

RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

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

To prevent the spread of coronavirus, we will use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we will take include:

- Ensure for schools that the required statutory testing of equipment and systems are tested, and that a robust cleaning regime in place before school opens in September.
- 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 will directly address risks associated with coronavirus to ensure that sensible measures are put in place to minimise those risks for children, young people and staff
- Making sure that children and staff 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 classes or year group groups 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/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Information has also been used in the production of the risk assessment from the Joint Trade Unions Checklist for September 2020. <https://neu.org.uk/media/11476/view>
- This risk assessment has been produced as a result of considering control measures to reduce the risk factor to tolerable level. All staff will be consulted on this risk assessment taking into account a review of tasks and work activities. The risk assessment will be placed on the school website to ensure that parents can see the control measures that are being implement within school to protect their child.

SCHOOL:	St Philip Westbrook Church of England Aided Primary School
HEADTEACHER:	Jacqui Wightman
NAME OF ASSESSOR/S:	Jacqui Wightman/Jayne Power
CONTACT DETAILS:	TEL: 01925 445391 EMAIL: StPhilips_Primary_business@warrington.gov.uk



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Contact with those who are unwell	Y	Higher risk of contamination
02	Failure to provide adequate handwashing facilities and procedures	Y	Higher risk of contamination
03	Failure to establish good respiratory hygiene procedures	Y	Higher risk of contamination
04	Cleaning - ineffective infection control and increased risk of infection	Y	Ineffective infection control and increased risk of infection
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	Pupil Groups	Y	Unable to maintain social distancing measures and mixing of pupils during school day
07	Use of classroom space	Y	Mixing of staff and pupils and non-adherence to social distancing measures during class time
08	Moving around the school	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
09	Start and end of school day	Y	Mixing of parents and carers / children and non-adherence of social distancing measures during the drop off and collection times
10	Staff shared areas	Y	Higher risk of contamination if staff use shared areas and equipment.
11	Sharing of equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources.



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared spaces and equipment.
13	Mixing of pupils during break and lunch times and maintenance of social distancing measures		Higher risk of contamination if pupil groups cross or mix during break and lunchtimes and fail to observe 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	Dealing with visitors to school	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	Provision of PPE equipment	Y	Lack of PPE when having to undertake a task where social distancing measures cannot be met.
22	NHS Test and Trace process	Y	Not engaging with NHS Test and Trace Process leading to higher risk of contamination.
23	Maintenance of building and systems	Y	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.
24	Inadequate levels of staff	Y	Lack of staff available to teach or carry out required tasks in school



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
25	Non-attendance at school	Y	Pupils falling further behind as a result of spending less time in the classroom
26	Educational Visits	Y	Unsatisfactory planning of educational visits resulting in lack of social distancing and increased risk of infection.
27	Compliance with school uniform policy	Y	Increased anxiety due to different expectations, children not following school rules.
