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|   | RA 029 V4 01.09.20 | **MODEL RISK ASSESSMENT****RECORDING FORM** |  |

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| Location or address Orrets Meadow School  | Date assessmentUndertaken; 4th January 2021 | Assessment undertaken by Jeanne Fairbrother, AND C Duncan  |
| Activity or situation Full opening school to all students  | Reviewdate: ongoing  | Signature: C Duncan |

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| **For the first two weeks in January school will be closed to all pupils who are not key workers or considered vulnerable, this is in line with the guidance set out by the unions.****Staff will come into school to cover key worker and vulnerable pupils, work from home when possible and provide remote learning for pupils at home.****Overview*** **This risk assessment is to assist our school think about all the main hazards on our site(s) when reopening their schools to all students**
* **We have made this a reflection of what we are doing.**
* **As events unfold and change it will require modification and review. We will rename and date each subsequent version.**
* **Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
* **We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment**

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the ‘new normal’. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks. From 2nd December school are advised to cease following the **New National Restrictions from 5th November**addenda to their **RA 029 Full opening of school** and revert back to this one. The Guidance for full opening of schools updated on 26th November 2020 states there are no substantive changes for schools.The DfE & Government recognise there cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment**Guidance** * <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
* <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
* <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
* <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
* <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=92589537-ea94-48b9-9a6b-c5a0fea6d6d1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate>
* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
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| **1) Hazard**  | **2) Who can be harmed and how?**  | **3) What controls exist to reduce the risk?** **Have you followed the hierarchy of controls (eliminate, substitute etc.)?** | **Risk Score** **C X L** | **4) Any further action;** |
| **Communication -**to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission | Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19) | * School follows all DfE, PHE & Gov.uk guidance
* Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function – home school protocol during Covid 19.
* Behaviour policy will resume as pre Covid.
* Whole staff re- induction held in September and updated version in Oct.
* Revised risk assessment shared with staff virtually and on website - ongoing
* Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
* Risk assessment published to school website as per HSE guidance*.*
* A copy has been sent to all local trade unions.
* A copy has been sent to the Local Authority.
* Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* School has involved parents and children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools) – on website
* Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers
* Discussions had with cleaners about cleaning requirements.
 | 3X2=6 |  |
| **Failure of measures to prevent spread of Coronavirus (Covid 19) in school** | Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19) | * All control measures are adequately resourced, circulated to employees
* All training needs have been checked to ensure compliance.
* Regular monitoring and review of risk assessment and measures in place are effective and working as planned
* Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice
* Risk assessment revised and shared with staff
 | 3x2=6 |  |
| **Unaware of steps to take in the event of suspected or confirmed case in school**  | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19) | * **School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance Section and** the [NHS test and trace process](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)
* If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on **0800 046 8687 option 1 ( Wirral schools contact** email Alison Simpson (alisonsimpson@wirral.gov.uk ) or Jane Harvey (janeharvey2@wirral.gov.uk) who will get in touch with you as soon as possible.)
* **Special schools** must contact Alison Simpson or Jane Harvey.
* If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team to help reduce the numbers of pupils who need to self-isolate & assist decisions as to who was physically close to the confirmed case.
* School Coronavirus (COVID-19) test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.
 | 3X2=6 |  |
| **Infection control – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19) | * Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
* Pupils, staff and other adults advised clearly not to come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days.
* If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
* Pupil temperatures will be taken as they enter school and if any child looks hot and/or unwell – each class will have a class thermometer.
* Sufficient handwashing facilities are available and hand sanitiser is available across school.
* School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly,
	+ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the [guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
	+ clean their hands:
		- on arrival at the setting
		- return from breaks
		- when they change rooms
		- before and after eating,
		- and after sneezing or coughing
	+ are encouraged not to touch their mouth, eyes and nose
	+ promote the ‘catch it, bin it, kill it’ approach
	+ use a tissue or elbow to cough or sneeze and use lidded bin for tissue waste (‘catch it, bin it, kill it’)
	+ Disposable tissues in each classroom
	+ Each class has disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.
* ensure that help is available for children and young people who have trouble cleaning their hands independently
* pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them
* encourage young children to learn and practise these habits through games, songs and repetition
* Bins with lids for tissues are emptied throughout the day.
* where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units
* Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
* Adequate sanitiser ‘stations’ located by the front door and playground so that all pupils and staff can clean their hands regularly
* Young pupils & those with complex needs are supervised when using of hand sanitiser
* Wipes are available
* Assemblies are held on Zoom.
* Close water fountains to pupils – Tas to fill bottles. Staff must use their own water bottle and are responsible for it being washed. Water fountain handle will be wiped after use with wipes and staff advised not to touch the water outlet with their bottle.
* Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
* Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
* Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas
* All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use – wipes available.
* Satisfactory cleaning regime in place to decontaminate such objects
* Classroom cleaning & disinfecting kits in place.
* Pupil engagement encouraged to wipe down own surfaces, equipment & toys.
* If an item comes into school and is required due to anxiety then it must remain with the child all day and only be touched by that child.
 | 3X2=6 | Purchase 6 more thermometers. |
| **Masks in school for staff pupils & visitors – -risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Parents and carers are required to wear a face covering at school pick-up/drop-off points ( certain individuals are exempt from wearing face coverings)
* Social distancing must still be followed at all times.
* Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.

