

Appendix 3

RISK ASSESSMENT FORM – Covid-19 Step 4 of the roadmap

Term 2 – January 2022

The risk assessment is based on the government’s guidance taken from

[Actions for schools during the coronavirus outbreak](#)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

“As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce disruption to children and young people’s education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a vaccine and the opportunity for two doses by September 2021. Our priority is to deliver face to face high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical Health.”

Approaches schools and other settings are being asked to take include:

- Carrying out a risk assessment and putting in place proportionate control measures;
- Removing the necessity to keep children in consistent groups (‘bubbles’);
- Developing an outbreak management plan to cover the possibility of a local outbreak and the need to reintroduce ‘bubbles’ for a temporary period, to reduce mixing of groups. Working with the dedicated advice service if an outbreak occurs;
- In exceptional cases, working with NHS Test and Trace to help identify close contacts.

Control Measures advised by the Government are: -

1. *Ensure good hygiene for everyone;*
2. *Maintain appropriate cleaning regimes;*
3. *Keep occupied spaces well ventilated;*
4. *Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19.*

Further information relating to the risk assessment process can be found in [Health and Safety: Responsibilities and duties in School](#)

Some types of control are more effective at reducing COVID-19 risks than others. Risk reduction measures should be assessed in order of priority as set out below. Schools should not simply adopt the easiest control measure to implement. Schools should work through the following steps to address their COVID-19 risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step.

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, personal protective equipment (PPE) should be used in circumstances where the guidance says it is required.

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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	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	Intolerable	5	10	15	20	25		

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 from Sept 2021 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	Hand and Respiratory Hygiene	Y	Spread of infection through pupils or staff failing to follow good hygiene guidance.
06	Cleaning Regimes	Y	Spread of infection if regular cleaning of areas, equipment and frequent touched surfaces is not maintained.
07	Ventilation and Occupied Spaces	Y	Higher risk of spreading infection if occupied spaces are not well ventilated.
08	Following Public Health Advice on testing, self-isolation and managing confirmed cases	Y	Risk of increased spread of infection if NHS test and trace is unable to notify close contacts and/or symptomatic cases are not managed in line with the guidance.
9	Pupils and Staff at Higher Risk of Severe Illness	Y	Pupils and staff are at higher risk of severe illness.
10	NHS Test and Trace Covid-19 App	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance.
11	Stepping measures up and down	Y	Increasing spread of infection if the schools outbreak management plan is not in place and implemented effectively following Public Health advice.

12	Pupil and Staff Wellbeing	Y	Children and staff experiencing a variety of emotions in response to the pandemic.
13	Use of shared spaces	Y	Spread of infection from asymptomatic pupils and staff using shared spaces.
14	Education and Learning	Y	Children missing education due to Covid-19 infection and isolation.
15	Educational Visits	Y	Transmission of Covid-19 infections during Educational Visits.
16	RIDDOR	Y	Lack of reporting incident in line with RIDDOR Regulations to the Enforcing Authority (HSE).

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**.

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	PUPILS	VISITORS						
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> 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. 	✓	✓	✓	<p>All necessary inspections and maintenance have gone ahead where possible during lockdown and periods of school opening. The school has:</p> <p>Ensured inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing, the school has assessed the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists,</p>	2x2 4	L	<p>✓ Ensure inspections, maintenance and servicing remain 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.</p> <p>Please note that the HSE advise that if school has a centralised ventilation system which removes and circulates air to different rooms, they advise to turn off recirculation and use a fresh air supply. See link for more information</p>	2x2 4	L