28	Extra-curricular provision	Y	Not keeping the integrity of groups separate in extra-curricular provision.
29	Contingency Plans for Covid-19	Y	Not making satisfactory contingency plans for responding to Covid-19 outbreaks

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
Contact with those who are unwell	<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>Ensure that staff are aware of the process for sending home other and pupils if they become unwell with any of the following symptoms:</p> <ul style="list-style-type: none"> new, continuous cough a high temperature sore throat loss of smell and taste fever tiredness aches and pains headache diarrhoea conjunctivitis rash on skin or discoloration of fingers or toes chest pains shortness of breath <p>Advise them to follow the COVID-19 Stay at Home Guidance</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</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. 	2 x 1 = 2	L	<p>Inform and remind staff, pupils, parents and visitors not to come into school if they have Covid- 19 symptoms or have tested positive in the last 7 days and to self-isolate for at least 7 days and arrange to be tested if they develop symptoms.</p> <p>Display posters at all school entrances reminding anybody who enters the building not to do so if they have high temperature, new continuous cough or anosmia.</p> <p>Re-issue staff guidance in relation to the process of sending pupils and staff home if they are unwell or display symptoms of Covid 19.</p> <p>Ensure that staff know how to arrange a test as a keyworker and self -isolate at home until a negative test has been confirmed.</p> <p>Ensure that parents know how to arrange a test for their child and keep them at home until a negative test has been confirmed.</p> <p>Await advice for home testing kits that can be given directly to parents/carers or staff who have developed symptoms at school, when they are provided to schools in the Autumn term.</p> <p>If anyone in school becomes unwell with, a new continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia), they will be advised to go home and follow:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings should self-isolate for 14 days from when the symptomatic person first has symptoms.</p> <p>Re-issue staff guidance on what to do if a child or staff member becomes unwell in school</p>	2 x 1 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. <ul style="list-style-type: none"> - such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, they should arrange a test) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ 			<p>and isolate them in the meeting room with the door closed and windows open, maintain 2 metres away from others. PPE must be worn by staff, this is available in the meeting room, caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Inform Site Manager as soon as area is vacant to arrange thorough cleaning by member of the cleaning team.</p> <p>Any members of staff who have helped someone with symptoms or any pupils that have been in close contact with them, do not have to go home and self-isolate unless they have symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have requested to do so by NHS Test and Trace.</p> <p>Engage with the track and trace process. Manage confirmed cases of coronavirus according to LA guidance.</p> <p>Inform the local Health Protection team for advice on which groups/adults need to self-isolate.</p>		
Failure to provide adequate handwashing facilities and procedures	Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	✓	✓	✓	<ul style="list-style-type: none"> ✓ Stagger access to hand washing facilities ✓ Advise staff to keep two metres apart from pupils and each other ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap ✓ Place hand washing posters above sinks in classrooms and in toilets ✓ Ensure adequate supply of soap and water available, this must be 	2 x 2 = 4	L	<p>Re-issue staff guidance relating to supervising hand washing. All staff to go over hand washing procedures with all pupils in new classes, using poster provided. Hands to be washed at the start of day, after play, before and after eating, when they change rooms, at the end of the day, each time a child uses the toilet, after they cough or sneeze, after touching mouth, nose or face.</p> <p>Ensure all staff understand the hand washing procedures apply to adults as</p>	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towels and soap.			well as children. Staff should to be the role model for hand washing procedures. All staff should ensure that all handwashing is supervised and that pupils use the sink one at a time to avoid overcrowding. Staff should build in enough time for all pupils in the class group to wash their hands one at a time when required as stated above, to ensure there is sufficient playtime and eating time. Additional supervision will be given to pupils with complex needs.		
Failure to establish good respiratory hygiene procedures	<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 	✓	✓	✓	✓ Boxes of tissues in each classroom to catch any coughs or sneezes. ✓ Used tissue should be placed in a lidded pedal bin situated in the classroom ✓ CATCH IT, BIN IT, KILL IT. ✓ Hand sanitizer is be used on entrance to the school until children are able to wash hands. This will be supervised to ensure that the risk of ingestion is minimized. Parents have been asked to inform school if their child is allergic to any ingredients contained in hand sanitiser. ✓ All rooms must be vacant during cleaning ✓ Spaces are well ventilated using natural ventilation through open windows and doors. ✓ Air conditioning units turned off and decommissioned. ✓ 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	2 x 2 = 4	L	Order sufficient tissues so that they can be replenished in each classroom on demand. Re-issue guidance to staff relating to CATCH IT, BIN IT, KILL IT. Ensure that all staff use provided posters to re-inforce this approach with pupils. Remind pupils to catch their coughs and sneezes with a tissue or elbow. Remind pupils of the appropriate bin to use for tissues. Remind cleaning team of procedures for disposing of tissue bin rubbish. Update staff guidance to include no singing, chanting or shouting. No singing to take place in worship.	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>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.</p> <ul style="list-style-type: none"> ✓ 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 to dry hands. ✓ Installed separate bins with lids for tissues that can be operated by foot pedals, with double bagging procedures in place. ✓ Arrangements in place for emptying and sanitising tissues bins regularly and keep bin contents in a secure area prior to collection. ✓ Hot air hand driers are turned off and paper towels and bins are provided next to all hand washing facilities 					