Primary schools - where social distancing is not possible in indoor areas, outside of classrooms between members of staff or visitors (for example, in staffrooms),**From November 2nd, masks are to be worn outside of the bubble classroom to decrease the risk of transmission from staff to staff. Inside the bubble they need not be worn unless staff member wishes to, nor are they required when eating lunch etc. Those exempt from wearing them must ensure they do their best to maintain social distancing with others within school.*** Wearers of face coverings reminded to clean hands before and after touching them, to remove or put them on
* Face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.
* Remind staff & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home

See DfE Face coverings in education: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> | 3x2=6 |  |
| **Social distancing across school – risk of transmission of Coronavirus (Covid 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * SEND pupils will find it extremely difficult to understand social distancing so they will need constant reminders and visuals. In most classes social distancing will not be possible due to the needs of the pupils and the amount of support they will require to participate in school life.
* Staff will need to proactive in keeping social distances themselves.
* Use envelopes on the outside of classroom doors for messages to aid communication and minimise contact – staff are also encouraged to use pigeon holes, WhatsApp groups set up and email to pass messages on –minimise talking to other members of staff outside of the bubble, unless social distancing can be adhered to and contact is really necessary.
* School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.
* This will be achieved by
	+ keeping groups separate (in ‘bubbles’) and
	+ maintaining distance between individuals where possible.

*N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:** + *children’s ability to distance – SEND pupils find it extremely difficult and need lots of support.*
	+ *the layout of the school- small school building, low ceilings, few spaces spare beyond classroom, only one staff toilet area for men/women and one staffroom.*
	+ *the feasibility of keeping distinct groups separate while offering a broad curriculum*

**Reduce mixing within education or childcare setting by:****Groups of pupils – ‘bubbles’ –** **Measures within the classroom** * School know which pupils and staff are in each group and any close contact that takes places between children and staff in different groups.
* School implements bubbles to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).
* School maintains consistent groups for the majority of the day while they are in classes which reduces risk of transmission and keeps contact with each other to those within the group – however pupils mix on LA transport to and from home/school.
* All groups or ‘bubbles’ are kept apart from other groups where possible with staggered breaks and lunchtimes in different zones outside.
* Where possible school takes steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
* Younger children and a lot of SEND pupils are not able to maintain social distancing and it is accepted they will not be able to distance within their bubble.
* Staff & pupils maintaining social distancing from each other may not be possible.
* Minimise time spent within 1 m of anyone in bubble.
* Avoid face to face contact with pupils - stand up, be above and behind them.
* Children who are old enough will be supported to maintain distance and not touch staff and their peers.
* Teachers stay at the front of the class where possible
* Furniture and equipment moved to maximise distancing in the classroom.
* Teachers to try and maintain social distancing, keeping out of pupils’ sneeze/breathe/cough zone
* Bubbles at Orrets are classes of 9-12 pupils.
* Siblings may also be in different bubbles.
* Avoid face to face contact as much as possible
* Increased hygiene protocols in place to reduce risk of transmission.