					<p>mobility, lifts) equipment, etc., security equipment, ventilation.</p> <p>Ensured water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed.</p> <p>(See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)</p>			<p>✓ Ensure water hygiene measures in line with the legionella risk assessment continue to be maintained whilst the building has been closed or partially closed (if flushing of all water outlets has not been routinely undertaken) contact Building Services or your contracted supplier and get advice from your water hygiene specialist. Full Clean and Chlorination of the System may be required before the water system can be utilised.</p> <p>✓ Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building on 1st Sept 2021.</p> <p>✓ Contact Building Services or your own premises management company to find out more information on what statutory testing has been undertaken or</p>		
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								to discuss any required future testing See Good Estate Management for Schools		
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> • Parents/carers may feel anxious about their child returning 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. 	✓	✓		<p>The school has been proactive in maintaining regular communication with parents/ carers and staff members throughout the pandemic. Expectations of parents have been communicated through regular newsletters and ‘Ping’ Notifications.</p> <p>Staff briefings have been used to regularly to communicate with staff members.</p> <p>Staff notice board has been used to communicate.</p>	5 x 3 15	M	<ul style="list-style-type: none"> ✓ Ensure parents/Carers are kept up to date with the measures the school is taking to protect pupils against the risk of Covid-19 in school. This is required before the school opens in Sept 2021 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. ✓ Consider carrying out regular session with 	5 x 2 10	M

								<p>pupils to ensure awareness of procedures implemented in school.</p> <ul style="list-style-type: none">✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.✓ Share regular communication of mental health information and open door policy for those who need additional support. <p>✓☑Staff to telephone or use Google Meet as a preference to meeting face to face with parents/carers.</p> <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>		
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Staffing levels	<ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in school 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p>Staff are regularly informed that they must only attend work if they are healthy, not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</p> <p>SLT have met regularly to 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.</p>	<p style="text-align: center;">5 x 4 20</p>	<p style="text-align: center;">M</p>	<ul style="list-style-type: none"> ✓ Staff to be informed again that they must only attend work if they are healthy and not exhibiting any symptoms of Covid-19. ✓ 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 discussed with 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 contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) 	<p style="text-align: center;">3 x 2 6</p>	<p style="text-align: center;">L</p>
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	<p style="text-align: center;">✓</p>		<p style="text-align: center;">✓</p>	<p>The school has a fire plan and fire risk assessment in place which has been reviewed in light of Covid.</p> <p>The school has established procedures for the administration of first aid</p>			<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers assessed regularly to ensure appropriate cover in place for the needs within school. 		

			✓		and are detailed in the staff handbook.	4 x 3 12	M	<ul style="list-style-type: none"> ✓ Ensure posters displayed detailing first aid/fire procedures. ✓ Identify any further measures, equipment (including PPE) 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 as normal <p>See GN 25 – First Aid via MSS</p> <p>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</p> <p>Ensure all staff are made aware of advice from Cheshire Fire and rescue - fire doors should not be propped open unless they are being held open by self-closing device that activate when the alarm is sounded. All fire doors need to be kept closed at all time to contain any fire and prevent the spread of smoke throughout the building. If other non-fire doors are</p>	3 x 2 6	L
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								being propped open doors to aid ventilation during the coronavirus outbreak, it is essential that a procedure is written which identifies the measures that will be taken to close the doors when the alarm is sounded. The procedure for closing doors should be placed with the fire risk assessment and the fire evacuation procedure. The information contained should be shared with all relevant staff and actions should be monitored during the fire evacuation procedure.		
Poor Hand and Respiratory Hygiene	<ul style="list-style-type: none"> ● Transmission of Covid-19 infection through poor hand and respiratory hygiene 	✓	✓	<p>Adults and children are required to wash or sanitise their hands at regular intervals throughout the day. Staff to remind and supervise children.</p> <ul style="list-style-type: none"> ● On arrival ● Before and after using any shared use area e.g. shared use toilet, hall, etc. ● Before and after breaks or playtimes. ● Before and after lunch. ● Before leaving school. <p>Frequent touched surfaces to be cleaned at regular intervals throughout the day.</p>	5 x 2 10	M	<p>Use of educational resources and children bringing items to and from school are no longer restricted. Hand and respiratory hygiene is therefore an important control measure.</p> <ul style="list-style-type: none"> ✓ Advise children and young people to wash their hands thoroughly for 20 seconds frequently throughout the day in line with DFE and PHE guidance. ✓ Staff to show and supervise handwashing for new and young children. ✓ Advise staff to wash and sanitise hands on 	4 x 2 8	L	

