If all controls are in place in Column 3 this may be lowered |  |

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|   |  | <p>Ventilation <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation</a></p> <ul style="list-style-type: none"> <li>• All systems to remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal.</li> <li>• Where possible, occupied room windows should be open.</li> <li>• Ventilation to chemical stores should remain operational.</li> </ul> |   |                                   |
| <p><b>Airconditioning systems that do not introduce fresh air but recycle air within a room</b> - able to spread the COVID-19 Virus.<br/><b>Entering/working in Server room</b></p> | <p>Staff, pupils and visitors, because the use of split air conditioning system that only circulates room air and does not introduce fresh air</p> | <ul style="list-style-type: none"> <li>• <i>Units serviced/ recommissioned or still out of use?</i></li> <li>• School has sought and followed advice from FM provider on safe use of such systems [none in school]</li> <li>• Hand hygiene maintained</li> <li>• Bottle of cool water to avoid dehydration</li> <li>• Working in isolation</li> <li>• Access restricted to one person only at a time</li> <li>• Sign on door warning of changes to access permissions.</li> <li>• Ensure door is locked and keys controlled</li> <li>• Face coverings available when working inside server room</li> </ul>  | <p>2X2=4<br/>If all controls are in place in Column 3 this may be lowered</p> |                                   |
| <p><b>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))</b></p>  | <p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>   | <ul style="list-style-type: none"> <li>• Outdoor is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously.</li> <li>• Breakfast &amp; After school clubs' clean <b>and rotate</b> equipment between groups and after use.</li> <li>• Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection.</li> <li>• All servicing and maintenance identified has been carried out prior to reinstatement.</li> </ul>   | <p>3X2=6<br/>If all controls are in place in Column 3 this may be lowered</p> | <p>Tractor cleaned regularly.</p> |



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|   |  | <ul style="list-style-type: none"> <li>• The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>• It has been formally shared with all middays &amp; staff supervising.</li> <li>• Site manager/caretaker has attended Routine Inspectors Course</li> <li>• Site manages/caretaker visually inspects play equipment daily</li> <li>• Site manages/caretaker has reinstated weekly formal checks of play equipment</li> <li>• Pupils reminded of playground rules</li> <li>• Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc <b>prior to every session.</b></li> </ul>   |   | Play Trail currently out of use. Outdoor tables and benches to be cleaned regularly |
| <b>Visitors to school-</b> working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools. | Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’ | <ul style="list-style-type: none"> <li>• Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>• Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>• Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>• Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>• Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</li> <li>• Visitor has own PPE or PPE will be provided for each session</li> <li>• 2m social distancing rules in place</li> <li>• PPE to be worn if 2 m social distancing cannot be</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |   |

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|   |  | <p>maintained then visitor must wear a face covering/mask</p> <ul style="list-style-type: none"> <li>• Room has ventilation – windows and door open whilst the room is occupied.</li> <li>• Sanitiser in room</li> <li>• Tissues in room and lidded bin emptied after each session.</li> <li>• Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet [insert local details]</li> <li>• Visits arranged for outside of school hours, where possible</li> <li>• A record is kept of all visitors.</li> </ul> |   |  |
| <b>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19))</b> | Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> <li>• A risk assessment will be carried out with other setting to ensure all controls are in place.</li> </ul>   | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |

#### EYFS Early Years – Overview

From the 20th July 2020 the protective measures introduced as a result of the Covid-9 outbreak will be reduced. It will remove the need for small groups or bubbles but still requires minimal mixing of where possible.

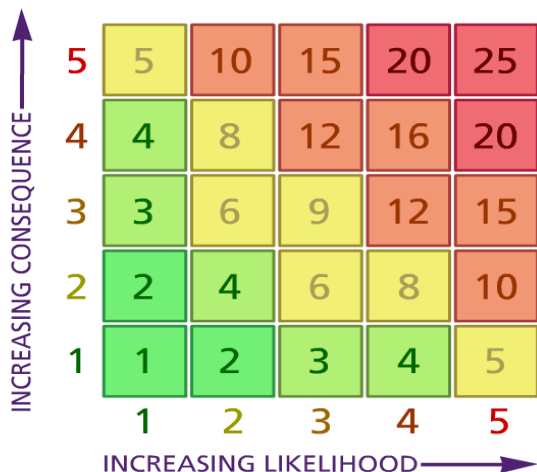
As a result, we will be required to review our risk assessment to ensure that all activities have been assessed, removing the requirement to keep children in small consistent groups within settings but still minimising mixing where possible