**School Plan – see detailed document alongside this RA**Pupils are in class bubbles from when they arrive to when they leave, with bubbles not mixing. Transport to and from school is in mixed bubbles.Due to the mixing of pupils on transport this may mean more than one bubble has to isolate if a positive Covid case occurs.Assemblies in the hall are suspended going forward.Packed lunches are eaten in the classrooms and hot dinners are eaten in the hall with separate bubble tables, spaced apart appropriately, to reduce transmission to other bubbles.Wolf class – eat hot dinner in classroom – trays of food left on table in ICT suite to be collected by wolf staff. Children go straight back to class after they have eaten – their trays are cleared by 2 staff to ensure pupils do not mix with other bubbles.**Teachers*** Teachers and other staff can operate across different classes and year groups to facilitate PPA, management cover – **on hold until after Xmas – return to fixed bubbles same as start of Sept.**
* SEND Interventions which pupils require as on EHCP, such as sensory circuit (KW ams), Camhs and speech and language will continue by a specific person– individuals/groups from same bubble and masks/visors will be worn throughout session. They will not enter the classroom.
* Where adults work with individual pupils from different bubbles try to keep distance from them (however with SEND pupils this is not always possible) and employ good hygiene.
* Staffroom use -Staff are encouraged to send one person to get their team’s drinks at break time and to eat their lunch in their classroom, outreach room or outside where possible. If staff need to access the staff room or outreach room they need to assess numbers in there and either come back later or ensure social distancing is adhered to. If possible staff should eat with fellow staff in their bubble.
* Registers are placed outside classrooms and collected by office – hands sanitised.
* PPA is taken at home to reduce the number of staff out of class in school.
* Management time – teachers work in different places to each other and if this is not possible they work at least 2m apart and wipe down afterwards where they have worked – on hold until after xmas.
* Staff must not enter the classrooms of other bubbles (unless they are covering PPA or management time) without wearing a mask and must socially distance at all times – staff are encouraged to pass on messages via whatsapp, email, envelope on door or pigeon hole depending on what it is.
* Staff must move around school as little as possible and wear a mask when out of bubble.