					<p>Additional cleaning of touch points organised for September 21. Regular cleaning equipment to be made available in every room where needed.</p> <p>Respiratory Hygiene – The ‘catch it, bin it, kill it’ is now regular practice. Staff to teach new and very young children how to practice ‘catch it, bin it, kill it’ and regularly remind children of the importance of good respiratory hygiene.</p>			<p>arrival and leaving school premises.</p> <ul style="list-style-type: none"> ✓ Tissues and waste bins are to be located in every room around school. ✓ Consider the use of lidded bins or pedal bins. ✓ Ensure bins emptied regularly 		
Cleaning Regimes	<ul style="list-style-type: none"> ● Transmission of Covid -19 virus through inadequate cleaning 	✓	✓	<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/Caretaker. ✓ Risk assessments and COSHH/MSDS are already in place and safe use has been 	4 x4 16	M	<ul style="list-style-type: none"> ✓ Maintain cleaning requirements and hours agreed with provider. ✓ Appropriate PPE should be provided for staff with responsibilities for cleaning (See PPE ✓ Thorough 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 ✓ Light switches, bannisters, are cleaned more regularly than normal 	4 x 2 8	L	

					<p>communicated to staff.</p> <ul style="list-style-type: none"> ✓ Sinks, taps, toilets and toilet handles, light switches, bannisters, door handles, counter tops, computer keyboards, telephones are cleaned more regularly than normal. ✓ Cleaning Team has adopted the https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ✓ 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 			<ul style="list-style-type: none"> ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units ✓ 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 order) to dry hands. ✓ Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and pupils (supervision may be required for younger pupils). ✓ Check rubbish bins are emptied throughout the day – consider using bins with lids with operated 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 		
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					<p>place where there is a confirmed case of COVID-19</p> <ul style="list-style-type: none">✓ 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			a classroom with cleaning.		
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					<p>the school until children are able to wash hands.</p> <ul style="list-style-type: none">✓ 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 <p>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 assessment and included in the fire evacuation procedure.</p>					
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					<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.✓ 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.					
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					<ul style="list-style-type: none"> ✓ 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. 					
Ventilation	<ul style="list-style-type: none"> • Direct transmission of Covid -19) • Indirect transmission of Covid-19 virus infection through lack of ventilation 	✓	✓	✓	<p>Ensure the arrangements for ensuring adequate ventilation in the workplace are communicated to all staff, for awareness and understanding of the risks and the controls required to minimise transmission.</p> <p>C02 monitors are up and running in each classroom, library & main school office to measure levels. Staff monitor this throughout the day and take action if the monitors show red to ensure adequate ventilation.</p>	3 x 3 9	M	<ul style="list-style-type: none"> ✓ School to assess and identify any poorly ventilated spaces. ✓ School to ensure occupied spaces are well ventilated. ✓ Library area to have both sets of double doors wedged open to ensure as much ventilation as possible. ✓ Allow fresh air to circulate through natural ventilation by open windows, doors or vents. (Fire doors must remain closed at all times) 	4 x 2 8	L

