



RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

Taken from the government guidance - Opening schools and educational settings to more pupils from 08 June: guidance for parents and carers - Updated 29th May 2020

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

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

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



- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.
- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).
- It should be noted that the risk assessment below is a generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus. All of the following control measures should be considered / implemented to reduce the risk factor to a tolerable level. This risk assessment is not likely to cover all scenarios, tasks or work activities and so it is essential that Head Teachers and any relevant staff review the tasks and work activities for their School and add to this assessment detailing the relevant control measures required to manage any additional risks. Once you have completed your risk assessment the finding must be shared with all staff within the school. It is also recommended that the risk assessment be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.



SCHOOL:	St Philip Westbrook Church of England Aided Primary School
HEADTEACHER:	Jacqui Wightman
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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection



WARRINGTON
Borough Council

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					Lx S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10		
3	Tolerable	3	6	9	12	15	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25	HIGH (H) 16-25	DO NOT PROCEED



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.				<ul style="list-style-type: none"> ✓ All necessary inspections and maintenance have gone ahead where possible during lockdown. ✓ Deep clean before further expansion. ✓ Water hygiene checks have continued throughout lockdown by our external water hygiene specialists. There have not been any recommendations that needed to be addressed. ✓ The school does not have a centralised air circulation system in the main building. ✓ The modular building that is used wrap around care has an air conditioning unit which has been disabled. ✓ All doors and windows are open to ensure circulation of fresh air. 	2 x 1= 2	L	<ul style="list-style-type: none"> ✓ Ensure inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. ✓ Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. (See <u>guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS</u>) ✓ Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building ✓ Contact your premises management company to find out more information on what statutory testing has been undertaken or to discuss any required future testing 	2 x 1= 2	L