**Measures elsewhere*** Movement of pupils around school is kept to a minimum – classes use external doors where possible to the playground and the shortest route to the football pitch.
* Photocopier moved to outreach office – wiped after use. Photocopying – use bank printer as well as photocopier to reduce numbers using outreach office
* Office – staff must only enter if invited in by office staff and if social distancing can be kept – messages to be passed through sliding window if possible.
* Timetables adjusted to keep bubbles apart and minimise moving around school
* Assemblies on zoom or in the classrooms
* Breaks staggered with classes allocated different zones outside.
* Lunch breaks outside are staggered for pupils and zones allocated.
* Pupils clean their hands before hot dinner lunches and enter and sit in the hall in separate bubbles with tables spaced apart appropriately.
* Where pupils come out of bubbles for interventions, leader ensures good hygiene and wears masks.
* Group interventions – pupils are allocated from the same bubble so no mixing.
* Cloakrooms not in use - chair backs for coats/bags
* Minimised touching of frequently touched surfaces and contact points
* Signage reminding about 2m social distancing in place
* Pupils are encouraged to use class toilets and at break time they are supervised accessing playground toilets to check they are clear of other pupils before entry.
* School maximises the use of outdoor space for exercise, breaks, outdoor education
* Staff meetings are held on Zoom or in the hall with chairs spaced to allow for social distancing. Masks worn throughout the staff meeting.
 | 3X2=6 |  |
| **Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)**  | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School engaged with local immunisation providers to provide immunisation programmes on site, ensuring they were delivered in keeping with the school’s control measures.
* School maintained capacity for the delivery of the school aged flu vaccination programme.
* School worked with The Immunisation Team to look at the requirements and procedures that needed to be put in place to ensure that the programme was delivered efficiently and effectively, maximising the safety of staff and pupils.
* The Immunisation Team contact details are 0151 514 2509/0151 514 2510.
* See also: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf>
 | 3X2=6 | Flu immunisations took place 7/10/2020 |
| **Shared resources - risk of transmission of Coronavirus (Covid 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Pupils have own equipment packs – kept on their desks for their sole use eg. Pen, pencils, rubbers etc.
* Staff must not share equipment eg. Pens etc.
* Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces
* Frequently touched surfaces are cleaned and disinfected more frequently. Each bubble has own cleaning kit – hand sanitiser, detergent and hand towels. Wipes can be requested if needed.
* Pupils and teachers can take books and other resources home, but unnecessary sharing is avoided where it does not contribute to pupil education and development.
* Book scrutiny can take place by leaders but it will occur at times to allow books 48 hours before they are used by class. Hands to be sanitised before and after.
* Shared resources between classes or bubbles, such as sensory equipment, sports, art and science equipment will be cleaned frequently and always between times of use of different bubbles.
* Pupils limited on the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, cuddle toy, stationery and mobile phones. Bags are allowed.
* No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.
 | 3X2=6 |  |
| **Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Staff involved in bringing children into school at the start of the day and involved with them leaving at the end of the day wear masks.
* Staggered starts to keep pupil groups apart as they arrive.
* Parents dropping off pupils arrive at 8.40, minibuses drop off at 8.35 (first run) and 8.50 (single run). Different paths will be used to keep distance – letters sent to parents.
* Leaving school – pupils gather either in the playground of the hall in transport lines and are led to their vehicle down a separate path to the parents picking up.
* Parents are required to wear masks when entering school grounds, unless exempt – letters sent home to parents.
* Parents line up, socially distanced along the front of the school to pick up their child, who wait inside reception and in the corridor by the office spaced apart.
* School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact – Office staff and home school link worker remind parents of procedures.
* Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
* **Face coverings -** pupils who wear these to and from school have been instructed on safe use of face coverings. They must sanitise their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they take home, and wash their hands before going to class. See [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)  for more advice.
* School, staff, parents and young people following the government guidance on how to travel safely.
 | 3X2=6 |  |
| **Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Parents reminded that their child or young person must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19)
* Pupils on dedicated school services do not mix with the public on those journeys and groups tend to be consistent. Social distancing should be maximised within vehicles wherever it is possible, between individuals.
* Majority of pupils at OM are on LA transport and it is not possible to have bubbles on the taxis, therefore the set-up is as such that bubble mix on the buses – double runs are in place for routes which would mean more than the maximum number recommended by the LA RA is on the taxi.
* Escorts and staff on buses maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents
* Escorts wear masks on transport while transporting pupils.
* Follow Transport provider risk assessment and rules for seating pupils
* Use of hand sanitiser upon boarding and/or disembarking
* Additional cleaning of vehicles
* Organised queuing and boarding where possible
* Families using public transport advised to refer to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
* Childminders and other settings should consider how they can work with parents and carers to agree how best to manage any necessary journeys, for example, pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children.
* If it is necessary for a childminder to pick up or drop off a child at school, walking is preferable. If this is not practicable, then a private vehicle for single household use is preferable. Use of public transport should be minimised.
 | 3X2=6 |  |
| **Staff visiting families in their own homes** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School may need to send a member of staff to make face to face visits – home school worker only and only if essential visit.
* An initial assessment by telephone is carried out.
* If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the [children’s social care services guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services) and make a judgement about visiting which balances considerations of the:
	+ risks to children and young people
	+ risks to families
	+ risks to the workforce
	+ national guidance on social distancing and hygiene
	+ statutory responsibilities, including safeguarding
* If households report no coronavirus (COVID-19) symptoms, a mask is required, unless exempt and 2 metres should be maintained where possible.
* Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.
* If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).
* If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to:
	+ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants
	+ taking PPE & sanitiser as a precautionary measure.
 | 3X2=6 |  |
| **Safeguarding – risk of breach** | Staff, pupils, parents, volunteers- experience harm or abuse, eg emotional harm  | * School has revised the child protection policy to reflect the return of more pupils.
* School follows statutory safeguarding guidance, [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and the [coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers).
 | 3x1=3 |  |
| **Pupil with an EHCP – risk of not following specialist guidance**  | Pupils,- injury or ill-health | * Existing risk assessment has been reviewed for all pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.
* Parents have been contacted and will be involved in planning for their child’s return to their setting.
 | 3x1=3 |  |
| **Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)** | Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress | * Behaviour policy updated and shared with staff, parents & pupils
* Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced
* Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.
* Recovery curriculum put in place for first 4 weeks- Lets Begin Again.
* Minimum change of staff for first 3 weeks to ensure pupils built relationships and felt safe and secure in school – supported anxiety and linked behaviours.
 | 3X2=6 |  |
| **Clinically extremely vulnerable pupils -**  [due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) | Pupils - contracting Coronavirus (COVID 19) | * Pupils who remain in the clinically extremely vulnerable group should return to school from 2 December at all local restriction tiers
* School understands there may be a very small number of pupils or students under paediatric or NHS care who have been advised specifically by their GP or clinician not to attend an education setting.
* Pupils can return to school, even if they have family members who are shielding.
* If the area moves into Tier 3 government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. And the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.
* See [COVID-19 - ‘shielding’ guidance for children and young people](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)
* Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.
* School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school.
* See <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec>
 | 3X2=6 |  |
| **Clinically extremely vulnerable staff (CEV)**[clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec#cev). | Staff - contracting Coronavirus (COVID 19) | * Employees who are clinically extremely vulnerable (CEV) will previously have received a letter from the NHS or from their GP telling them this and may have been advised to shield in the past.
* All staff who cannot work from home, can still go to work in all tiers. School has reviewed each case.
* Risk assessments have been carried out on all staff who have been shielding See RA 026 Return to work – COVID 19. These will be reviewed.
* Check the [COVID alert level](https://www.gov.uk/guidance/full-list-of-local-covid-alert-levels-by-area) of your local area or [search by postcode](https://www.gov.uk/find-coronavirus-local-restrictions). And follow the guidance at the appropriate level