								<ul style="list-style-type: none">✓ Allow fresh air to circulate via Mechanical ventilation (using vents or ducts to bring fresh air in from outside. Set the system to pull in maximum fresh air and to minimise recirculation.✓ Extend mechanical ventilation operating times (which pull in fresh air) to run before and after people use area/rooms.✓ Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is an adequate supply of outdoor air, for example windows and doors left open.✓ Consider the activities taking place in an area or room that may make people breathe deeper, for example physical activity,		
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								<p>singing or shouting (this will increase generation of aerosols) – avoid activities taking place or redesign activities to reduce the risk (for example moving activities outside or reducing number of people using the space.</p> <ul style="list-style-type: none">✓ Local Exhaust Ventilation (LEV) that controls risks from other workplace hazards can continue to be used if it discharges the air outside.✓ Identify areas that feel stuffy or smell bad.✓ Use carbon dioxide (CO2) monitors. Checking CO2 levels will help you decide if ventilation is poor. (Note: The monitors are less effective in areas used by few people to detect if ventilation is poor). Carbon dioxide is taken to		
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								<p>be the key indicator of ventilation performance for the control of indoor air quality.</p> <ul style="list-style-type: none">✓ Where CO2 levels indicate poor ventilation consider action to be taken, whether opening a window/more windows, or reducing the number of people in the room.✓ Where CO2 monitors are installed in classrooms, staff can assist by keeping an eye on them, as can pupils. Moving the sensor around the school to check each classroom should give an indication of any areas where ventilation may need to be increased.✓ Consider the use of any poorly ventilated spaces that do not have any natural or		
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								<p>mechanical (fresh air) ventilation, these areas should not be occupied by any more than 1 person.</p> <ul style="list-style-type: none">✓ Reduce the amount of time a person occupies a poorly ventilated space.✓ For workplaces with complex ventilation system, it is recommended that the following guidance from the Chartered Institution of Building Services Engineers (CIBSE) be followed.✓ In some cases there may be a need to get a ventilation engineer to provide expert advice regarding a complex system and what measures may be needed to reduce any potential transmission risks.✓ Maximum of 6 people in the meeting room at any one time with		
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								all windows open to ensure ventilation.		
Testing, Self-Isolating and Managing confirmed cases	<ul style="list-style-type: none"> Direct transmission of Covid-19 infection through not following Public Health advice on testing, isolation and managing confirmed cases 				<ul style="list-style-type: none"> ✓ Parents of children who have been in close contact with someone who has tested positive for Covid are requested to test their children with Lateral Flow tests daily for 7 days from the day of contact. This is voluntary but is requested. ✓ Staff are asked to test daily with Lateral Flow tests for 7 days from the date of contact, if they are in close contact with a person who has tested positive for Covid. ✓ Staff are requested to carry out Lateral Flow Tests twice weekly as routine on a Monday morning and a Thursday morning for full time staff. Part time staff must test at least at the start of their working week. ✓ Ensure Staff, pupils and parents/carers are made aware that 	3 x 3 9	M	<ul style="list-style-type: none"> ✓ Continue to ensure staff, pupils and parents/carers are made aware that they must not come into school if they have symptoms, have had a positive test result or another reason for them to stay at home due to the risk of them passing on Covid-19 (e.g. if they have been advised by the NHS Test and trace or are advised to quarantine ✓ Through clear communication, continue to ensure that staff are aware to remain vigilant and report any concerns about their own, a colleagues or pupils symptoms to the SLT. ✓ Through clear communication, continue to ensure all staff, parents or carers of children are aware of <u>NHS guidance when to self-isolate and what to do.</u> ✓ If a parent/ career of a child with Covid-19 	4 x 2 8	L