<p>Lack of communication with parents/carers and staff members</p>	<ul style="list-style-type: none"> • Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. • Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace 				<ul style="list-style-type: none"> ✓ All parents have supplied school with a current email address that is used for all communication. ✓ Regular updates and government advice is shared through email. ✓ All staff have email addresses that regular updates and guidance is sent to. ✓ Any parents/carers or staff who request hard copies of any guidance etc. will be provided with these. ✓ Risk Assessment shared and feedback asked for and acted upon. ✓ Risk Assessments for pupils with EHCP have been formulated and shared with LA. ✓ Individual risk assessments for SEND pupils who are returning have been jointly created with key workers and parents. ✓ Current mental health service referrals still in place. ✓ Guidance for supporting pupils mental health already distributed to staff ✓ Guidance for supporting staffs mental health already distributed to staff ✓ Heartsmart advice shared with staff ✓ NHS advice shared with staff ✓ Materials already shared with staff addressing children's anxieties re returning to school. 	<p>3 x 2 = 6</p>	<ul style="list-style-type: none"> ✓ Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. This is required before the school opens or more pupils attend. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. ✓ Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens. ✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school. ✓ Regular emails will be sent to staff informing them of changes in school or government guidelines – it will be made compulsory for staff to respond to confirm that such information has been read and understood ✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. ✓ Share regular communication of mental health information and open door policy for those who need additional support. ✓ See Education Support Partnership's 24 hour helpline educationsupportpartnership.org.uk Tel: 0800 917 4055 See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus 	<p>1 x 2 =2</p>	<p>L</p>
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Staffing levels	Lack of staff available to teach or carry out required tasks in school				<ul style="list-style-type: none">✓ High number of staff available to work with rota in place. Floating staff identified each day to cover any absences. Any staff presenting symptoms, or family member has symptoms, staff have to contact person who is floating and informs school of absence.✓ Government advice for self-isolation has been emailed to all staff including clear table of different scenarios.✓ Arrangements are in place for and members of staff identified as vulnerable or may be more susceptible to effects from COVID - 19 (Pregnant staff or staff with underlying health conditions) consider homeworking options or tasks that restrict interaction with other is school)✓ Staff are aware that they must not attend school if they are in the clinically vulnerable group or if they, or a family member are shielding, and are able to work at home.✓ All staff are aware that if they have Covid symptoms then they must not attend school. They must arrange a priority test and will only come back to school with proof of a negative test result. If positive they will need to self-isolate following guidance given.			<ul style="list-style-type: none">✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENDCo, first aiders / fire wardens, caretaking and cleaning staff.✓ Consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)✓ Consider individual RA for staff returning to work which identifies the risks and mitigation measures as far as reasonably practicable.		
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<p>Lack of Fire Wardens & First Aid Provision</p>	<p>Unable to provide adequate first aid or able to supervise fire evacuation procedure</p>				<ul style="list-style-type: none"> ✓ PPE has been provided in First Aid Kits and donning and doffing guidance has been issued. ✓ PPE has been provided in the case of symptomatic child who needs to be isolated and 2m distance is possible or for pupils with needs that require intimate care in line with 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 ✓ Staff and pupils allocated to new areas of the school will be made aware of the fire exits and assembly points that they should use during registration. ✓ A Fire Drill without the alarm and with individual classes will take place to ensure that all know the procedure to follow if the alarm does ring. ✓ First Aid kits have been allocated to each bubble which includes disposable face masks, gloves and aprons for the very few circumstances that it will be needed according to latest guidance 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 ✓ Walkie Talkies to be taken when working outside and during break and lunchtimes ✓ Inform HT/SBM if a First Aider is needed for more than usual minor grazes etc, ✓ As first aiders will only cross bubbles for more serious injuries and 999 called. 		<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) ✓ PPE and particularly if Covid suspected or symptomatic, IIR2 masks to be used for aerosol generating procedures. PPE used must be appropriate for the task required in order to provide first aid or to use defibrillator safely. See PPE later in risk assessment. ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-19 procedures). Once at assembly points social distancing must be complied with. ✓ Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school. <p>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</p>		
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<p>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> ✓ Children and families either walk, cycle or come to school in private cars. ✓ Parents have been informed that they need to avoid public transport. ✓ All children wash their hands as soon as they enter the building. ✓ School is not currently transporting children anywhere. 		<ul style="list-style-type: none"> ✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel 	<p>2 x 2 = 4</p>	<p>L</p>
<p>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	<p>✓</p>	<p>✓</p>		<ul style="list-style-type: none"> ✓ Staff to advised to adhere to the social distancing measures and remain 2 meters apart at all times including when entering and exiting the building ✓ Staff must sign in using their own pen ensuring 2 metre distancing between staff 		<ul style="list-style-type: none"> ✓ Stagger arrival and departure times ✓ Ask parents to check temperature of child before coming to school ✓ Ask staff to wash their hands on arrival and prior to leaving the school ✓ Place handwashing posters in washroom facilities around school. ✓ Toilets will be allocated to staff by year groups and will be marked clearly – staff must only use their designated toilet. ✓ Place social distancing posters in prominent positions around school ✓ Place alcohol based alcohol based hand sanitiser in reception area for visitors and in each classroom, in the main office and at the signing in register. Staff to inform us if they have any specific sensitivities or allergy to hand gel / sanitiser before they use 	<p>3 x 2 = 6</p>	<p>L</p>
<p>Mixing of parents and carers / children and young people and</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. 	<p>✓</p>			<ul style="list-style-type: none"> ✓ Different entrance /exit points for children are in use. ✓ Floor markings in place to show 		<ul style="list-style-type: none"> ✓ Tell parents that if their child needs to be accompanied to the school only one parent 	<p>3 x 2 =6</p>	<p>L</p>