See <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec> | 3X2=6 | REVIEW RISK ASSESSMENTS OF ANY SHIELDING STAFF |
| **Clinically vulnerable or 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](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) | Staff - contracting Coronavirus (COVID 19) | * Clinically vulnerable staff can continue to attend school. While in school they should follow all measures in this risk assessment t to minimise the risks of transmission.
* They are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing
* They have been advised they should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others
* They are advised they should continue to take care to socially distance from other adults including older children and adolescents.
* Employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.
* See <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce>
* Individual risk assessment have been carried out on clinically vulnerable employees **See RA 026 Return to work – COVID 19**
 | 3X2=6 |  |
| Staff who may otherwise be at increased risk from coronavirus (COVID-19) including **BAME staff & pupils**Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded. [**https://www.gov.uk/government/publications/covid-19-mitigation-of-risks-in-occupational-settings-with-a-focus-on-ethnic-minority-groups/mitigation-of-risks-of-covid-19-in-occupational-settings-with-a-focus-on-ethnic-minority-groups-consensus-statement-from-phe-hse-and-fom**](https://www.gov.uk/government/publications/covid-19-mitigation-of-risks-in-occupational-settings-with-a-focus-on-ethnic-minority-groups/mitigation-of-risks-of-covid-19-in-occupational-settings-with-a-focus-on-ethnic-minority-groups-consensus-statement-from-phe-hse-and-fom) | Staff or pupils - contracting Coronavirus (COVID 19) | * Assess the risks to staff in this category including BAME staff and pupils in your establishment.
* Have comprehensive conversations with these members of staff
* Identify existing underlying health conditions that may increase the risks for them in undertaking their role
* Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.
* Keep on going contact with staff particularly about their safety and their mental health.
* School will try as far as practically possible to accommodate additional measures where appropriate.
* Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.
* O.H. advice will be sought where appropriate.
* EAP & counselling will be offered where appropriate
* See <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
 | 3X2=6 |  |
| **New and/or expectant mothers – deemed** clinically vulnerable | Staff - contracting Coronavirus (COVID 19) | * Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school.
* Pregnant women can continue to attend school. While in school they should follow all measures in this risk assessment t to minimise the risks of transmission
* Pregnant women should follow the latest government guidance on staying alert and safe <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert> and avoid anyone who has symptoms suggestive of coronavirus. I
* If in third trimester (more than 28 weeks’ pregnant) advised to be particularly attentive to social distancing.
* Pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health
* For those women who are 28 weeks pregnant and beyond, there is an increased risk of becoming severely ill should you contract COVID-19 (this is true of any viral illness contracted, such as flu).
* Individual risk assessments will be carried out for this category of staff. **See RA 09 (A) New & Expectant mother risk assessment**
* Follow guidance from GP and mid-wife.
* Maintain high standards of hygiene
* Inform line manager if circumstances change
* Refer to this guidance- also for BAME expectant mothers