					<p>they must not come into school if they have symptoms, have had a positive test result or another reason for them to stay at home due to the risk of them passing on Covid-19 (e.g. if they have been advised by the NHS Test and trace or are advised to quarantine</p> <ul style="list-style-type: none"> ✓ Ensure that staff are aware to remain vigilant and report any concerns about their own, a colleagues or pupils symptoms to the SLT. ✓ Staff are now advised that they can end their isolation following a positive PCR test after 7 days, so long as their Lateral Flow test is negative on day 6 and day 7. If the LFT is positive on day 6 and 7, then they will have to isolate for the full 10 days. ✓ Ensure all staff, parents or carer of a child are aware of NHS guidance when to self-isolate and what to do. 			<p>symptoms insists on a child attending school, the Head Teacher can take the decision to refuse the pupil, if using reasonable judgement, it is necessary to protect other pupils and staff from possible infection. This must be carefully considered in light of all circumstances and current Public Health advice.</p> <ul style="list-style-type: none"> ✓ Anyone with symptoms should avoid using public transport. ✓ Continue with collection arrangements so that If a child is awaiting collection: <ul style="list-style-type: none"> - Children awaiting collection should be left in a room on their own (where possible and safety to do so). A window should be opened to allow fresh air ventilation in the room. The room should be cleaned and disinfected using standard cleaning products 		
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					<ul style="list-style-type: none"> ✓ Anyone with symptoms should avoid using public transport. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Children awaiting collection should be left in a room on their own (where possible and safety to do so). A window should be opened to allow fresh air ventilation in the room. The room should be cleaned and disinfected using standard cleaning products before being used by anyone else. - If they need to go to the bathroom while waiting to be collected, they should use a separate cubicle. The cubicle should be cleaned and disinfected using standard cleaning products before being used by anyone else. 			<p>before being used by anyone else.</p> <ul style="list-style-type: none"> - If they need to go to the bathroom while waiting to be collected, they should use a separate cubicle. The cubicle 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 close contact is required (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. <ul style="list-style-type: none"> ✓ If staff need to maintain close contact with a symptomatic child or another member of staff, PPE should be made available and worn e.g. fluid-resistant surgical face mask (Type IIR), apron, gloves and eye protection. 		
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					<ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if close contact is required (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. <ul style="list-style-type: none"> ✓ If staff need to maintain close contact with a symptomatic child or another member of staff, PPE should be made available and worn e.g. fluid-resistant surgical face mask (Type IIR), apron, gloves and eye protection. See further guidance Use of PPE in education, childcare and children’s social Care ✓ Ensure staff are aware of how PPE should be used properly. See link to how to put PPE on and off safely in order to reduce self-contamination. 			<p>See further guidance Use of PPE in education, childcare and children’s social Care</p> <ul style="list-style-type: none"> ✓ Ensure staff are aware of how PPE should be used properly. See link to how to put PPE on and off safely in order to reduce self-contamination. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ Staff strongly encouraged to carry out twice weekly home testing using LFD kits supplied by the school until the end of Sept 2021 when the Government are looking to review. ✓ Children to follow DFE guidance on testing. ✓ Anyone with a positive LFD test result is required to self-isolate in line with the stay at home for households guidance and book a PCR Test ✓ Close Contact tracing will be identified via the NHS Test and Trace 		
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					<ul style="list-style-type: none"> ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ Staff strongly encouraged to carry out twice weekly home testing using LFD kits supplied by the school. ✓ See Asymptomatic testing requirements for Secondary school. ✓ Children to follow DFE guidance on testing. ✓ Anyone with a positive LFD test result is required to self-isolate in line with the stay at home guidance for households and book a PCR Test ✓ Pupils, staff and other adults associated with the school should follow Public Health advice NHS when to self-isolate and what to do 			<ul style="list-style-type: none"> ✓ The school may be contacted to identify close contacts. The school will continue to have a role in working with the health protection teams in the case of an outbreak. ✓ Pupils, staff and other adults associated with the school should follow Public Health advice NHS when to self-isolate and what to do ✓ Parents / carers must bear in mind the impact on the child's education if they plan a trip that results in them having to quarantine on their return. ✓ Staff must allow sufficient time during school holidays to fulfil any quarantine restrictions. 		
Pupils and staff are at higher risk of severe illness	<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 	✓			<ul style="list-style-type: none"> ✓ All clinically extremely vulnerable (CEV) children and young people should attend their education setting 			<ul style="list-style-type: none"> ✓ All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of 		

	<p>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>unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <ul style="list-style-type: none"> ✓ All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. ✓ Further information is available in the guidance on supporting pupils at school with medical conditions. ✓ Clinically extremely vulnerable (CEV) people including staff are advised, as a minimum, to follow 	<p>4 x 3 12</p>	M	<p>the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <ul style="list-style-type: none"> ✓ Further information is available in the guidance on supporting pupils at school with medical conditions. ✓ Clinically extremely vulnerable (CEV) people including staff are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. ✓ SLT should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and 	<p>3 x 2 6</p>	L
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					<p>the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <ul style="list-style-type: none">✓ SLT should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.✓ It is essential that any control measures implemented are discussed and communicated. Further information is available in the			<p>Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. It is essential that any control measures implemented are discussed and communicated.</p>		
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					<p>guidance on supporting pupils at school with medical conditions.</p> <p>✓ Clinically extremely vulnerable (CEV) people including staff are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>✓ SLT should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about</p>					
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					reducing risks in the workplace. It is essential that any control measures implemented are discussed and communicated.					
Stepping measures up and down	<ul style="list-style-type: none"> Transmission of Covid-19 infection through not following Public Health advice and not having an effective outbreak plan in place. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ The school rigorously follows all guidance from Public Health England. ✓ Contingency plan in place which is regularly reviewed in light of changing advice. 	5 x 2 10	M	<ul style="list-style-type: none"> ✓ In the event of an outbreak school to follow most current advice from Public Health. ✓ If advised by Public Health the school will revert back to bubble system or attendance restrictions as followed for previous outbreaks. ✓ Previous outbreak risk assessment/plans to be reviewed to ensure they remain appropriate and relevant to current public health advice and school circumstances. ✓ New contingency plan in place for September 2021 following Warrington LA guidance. 	3 x 2 6	L