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 all areas thoroughly cleaned on a daily basis with frequently touched surfaces cleaned regularly throughout the day by a member of the cleaning team, with checks in place carried out by Site Manager. ✓ Books, desks, chairs, doors, sinks, taps, toilets and toilet handles, light switches, bannisters, door handles, I counter tops, computer keyboards, telephones are cleaned more regularly than normal ✓ Cleaning Team has adopted the COVID-19: cleaning of non-healthcare settings guidance 	2 x 2 = 4	L	<p>Employ additional cleaner.</p> <p>Include adhering to hygiene and behaviour all areas of the school in the amended home school agreement sent to all parents in July 2020.</p> <p>Re-issue guidance to cleaning team.</p> <p>Re-issue guidance to staff relating to CATCH IT, BIN IT, KILL IT. Ensure that all staff use provided posters to re-inforce this approach with pupils.</p> <p>Remind pupils to catch their coughs and sneezes with a tissue or elbow.</p> <p>Remind pupils of the appropriate bin to use for tissues.</p>	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ Cleaning of shared resources undertaken regularly by staff who use them. ✓ Additional cleaning requirements and hours agreed with team. ✓ 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. Risk assessments and COSHH/MSDS are already in place and safe use has been communicated to staff. ✓ Each classroom equipped with gloves and cleaning products for use as and when needed. ✓ Soap and paper towel dispensers to be replenished daily or as needed. ✓ 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, BIN IT, KILL IT. ✓ Hand sanitizer is 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 for fire doors, a copy of the procedure should be placed with the fire risk 			<p>Shared equipment for P.E. etc. that can be cleaned will be disinfected between uses. IT devices will be used for four days by one group only and not used for three days (72 hours) by next group on the rota. Re-issue guidance for deep clean of areas and equipment where there is a confirmed case of Covid-19.</p> <p>Pupils and parents informed by Home School Agreement that only Book Bags, P.E. Kit, Packed lunches and water bottles will be allowed in school. These will be stored so that they cannot be shared by others.</p> <p>Parents and pupils informed by Home School Agreement that nothing will be taken home apart from book bags, packed lunches and water bottles.</p> <p>Amendments made to marking policy with emphasis on self-assessment, peer assessment and increased verbal feedback from teacher. Any physical paper work will be left for 48 hours before being handled by staff.</p>		

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
					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 to dry hands. ✓ Place hand sanitiser in reception area for visitors and in the main office, the staffroom and at the signing in register. No children are allowed in this area to avoid risks of ingestion. Visitors will be asked if they are allergic to any ingredients in hand sanitiser. ✓ Check rubbish bins are emptied throughout the day install bins with lids that can be operated by foot pedals. ✓ 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 group will be moved to the hall.					
Unable to maintain social distancing measures and mixing of pupils on public transport	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ 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	2 x 2 = 4	L	Re-issue guidance to parents.	2x 2 = 4	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing between groups of pupils	<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"> Keeping pupils separate in small bubbles that do not mix. Pupils with Special Needs will receive consistent support from the same staff where possible. Staff to remain in their designated areas and not enter classrooms of other groups they are not working with. IT Technician does not cross bubbles and has a designated space to work and designated toilet facility. 	3 x 2 = 6	L	<p>Ensure that size of bubble will be one class for the vast majority of time with year group bubbles only where this is absolutely necessary e.g. Link Club</p> <p>Re-issue staff guidance regarding keeping bubbles separate.</p> <p>Staff will remain separate from pupils who are not in their class bubble as much as possible. Where staff need to go across bubbles for interventions or to enable the curriculum to be taught this will be limited to year group bubbles for most staff.</p> <p>Individual risk assessments for the very few who work across the school.</p>	2 x 2 = 4	L
Unable to maintain social distancing measures in the classroom	<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"> Classrooms can accommodate a class group social distancing for adults, this takes into account any SEND pupils who may require additional staff support. Rearrange classrooms to ensure that social distancing measures can be maintained for staff. 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. 	2 x 2 = 4	L	<p>Re-issue guidance to staff relating to social distancing.</p> <p>Arrange pupils' tables to enable children to sit side by side facing forwards.</p> <p>Arrange pupils' tables to ensure that they are at least two metres away from any adult in the room.</p> <p>Remind pupils to maintain distancing from staff and peers on a regular basis and support them to do so.</p> <p>Ensure staff re-inforce behaviour policy with pupils.</p> <p>Ensure that all parents have returned Home School Agreement.</p>	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ 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) ✓ 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) ✓ Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments. The use of hand sanitiser will be supervised to ensure that the risk of ingestion is minimized. Parents have been asked to inform school if their child is allergic to any ingredients contained in hand sanitiser. ✓ Behaviour policy will be updated and reviewed regularly – pupils will be isolated if they cannot adhere to charter or break social distancing rules. 					