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/> | 3X2=6 |  |
| **Cleaning - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19) | * A cleaning schedule is in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas &dining areas
* Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas
* Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.
* Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol
* KEY point -Do not have to kill the virus in school but need to remove it onto a wet cloth and rinse down sink.
* Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink
* Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose
* Encourage pupils to clean – to teach them about safety.
* Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to.
* If suspected case of Covid 19 follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* Toys, fabrics, soft furnishings will have to be washed or replaced more frequently
* Sanitizer stations located across site – by main door, playground door and a bottle in each classroom.
* Regular cleaning of toilets and supply of hand soap
* Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products
* Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
* Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.
* Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.
 | 3X2=6 | Deep clean of school prior to reopening following  [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  |
| **Contractors on site -risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19) | * Communication - explain to contractors your concerns and come up with workable solutions
* School’s site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
* Where visits can happen outside of school hours, this will be arranged
* A record is kept of all visitors.
* Request risk assessments from contractors which include their social distancing protocols.
* Zero tolerance with contractors found to be not following PHE social distancing guidelines.
* Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups
 | 3X2=6 |  |
| **PPE requirements - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * No requirement for face coverings/masks within bubbles but when outside bubbles they are requested to wear them in corridors and around school to minimise spread of the virus.
* Staff leading interventions wear mask or visor – provided by school.
* Most staff in school will not require PPE beyond what they would normally need for their work except for a mask – these have been made available to all staff.
* PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained
	+ Within 2m PPE is available and staff will wear a mask, gloves and disposable apron
	+ Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.
* Risk assessment for pupils in place where needed.
* PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
* Hand washing with soap and hot water for 20 secs minimum
* 2m social distancing maintained as far as possible
* School has sourced adequate supplies of PPE
* All staff completed ‘PPE putting on & taking off’ training
* Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus.
 | 3X2=6 | **Eye Protection & Masks** *The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.* |
| **First aid provision – risk of school unable to provide first aid in the event of an emergency.** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Adequate numbers of first aiders on site.
* First aid certificates which expired during lockdown have been renewed – all completed May/June 2020
* First aid boxes located across site
* All staff completed ‘PPE putting on & taking off’ training
* Additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
* **First aid provision with suspected symptoms of coronavirus :** Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.
* **If not possible to keep 2m separation**, the following PPE must be worn. Wash hands prior to donning:
	+ Apron
	+ Gloves
	+ Fluid Resistant (IIR) surgical mask
* First aider will minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible
* Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available
* All staff completed ‘PPE putting on & taking off’ training
* Must be discarded in clinical waste
* Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste
* Hand washing with soap and hot water for 20 seconds minimum, INCLUDE washing forearms if exposed.