								<ul style="list-style-type: none">✓ SLT are best placed to determine staffing levels, including leadership, safeguarding, SENCO, first aiders, fire wardens, caretaking, school meal provision and cleaning provision.✓ Full or partial closure of school will only be considered as last resort option after all other avenues have been explored.✓ If school is temporarily closed or partially closed the school will offer immediate remote education.✓ Face coverings are no longer advised for pupils, staff and visitors in school either in the classroom or in communal areas. (The government has removed the requirement to wear face coverings in law but expects and recommends that		
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								<p>they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <ul style="list-style-type: none">✓ Following a COVID-19 outbreak in school. The Director of Public Health might advise that face coverings should be temporarily worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt – the outbreak management plan should include this possibility.✓ The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings.		
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<p>Pupil and staff Wellbeing</p>	<ul style="list-style-type: none"> Children and staff experiencing a variety of emotions in response to the pandemic 	<p>✓</p>	<p>✓</p>		<p>✓ The school has endeavoured to ensure that pupil and staff wellbeing is a priority.</p> <p>✓ Pupils enjoy an enhanced PSHE curriculum in order to support their mental health and wellbeing.</p> <p>✓ The school works closely with parents to ensure they are signposted to agencies, websites, publications which will support them.</p> <p>✓ Staff wellbeing has also taken high priority with a focus on addressing staff workload and taking action where necessary without having a detrimental impact upon the provision for children.</p>	<p>4 x 3 12</p>	<p>M</p>	<ul style="list-style-type: none"> ✓ Children no longer in bubbles or consistent groups, will allow them to mix more widely. However the school may be called upon to assist the NHS Test and Trace with helping to identify contacts. ✓ Please note: Collective Worship will not be held in the hall throughout January 2022, Collective Worship will be delivered remotely by either live stream or by pre-recorded media. ✓ Signing is allowed. ✓ Playtimes – there are no longer any restriction to outside mixing. Records of who administered First Aid will help to identity any staff that has provided FA to a child. ✓ Lunches can be eaten in the school hall as long as well 	<p>4 x 2 8</p>	<p>L</p>
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								<p>ventilated. See further information on providing school meals during the coronavirus (covid-19) outbreak.</p> <ul style="list-style-type: none"> ✓ Consider staggering lunches for each year group to reduce volume in hall at one time and allow areas to be cleaned; ✓ Consider discouraging pupils from sharing food, cutlery and crockery. ✓ You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. 		
Use of shared spaces	<ul style="list-style-type: none"> ● Spread of infection from asymptomatic pupils and staff using shared spaces. 	✓		✓	<ul style="list-style-type: none"> ✓ Some members of staff have made the personal choice to continue with social distancing measures, with this in mind we must encourage parents/carers to continue to contact the school office via email and telephone 		<ul style="list-style-type: none"> ✓ Social distancing requirements have now been lifted by the government. ✓ Children are no longer required to be in consistent groups ('bubbles') and will be mixing more widely. School's may be called 			