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 	✓		✓	<ul style="list-style-type: none"> ✓ Revise the timetable to reduce movement around the school or building ✓ Make sure that pupils use the same classroom every time they attend. ✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time. 	2 x 2 = 4	L	To maintain the integrity of bubbles and to avoid large gatherings Worship will take place in each classroom , this will be delivered virtually, Monday – Thursday with class worship groups delivering own worship on a Friday. School library will not be used by pupils to maintain the integrity of bubbles.	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	contact with contaminated surfaces		✓		<ul style="list-style-type: none"> ✓ Packed lunches will be eaten in the classroom to reduce movement around the school and overcrowding of hall. ✓ Additional MDAs will clean tables in classrooms once children have gone out to play. . Risk assessments and COSHH/MSDS are already in place and safe use has been communicated to staff. ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building ✓ 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. ✓ 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 ✓ Toilets will be allocated to year groups and they should use their allocated toilet block only ✓ Stagger access to toilets and hand washing facilities ✓ 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) ✓ 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) 			<p>Insufficient tables and chairs in EYFS to enable children to eat in their own classrooms. Reception children will have their lunch in the main hall.</p> <p>Any child who needs to be withdrawn from the classroom for non Covid-19 reasons will be supervised in the Library.</p> <p>Re-issue guidance to all staff relating to social distancing.</p>		

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
					✓ Consider measures required to accommodate any specific pupil that may need assistance to move around school (Provide support member of staff, limit number of staff contact, PPE, limit movements where possible)					
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> • 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"> ✓ Different entrance /exit points for children are in use to prevent overcrowding at school gate. ✓ Cones in place to show 2 metre distancing and signage reminding parents to keep their distance. ✓ Inform parents that their child needs to be accompanied to the school by only one parent or carer. ✓ Inform parents that they must stay in their designated drop off and collection area and must not approach staff or classroom doors. ✓ 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. 	2 x 2 = 4	L	<p>Write to all parents informing them of the new staggered start and end times that need to be strictly adhered to. Parents to be informed of procedure if they miss their time slot.</p> <p>Increase the number of staff on duty at arrival and collection times.</p> <p>Parents informed that they must not come to the school office unless in case of an emergency. Any contact should be made via email or phone.</p> <p>Parents advised not to enter school unless they have an appointment.</p> <p>Admin staff reminded that parents/visitors are not allowed into the building unless they have an appointment.</p> <p>Parents reminded not to come to classroom doors and to follow social distancing procedures.</p>	2 x 2 = 4	L
Staff using 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 	✓			<ul style="list-style-type: none"> ✓ Stagger the use of the Staffroom to limit occupancy. ✓ Staffroom limited to ten 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 cleaned and sealed and will not be available for use. ✓ Microwave removed. ✓ Toasters removed. 	2 x 2 = 4	L	<p>Use of PPA room will be limited to two people per session with staff using their own allocated devices.</p> <p>Designated space to be made available in the library for additional PPA room.</p>	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITOR S		L x S = RR			L x S = RR	L/M/H
			✓		✓ Coffee Machine removed. ✓ Cupboards and drawers 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 is in place for the staffroom. ✓ Photocopier room will be locked and out of use.					