<p>non-adherence of social distancing measures during the drop off and collection times</p>	<p>person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 		<p>✓</p>		<p>2 metre distancing</p>		<p>should attend</p> <ul style="list-style-type: none"> ✓ Stagger arrival and departure times for different cohorts of pupils ✓ Advise children and young people to form a queue outside of the entrance to the school and remain 2 meters apart ✓ Place posters showing children how to wash hands in washroom facilities ✓ Place alcohol based hand sanitiser in reception area or entrances for visitors and in strategic placement around school for staff and pupils where limited washing facilities available (supervision may be required for younger pupils). Staff, parents, visitors to inform us if they have any specific sensitivities or allergy to hand gel / sanitizer before they use – this is particularly important for pupils and may need to be recorded on their pupil file (including the severity of the allergy) ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school ✓ Alcohol based hand sanitiser will be used in each classroom whilst waiting to wash hands to ensure they are done properly. Parents asked to inform us if their child has any specific sensitivities or allergy to hand gel / sanitizer before they use – this is particularly important for pupils and may 		
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								need to be recorded on their pupil file (including the severity of the allergy).		
<p>Unable to maintain social distancing measures in the classroom</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ The size of the classroom has been assessed to ensure the space can accommodate the numbers of staff and pupils use ensuring social distancing can be accommodated, this also takes into account any SEND pupils who may require addition staff support ✓ Information posters and guidance has been issued to staff to enable correct doffing and donning of PPE. ✓ Rearranged classrooms to ensure that social distancing measures can be maintained with tables 2m apart and 2m from teacher. ✓ Repositioned seating arrangement two metres apart eliminating face to face positioning. ✓ The school does not have a centralised air circulation system in the main building. ✓ The modular building that is used wrap around care has an air conditioning unit which has been disabled. ✓ All doors and windows are open to ensure circulation of fresh air. ✓ Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) ✓ Seat students at the same desk each day if they attend on consecutive days which are 2m apart and no face to face positioning. 			<ul style="list-style-type: none"> ✓ Where social distancing cannot be implemented consider the provision of PPE (this must be appropriate for the task). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. ✓ Ensure good supply of gloves and cleaning products are available within each classroom and are disposed of safely. ✓ Staff must stay in their designated area and not walk between desks ✓ Consider which lessons or classroom activities could take place outdoors ✓ Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere ✓ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ✓ Seat students at the same desk each day if they attend on consecutive days. ✓ Staff must stay in their designated area and not walk between desks ✓ Behaviour policy will be updated and reviewed 	2 x 2 = 4	L



								regularly – pupils will be isolated if they cannot adhere to charter or break social distancing rules. SEND risk assessments will be updated.		
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	v	v		<ul style="list-style-type: none"> ✓ Staggered break and lunch times are in place so that all children are not moving around the school at the same time and parents have been informed of staggered start and finish times of new priority groups. ✓ Pupils eat packed lunch in the classroom to reduce movement around the school. ✓ Pupils and staff informed to remain two metres apart whilst moving around the building with markings in place. ✓ Pupils will not be requested to take registers or other items to the school office (these will be collected from classrooms by the office staff at 9.15) 		<ul style="list-style-type: none"> ✓ Revise the timetable to reduce movement around the school or building ✓ Pupils will be allocated to a bubble, in a designated classroom, with the same children and same staff with no mixing of bubbles. Classroom will only change if a pupil or adult in the bubble tests positive to enable a deep clean after 72 hours. ✓ Accessing rooms directly from outside where possible ✓ Arrows to be placed in corridors to indicate the direction staff and pupils should follow. Two metre distancing tape placed along all corridors and within classrooms. ✓ Catering staff will transport lunches to the classrooms to prevent additional pedestrian traffic through the corridors ✓ Consider floor marking in internal communal areas. ✓ Ensure supervision is in place to ensure social distancing measures are being followed. (where social distancing allow) 	2 x 2 = 4	L	
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	v			<ul style="list-style-type: none"> ✓ Resources are not shared. ✓ Resources will not be taken home by staff or pupils ✓ Stationery and other equipment is not shared as each pupil is allocated their own in a container to store it in such as whiteboards, pens and exercise books. ✓ Pupils will not be allowed to bring 			2 x 2 = 4	L	