- [https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm\\_medium=email&utm\\_source=govdelivery#infection-prevention-and-control](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm_medium=email&utm_source=govdelivery#infection-prevention-and-control)
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

| 1) Hazard   | 2) Who can be harmed and how?    | 3) What controls exist to reduce the risk?<br>Have you followed the hierarchy of controls (eliminate, substitute etc.)   | Risk Score<br>Consequence<br>X Likelihood                             | 4) Any further action;<br>This should be included in the action plan on overleaf |
|---|----------------------------------|--|---|--|
| <b>Cleaning –<br/>EYFS FROM 20/07/2020</b>  | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> <li>○ Cleaning will remain enhanced and includes: <ul style="list-style-type: none"> <li>▪ more frequent cleaning of rooms that are used by different group</li> <li>▪ frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>○ No requirements for dedicated toilets for groups.</li> <li>○ Toilets will need to be cleaned regularly<br/>Children must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>  | 3X2=6<br>If all controls are in place in Column 3 this may be lowered |  |
| <b>Minimise contact between individuals where possible<br/>EYFS FROM 20/07/2020</b> | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> <li>• Mixing within settings by bubbles or groups should be minimised.</li> <li>• Where bubbles or groups use different rooms for different age groups, keeping those groups apart as much as possible.</li> <li>• All other protective measures must remain in place.</li> <li>• Different groups now do not need to be allocated their own toilets</li> <li>• Until 20 July, providers are expected to ensure that there are no more than 16 children in a single group in an early years setting.</li> <li>• Providers can have several bubbles or groups of 16 children if EYFS ratios and EYFS space requirements allow.</li> <li>• While 16 children is the maximum in a group, keeping groups to 8 children, while adhering to EYFS ratios, is preferable, so bubbles or groups are as small as possible.</li> <li>• Reception is subject to school admissions (infant class size) regulations, therefore, until the end of the summer term, schools should follow the primary guidelines for reception</li> </ul> | 3X2=6<br>If all controls are in place in Column 3 this may be lowered | Pre school separate to F1/F2 EYFS room   |

|   |   |  |  |  |
|---|---|--|--|--|
|   |   | <p>which sets a limit of 15 children per group.</p> <ul style="list-style-type: none"> <li>• Access new guidance has also been published for schools for autumn term from September. Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff</li> </ul>   |  |  |
| <p>Operating before and after school clubs and other providers</p> <p><b>EYFS FROM 20/07/2020</b></p> | <p>Staff, pupils, parents, visitors</p>           | <ul style="list-style-type: none"> <li>○ Wraparound providers which are registered with Ofsted or with a Childminder Agency and run before and/or after school clubs on school premises or in early years settings, and can ensure they follow the <a href="#">safe working guidance</a>, are able to operate.</li> <li>○ wraparound care providers operating from other premises will be able to open. <a href="#">Protective measures guidance</a> has been published to support these providers</li> </ul>  | <p>3X2=6</p> <p>If all controls are in place in Column 3 this may be lowered</p> |  |
| <p>Use of public outdoor spaces</p> <p><b>EYFS FROM 20/07/2020</b></p>                                |   | <ul style="list-style-type: none"> <li>○ Early years providers can take groups of children to outdoor public places and settings should maximise use of private outdoor space.</li> <li>○ Early years providers may take small groups of children to outdoor public spaces, for example parks, provided that the trip is fully risk assessed and demonstrates that they can stay 2 metres away from other people at all times.</li> <li>○ This should be restricted to small groups and should be done in line with wider government <a href="#">guidelines on the number of people who can meet in outdoor public places</a>.</li> <li>○ Providers should not take larger groups of children to public outdoor spaces at one time.</li> </ul> |  |  |
|   |   |  |  |  |
| <p>Insert school specific issues Below</p>  | <p>Staff, pupils, parents, visitors everyone.</p> |  |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  |   |  |  |  |
| Insert school specific issues<br>Below | Staff, pupils, parents,<br>visitors everyone. |  |  |  |



| Risk Rating | Action Required   |
|-------------|---|
| 17 - 25     | Unacceptable – stop activity and make immediate improvements      |
| 10 – 16     | Tolerable – but look to improve within specified timescale        |
| 5 – 9       | Adequate – but look to improve at review                          |
| 1 – 4       | Acceptable – no further action but ensure controls are maintained |

**Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely

**Consequence:**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

#### (5) ACTION PLAN

| Action required: | Responsible person | Completion date |
|------------------|--------------------|-----------------|
|                  |                    |                 |

|  |                       |                                     |
|--|-----------------------|-------------------------------------|
| <p>Risk assessment and plan for reopening school to all pupils to be developed and shared for consultation with all stake holders prior to end of school year.</p> <p>Risk assessment to be reviewed regularly and after any changes in Governmental advice</p> <p>In response to consultation and further Governmental Guidance, plan for reopening and risk assessment to be reviewed in August prior to reopening school</p> <div data-bbox="145 359 201 419" data-label="Image"> </div> <p>150720 September<br/>Overview.docx</p> <div data-bbox="600 662 705 699" data-label="Text"> </div> | <p>Julie Farrelly</p> | <p>July 2020</p> <p>August 2020</p> |
| <p>Action plan agreed with (signature)      J Farrelly      Date 150720</p>  |                       |                                     |