Pupils and staff using 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 	✓	✓		✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities ✓ Ensure that outdoor areas are supervised to ensure that social distancing measures are maintained – in particular for smaller children ✓ When outside for group lessons staff should ensure that each group is separated by at least 20 metres. ✓ Do not use any outdoor equipment at playtimes and lunchtimes. ✓ Do not use shared spaces such as Spiritual garden and Trim trail.	2 x 2 = 4	L	Re-issue staff guidance to ensure that groups are kept apart when outside.	2 X 2 =4	L
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 - 	✓			✓ Prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a container to store it in such as			Pupils will only be allowed to share equipment that can be easily cleaned.		

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	VISITOR S		L x S = RR			L x S = RR	L/M/H
	hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces		✓		whiteboards, pens and exercise books. ✓ Pupils will not be allowed to bring any equipment into school from home. ✓ Removal of all shared equipment that cannot be easily cleaned such as soft toys and toys with intricate parts.			Re-issue to staff and pupils frequently used equipment such as pens, pencils, whiteboards etc. Classroom based resources such as books and games can be shared within the bubble as long as they are cleaned regularly. Resources that are shared between classes or bubbles such as sports, musical instruments, IT devices, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Pupils and teachers can take books home only if they have been cleaned or unused by somebody else for a period of 48 hours.		
Mixing of pupils during break and lunch times and maintenance of social distancing measures	• 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	✓	✓		✓ Stagger break and lunch times so that different bubbles of pupils don't mix ✓ Ask pupils to clean their hands before and after eating ✓ If pupils need to move around the building during lunch and break times make sure that they do so in the groups they are already in. ✓ Ensure that children do not touch each other and remain 2 metres apart from staff and each other where possible. ✓ Children should eat their lunch in their classrooms in KS1 and KS2.	2 x 2 = 4	L		2 X 2 = 4	L
Mixing of staff and pupils whilst providing school meals	• 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	✓	✓		✓ 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	2 x 2 = 4	L	Only Reception will be in the main hall at lunchtime with no contact with kitchen staff. See Risk Assessment provided by School Meals.	1 x 2 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITOR S		L x S = RR			L x S = RR	L/M/H
					✓ Cleaning products and hand sanitiser are available for use by the school meals staff. Check that staff are not allergic to hand sanitiser.					
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"> ✓ 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 ✓ Toilets will be allocated to year 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 seconds using warm water and soap ✓ Place poster within the building on handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towels. 	2 x 2 = 4	L	<p>Re-issue staff guidance relating to supervising hand washing. All staff to go over hand washing procedures with all pupils in new classes, using poster provided. Hands to be washed at the start of day, after play, before and after eating, when they change rooms, at the end of the day, each time a child uses the toilet, after they cough or sneeze, after touching mouth, nose or face.</p> <p>Ensure staff understand that these hand washing procedures apply to adults as well as children. Staff should to be the role model for hand washing procedures.</p> <p>All staff should ensure that all handwashing is supervised and that pupils use the sink one at a time to avoid overcrowding.</p>	2 x 2 = 4	L
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 	✓	✓		<p>Outdoor sports will be prioritised. There will be no contact sports or games played.</p> <p>Maximum distancing will be re-enforced when using the large hall.</p> <p>Pupils will take part in activities such as Active Miles, making break times and lessons active and encouraging active travel to help enable pupils to be physical active while encouraging physical distancing.</p>	2 x 2 = 4	L	<p>Pupils will be kept in consistent groups. Sports Equipment thoroughly cleaned between each use by different groups.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-rec</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	2 x 2 = 4	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								Pupils will not be attending swimming sessions in the autumn term.		