			v		any equipment into school from home.				
Higher risk of contamination if staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 		v		<p>Staff have been informed via email of the following:</p> <ul style="list-style-type: none"> ✓ Stagger the use of the Staffroom to limit occupancy ✓ Staffroom limited to five people at a time ✓ Ensure staff are seated 2 metres apart and do not face each other ✓ Instant hot water tap – this can be used but a paper towel must be used to cover the handle ✓ The fridge will be cleaned and sealed and will not be available for use ✓ Microwave will be removed ✓ Toasters will be removed ✓ Cupboards and drawers will be sealed ✓ Staff should bring their own cutlery, crockery which should be kept with them and not stored in the staff room ✓ Cutlery and crockery should be washed after use and kept with staffs personal belongings ✓ An enhanced cleaning regime will be in place for the staffroom. ✓ Photocopier room will be locked and out of use ✓ PPA Room will be locked and out of use ✓ Staffroom is cleaned by a member of the cleaning team after breaks and lunch. 		✓	2x2 =4	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 		v		<ul style="list-style-type: none"> ✓ Staggered use of outdoor areas for breaks, lunch times and outdoor activities ✓ Outdoor areas are supervised to ensure that social distancing measures are maintained – in particular for smaller children ✓ When outside for group lessons staff should have been informed of the need to ensure that each 		<ul style="list-style-type: none"> • When outside for group lessons staff should ensure that each group is separated by at least 2 metres • Do not use any outdoor equipment or: Spiritual garden Trim trail and other shared spaces 	2 X 2 =4	L



			✓		individual is separated by at least 2 metres and each group by at least 20 meters. ✓ No shared outdoor equipment is in use such as the trim trail and other shared spaces such as the Spiritual Garden are closed.				
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Staggered break and lunch times so that different cohorts of pupils don't mix. ✓ Pupils to clean their hands before and after eating ✓ If pupils need to move around the building during lunch and break times at they do so in the groups they are already in ✓ Children and staff remain 2 metres apart ✓ Children eat their lunch in their classrooms. 			2 x 2 = 4	L
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Children who bring own lunch box from home do not place it on lunch trolley but keep it under their designated table. 		<ul style="list-style-type: none"> ✓ Packed lunches will be provided instead of hot meals ✓ Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils ✓ School meals staff are able to keep two metres apart in the kitchen ✓ Cleaning products and alcohol based hand sanitiser are available for use by the school meals staff 	2 x 2 = 4	L
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ One in one out policy is in place to ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time 		<ul style="list-style-type: none"> ✓ Toilets will be allocated to groups and they should use their allocated toilet block only ✓ Stagger access to toilets and hand washing facilities ✓ Advise pupils and staff to keep two metres apart ✓ Advise pupils and staff to wash their hands for 20 	2 x 2 = 4	L



								seconds using warm water and soap and display posters by sinks in classrooms and in toilets.		
								<ul style="list-style-type: none"> ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towel or hand blowers are in good working order 		
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Sports or games that involves contact are not permitted. Games have been amended eg shadow tag instead of usual contact tag. 					
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend school. ✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June. ✓ Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible. 					



					<ul style="list-style-type: none"> ✓ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting. However while we have sufficient staff they can continue to work from home. This will be reviewed as pupil numbers increase. ✓ If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. 					
<p>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Staff informed that pupils and staff should not be in school if they have a high temperature or a new continuous cough. 			<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home pupils and other staff if they become unwell with any of the following symptoms ✓ new, continuous cough ✓ a high temperature ✓ sore throat ✓ fever ✓ tiredness ✓ aches and pains ✓ headache ✓ diarrhoea ✓ conjunctivitis ✓ rash on skin or discoloration of fingers or toes ✓ loss of taste or smell ✓ chest pains ✓ shortness of breath 	3 x 2 = 6	L