			✓		<p>to reduce face to face contact.</p> <ul style="list-style-type: none"> ✓ Face masks are required to be worn by all staff and visitors in communal spaces throughout school. It is personal choice to wear them within classrooms. St. Philips pupils are not required to wear facemasks in school or school grounds, but may wear a mask should they choose to do so. ✓ Office staff to keep the reception window closed if a child is being dropped off/picked up, or a parent/visitor comes into the main entrance. ✓ Letters/forms and paper communication from parents is requested to be placed in the letter box in the main entrance, and not handed directly to office staff. ✓ Any contact should be made via email or phone wherever possible. 	<p>3 x 2 6</p>	L	<p>upon to assist NHS Test and Trace with identifying close contacts and some control measures will help with that task. Consider measures for example:</p> <ul style="list-style-type: none"> ✓ During playtimes there are no longer any restriction to outside mixing. First aid will be administered by TAs on a rota basis. The first aid records will identify which member of staff treated the child. ✓ Lunches will be taken in the school hall with windows open for good ventilation. Lunchtimes are staggered for each year group to reduce volume in the hall. First aid will be administered by the Midday Assistant for that class. Children discouraged from sharing food, cutlery, and crockery. ✓ Consider if any controls are needed for entering, leaving or moving around the building in order to reduce any closer contact working. 	<p>3 x 2 6</p>	L
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					<p>✓ Admin staff reminded that all parents/visitors are not allowed into the building unless they have an appointment.</p>		<p>The current entry and exit procedures are as follows: School gates will open at 8.40am and close at 8.50am as was the case pre-Covid. The end of school day times for pick up will be;</p> <ul style="list-style-type: none">· Recep —3.05pm· Y1/Y2—3.10pm· Y3/Y4—3.15pm· Y5/Y6—3.20pm <p>✓ Cones to be placed outside of classrooms in the playground, as an indicator of 2 meters away from classroom doors, and to point out which classroom is which. To encourage any parents who do enter the playground to keep the Social Distance to prevent any potential spread of infection.</p> <p>✓ Consider if any reasonable adjustments needed to be made to vulnerable or disabled workers to access, move around or leave the building.</p> <p>✓ Continue to restrict numbers allowed into reception area at any one time (notices to be displayed communicating</p>		
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							<p>arrangements). This will ideally be one at a time, other than a parent/carer with more than one child with them at the reception desk.</p> <p>✓ If travelling to meetings Minimise close contact where possible. Keep time spent in vehicle with others to a minimum.</p> <p>✓ Consider any measures required for using the staff room to minimise closer contact working.</p> <p>✓ Office staff in main office to continue to be stationed with desks apart. Office door is to remain locked to prevent staff and visitors entering. This is to help maintain social distancing and close contact between staff across school.</p>			
Loss of education	<ul style="list-style-type: none"> • Children missing education due to Covid-19 infection, isolation, school full or partial closure 	✓			<p>✓ Children will be expected to attend school in line with mandatory regulations. Where a pupil is unable to attend school because they are complying with</p>	<p>3 x 2 6</p>	L	<p>✓ The school to continue to maintain capacity to deliver high quality remote education to pupils where there attendance would be contrary to government guidance or isolation around Covid-19.</p>	<p>3 x 2 6</p>	L

			✓		<p>clinical/or Public Health advice, access to remote learning is to be offered via Google Classrooms. Monitoring of/and engagement with this activity should be undertaken.</p>			<ul style="list-style-type: none"> ✓ Teacher to continue to maintain planning grids for remote learning, which can be sent to parent to support home learning. ✓ Google Classrooms used to ensure communication with parents and children about learning. ✓ Pupils isolating to be given work to complete on the learning platform and a weekly timetable of required work where necessary. (work to be directly related to current curriculum in school (where possible) ✓ Behavioral policy and staff code of conduct to be implemented and adhered to at all times, even whilst working remotely. ✓ Assessment for learning to be completed by all staff, pupils may not want to come into school (maybe concerned or anxious) staff to reassure pupils. ✓ Pupils that have been identified as falling behind as a result of the pandemic to be supported through the 		
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								schools catch up strategy.		
Educational Visits	Transmission of Covid-19 infection during educational visits.				<p>Procedures for educational visits have been reviewed in light of Covid and consistently applied by staff.</p> <p>Educational Visits risk assessment must be undertaken by relevant staff ahead of trips taking place.</p>	2 x 3 6	L	<ul style="list-style-type: none"> ✓ Educational Visits risk assessment must be undertaken. ✓ All relevant staff to undertake a thorough risk assessment ensuring that any public health advice is followed, such as hygiene and ventilation requirements. ✓ Adequate handwashing and sanitising opportunities must be incorporated and available during visits. ✓ Check cancellation policies with providers before booking to assess the protection available. ✓ It is recommend schools do not go on any international visits before the start of the Autumn term 2021. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. (Pay close attention to travel list and broader international travel policy as countries subject 	2 x 3 6	L

								to change and green list countries could move to amber or red.		
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of Covid-19	✓	✓		If a Covid-19 outbreak in school is suspected from school exposure (staff members only) report individual cases Under RIDDOR.	3 x 3 9	M	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 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 speak with you own competent adviser. See HSE guidance re RIDDOR and Coronavirus (COVID-19)	3 x 2 6	L