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"> ✓ 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. ✓ Complete audit to identify which staff need individual risk assessments due to their personal or household circumstances. ✓ Carry out individual risk assessments for staff who are clinically extremely vulnerable (CEV) or live with someone who is CEV. <p>Employees who are clinically extremely vulnerable (CEV) or live with CEV people Will be permitted to work from home if their work can be done from home.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will immediately offer them access to remote education or work packs. School will monitor engagement with this activity.</p> <p>Review individual staff risk assessments in September.</p> <p>Consider where the roles of CEV or those who live with CEV people can be amended to maintain social distancing or wearing PPE.</p> <p>Arrange for supply teachers if not all teachers can attend in September.</p>	3 x 2 = 6	L	<p>Employees who are clinically extremely vulnerable will continue to work from home if their work can be done from home.</p> <p>Clinically vulnerable/pregnant staff will be asked to ensure that they take extra care to follow all social distancing measures in place and increase levels of hand washing, sanitising etc. Wear masks when necessary and ensure offices/classrooms are well ventilated at all times.</p> <p>They should also ensure that every two hours that they open windows wide within their work area for 10 minutes to ensure that fresh air is circulating around the office/classroom.</p>	3 x 2 = 6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITOR S		L x S = RR			L x S = RR	L/M/H
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Parents have been informed that they should not enter the building, and should only go to the school office in an emergency. Parents should phone or email school and they will be responded to according to priority. ✓ 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. ✓ Maintain a record of all visitors, including contact details ✓ Ensure visitors adhere to the 2 metre distancing rule ✓ Parents will be allowed in to the reception area to talk to office staff, one person at a time, for essential purposes. ✓ The glass partition will remain closed. 	2 x 2 = 4	L	<p>Send updated Home School Agreement to all parents to remind them to only come to the school office if they have an appointment or if absolutely necessary.</p> <p>Admin staff will only allow visitors into the building who have a pre-booked appointment.</p>	1 x 2 = 2	L
Delivery of inbound goods - 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. ✓ A designated toilet is provided for delivery drivers to use if necessary. Driver will be escorted to and from toilet by member of staff. The toilet will be cleaned after use. ✓ Introduce greater handwashing and handwashing facilities for 	2 x 2 = 4	L	Re-issue guidance to member of staff who deals with stock control in relation to dealing with parcels and packages.	2 x 2 = 4	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
			✓		workers handling goods and merchandise and providing hand sanitiser where this is not practical. Check that staff are not allergic to hand sanitiser. ✓ Restrict non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate ✓ Ensure that gloves are worn when opening packages and boxes and then disposed of. ✓ Doffing and donning guidance should be followed for any PPE equipment					
Lack of PPE when having to undertake a task where social distancing measures cannot be met.	<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 	✓	✓		✓ Provide PPE to staff who work with pupils who use saliva as a sensory stimulant or who cannot control coughing and sneezing. ✓ Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk consider using protective screens, PPE, keep time to a minimum, etc. ✓ 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 protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to	2 x 2 = 4	L	Assess each child who is returning to school in September who has complex needs. Risk assessment in place with member of staff providing support, including the most appropriate PPE for their individual needs and nature of work. 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. Make PPE available for previously deemed CEV or those living with CEV family members who are returning to work in September.	2 x 2 = 4	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>observe social distancing measures and practice good hand hygiene behaviours. See GOV.UK guidance regarding personal protective equipment.</p> <p>✓ Face Coverings can be worn by those who wish to wear them. (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).</p> <p>✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. Hand washing and use of hand sanitiser will be supervised to ensure that the risk of ingestion is minimized. Parents have been asked to inform school if their child is allergic to any ingredients contained in hand sanitiser.</p> <p>✓ Avoid touching the face covering whilst being worn.</p> <p>✓ Face covering should be changed if it becomes damp or if you have touched it.</p> <p>✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)</p>					
Not engaging with NHS Test and Trace Process	<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 - 	✓		✓	<p>✓ Staff aware that they must not come into school if they have been contacted by NHS Test and Trace. They must self-isolate for 14 days.</p>	3 x 2 = 6	L	Take swift action when school becomes aware that someone has attended who has tested positive for Covid-19. Engage with the test and trace process.	3 x 2 = 6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces • Not containing the virus and allowing it to spread through the school community.		✓		✓ If they develop symptoms they must arrange to be tested and inform school of the result. If the test is negative they must continue with isolation if they test positive they can return to work after 7 days from the onset of symptoms if they are well enough.			Manage confirmed cases of Covid-19 amongst the school community and inform the local protection team. Contain any outbreak by following the local health protection team advice. Send home those people who have been in close contact with the infected person, advising them to self-isolate for 14 days from the day they were last in contact with the infected person. Close contact means: <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts- extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. If school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected, there may be an outbreak and we will continue to work with the local health protection team if additional action is required.		