							<p>Advise them to follow the COVID-19</p> <p>If a child is awaiting collection:</p> <ul style="list-style-type: none">- Move them to a room where they can be isolated behind a closed door- Depending on the age of the child and with appropriate adult supervision if required- Open a window for ventilation- If they need to go to the bathroom while waiting to be 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.- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Donning and doffing guidance will be adhered to as will safe disposal of PPE according to guidance.- Call 999 if they are seriously ill or injured or their life is at risk. <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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							<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> <ul style="list-style-type: none"> ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk 		
<p>Visitors do not adhere to social distancing measures put in place</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	v	v		<ul style="list-style-type: none"> ✓ Parents have been informed that they should not enter the building, face to face meetings will not take place and that they need to phone or email school and they will be responded to according to priority. 		<ul style="list-style-type: none"> ✓ Encourage potential visitors to contact the schools remotely rather than visiting the school ✓ Limit the number of visitors at any one time ✓ Provide a specific time window for essential visits to school such as collecting home learning if no IT devices. ✓ Maintain a record of all visitors, including contact details ✓ Ensure visitors adhere to the 2 metre distancing rule v Parents will be allowed in to the reception area to talk to office staff, one at a time for essential access such as collecting home learning. v The glass partition will remain closed v Office staff will use email 	2 x 2 = 4	L



								or text messaging services to contact parents ✓ Parents should not bring notes for teachers or any other paperwork into school or the office		
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Ask deliveries to be left at the entrance. ✓ Gloves are worn by designated staff when opening packages and boxes and then disposed of. 			<ul style="list-style-type: none"> ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing alcohol based hand sanitiser where this is not practical. ✓ Restrict non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate ✓ Doffing and donning guidance should be followed for any PPE equipment. 	2 x 2 = 4	L
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Agreed schedule with the Cleaning Team ✓ Cleaning Team has adopted the COVID-19: cleaning of non-healthcare settings guidance 			<ul style="list-style-type: none"> ✓ Additional cleaning requirements and hours agreed ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Deep cleaning of classrooms in use will be carried out Tuesday evening. ✓ Soap and paper towel dispensers to be replenished 	2 x 2 = 4	L



							<p>daily</p> <ul style="list-style-type: none">✓ Boxes of tissues in each classroom to catch any coughs or sneezes. Tissue should be placed in a lidded pedal bin situated in the classroom✓ CATCH IT✓ KILL IT✓ BIN IT✓ Alcohol based hand sanitiser will be used on entrance to the school until children are able to wash hands✓ All rooms must be vacant during cleaning✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Additional risk assessment may be required where this may pose a hazard for specific pupils. Additional written procedure should be produced and shared with staff regarding the closing procedures of fire doors, a copy of the procedure should be placed with the fire risk assessment and included in the fire evacuation procedure.✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.✓ Checks to be made that adequate supply of paper towels or hand blowers available (in good working		
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							<ul style="list-style-type: none"> order) to dry hands. ✓ Place alcohol based hand sanitiser in reception area for visitors and in the main office, the staffroom and at the signing in register ✓ Check rubbish bins are emptied throughout the day install bins with lids that can be operated by foot pedals. ✓ Cleaning products and gloves to be made available for use in specific areas of school. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning ✓ Additional vomit clean up kits will be provided in each classroom. If a classroom cannot be used due to vomit, the bubble will be moved to the hall. 		
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.				<ul style="list-style-type: none"> ✓ Gloves available in school for dealing with first aid, food preparation and opening deliveries. 		<p>Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk considers using protective screens, PPE, keep time to a minimum, etc.</p> <ul style="list-style-type: none"> ✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely, Donning and Doffing guidance to be followed https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf ✓ Public Health guidance on the use of PPE (personal 		



							<p>protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. See GOV.UK guidance regarding personal protective equipment.</p> <ul style="list-style-type: none"> ✓ Face Coverings can be considered although are not compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms). ✓ Hands should be washed for 20 seconds or alcohol based hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) 		
<p>Reporting of injuries, Diseases and Dangerous Occurrences to the HSE</p>	<p>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</p>						<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto 		



								<p>the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. For Academy Schools and those schools that do not buy into the Councils H&S SLA we ask that you speak with you own competent adviser. <u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u> More information on the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.</p>		
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