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.	✓	✓	✓	All necessary inspections and maintenance have gone ahead where possible during lockdown ✓ 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	2 x 1 = 2	L	School will be open for all essential maintenance works, cleaning, tap turning etc. to be carried out over summer break, in readiness for September 2020.	2 x 1 = 2	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					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 guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS) ✓ 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.					
Inadequate Levels of Staff	Lack of staff available to teach or carry out required tasks in school	✓			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, senco, first aiders / fire wardens, caretaking and cleaning staff. ✓ Ensure arrangements are in place for any 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 in school) ✓ Consider contingency plans for staffing levels (teaching, cleaning,	3 x 2 = 6	L	Staff who have a pre-booked holiday (before the governments quarantine announcement) will be able to work at home and supply teacher will be needed to provide cover if quarantine is needed.	3 x 2 = 6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITOR S		L x S = RR			L x S = RR	L/M/H
					caretaking, etc.)					
Non- attendance at school	Pupils falling further behind as a result of spending less time in the classroom	✓			✓ Parents have been made aware that attendance will be mandatory again from the beginning of the Autumn term and have been informed that absence will only be authorised for illness or self-isolation.	3 x 4 = 12	M	Attendance levels will be monitored and any parents who still think it is not safe to send their child to school will be made aware of all the safety procedures that are in place once again. Arrangements will be in place to support those families who have increased concerns about resuming full attendance due to their differing circumstances. Ensure that pupils who are unable to attend school are provided with access to the curriculum either remotely or in work packs.	3 x 2 = 6	L
Unsatisfactory planning of educational visits.	<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 • Not containing the virus and allowing it to spread through the school community 	✓	✓		✓ Ensure risk assessments are in place before any visits are commenced. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits Do not take any visits abroad. https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings	2 x 2 = 4	L	Keep children in their consistent group. Ensure Covid-19 secure measures are in place at the destination. Make use of outdoor spaces in the local area to support the delivery of the curriculum. Ensure staff are aware of the advice on visiting indoor and outdoor venues. All educational visits can only take place without an overnight stay. Follow guidance on educational visits as it is updated.	2 x 2 = 4	L
Non- compliance with school uniform	Increased anxiety due to different expectations.	✓			Relaxed uniform policy no longer in place and parents have been sent the	3 x 2 = 6	L	Inform parents that uniforms do not need to be cleaned more often than usual, nor do they	3 x 2 = 6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	Children not following school rules and ethos of the school does not set appropriate tone.				school uniform policy which will need to be worn from September.			need to be cleaned using methods which are different from normal.		
Not keeping the integrity of groups separate in extra-curricular provision	<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 Not containing the virus and allowing it to spread through the school community	✓	✓					There will be no after school clubs running in the first half term and until advice changes relating to keeping groups separate. Before and after school wraparound care will maintain consistent groups with children in different year groups kept in separate areas of the school. Link Club staff will remain with the same groups.	2 x 2 = 4	L
Not making satisfactory contingency plans for responding to Covid-19 outbreaks	<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 surface Risk of falling behind with learning and anxiety of not being able to keep up with peers in school. 	✓	✓		We have been providing daily remote learning activities across the curriculum. We have provided work packs for those without internet connection or suitable devices. Government funding for Digital Education Platforms (Google Classroom). Staff training has taken place to make better use of Google Classroom. Registered to get support with online learning from Kings Leadership College.	1 x 2 = 2	L	In the event of a local outbreak follow the PHE Health Protection Team advice whether to close temporarily to help control transmissions. School will remain open for vulnerable children and the children of critical workers and provides remote education for all other pupils. By the end of September have a plan in place to improve the quality of our existing offer and have a strong contingency plan in place for remote education provision which meets the DfE expectations for schools. Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, school will have the capacity to offer immediate remote education. All staff will be consulted on contingency plans.	1 x 2 = 2	L