**CPR guidance:*** **Do not listen or feel for** breathing by placing your ear and cheek close to the patient’s mouth.
* If in any doubt about confirming cardiac arrest start chest compressions until help arrives.
* **Call ambulance**. If COVID 19 is suspected, tell them when you call 999.
* If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives

See: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> | 3x1=3 | **Eye Protection & Masks** *The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.* |
| **Medical isolation room - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Room next to office is our isolation room – this room is used for interventions and management time.
* If a child requires isolation then anyone in the room is informed to quickly vacate and will not return until the child has left school and the room has been cleaned.
* While the child is awaiting collection, they will wait in this room, behind a closed door, with a glass section in it to observe, depending on the age and needs of the child, with appropriate adult supervision if required.
* The window will be opened for ventilation.
* If unable to isolate a child then they will be move them to an area 2m away from others.
* PPE stock is available to all staff should they need to escort pupils to this area – this is kept in their classrooms.
* PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs – full PPE is kept in the room opposite the isolation room.
* Child will sit on a single chair at the table.
* Child awaiting collection will be supervised at all times.
* A toilet has been identified to be used if required whilst awaiting collection – playground toilet – check not in use before enter – children should not touch doors en route.
* If room is used then it will be cleaned and disinfected after the child vacates using standard cleaning products before being used by anyone else.
* Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated.
* The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from  [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
 | 2X2=4 | More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance. |
| **Remote Learning – risk to staff and pupils by abuse of systems** | Staff, pupils, parents – experience harm or abuse, eg emotional harm | **For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on**[**remote education support**](https://cooklawyers.us14.list-manage.com/track/click?u=3958b3ee9f5b1ade7d30b8332&id=c1f3102a16&e=3f33a9dd76)**.*** For remote learning we use Google Classroom and materials/resources are added daily to ensure learning continues for pupils throughout isolation.
* Risks to staff and pupils using this platform have been risk assessed.
* School follows [Safeguarding and remote education during coronavirus (COVID-19)](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19), as well as statutory guidance on online safety in Annex C of [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).
* See National Crime Agency at the following websites:<https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely>
 | 3X1=3 |  |
| **Working at height - risk of falling from height** | Staff, pupils, parents, visitors – injuries from minor to >7 day  | * Caretaker checks all ladders on site prior to use and does monthly checks as required– see site ladder register.
* If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.
* All staff completed safe use of ladders CPD – May/June 2020
 | 3x1=3 | Safe use of ladders toolbox talk – CPD completed May/June 2020 |
| **Display screen self-assessment – risk of injury due to adopting awkward postures for long periods** | Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc | * Remind everyone to review their workstations after the long absence.
* Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.
* All staff who use a computer for substantial lengths of time will carry out the Display Screen Self-Assessment
* If some staff are still home-working check with them that there are no issues with their set-up at home.
 | 3x1=3 |  |
| **Lone working- risk of accident, injury or emergency**  | Staff working from home – injury and ill-health | * Carry out a risk assessment for any staff who remain working from home following guidance if necessary
* See RA 028 Working from home Covid 19
 | 3X2=6 | Action plan |
| **Kitchens - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19) | * Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.
* Deep clean the kitchen prior to reopening before food preparation resumes
* Recommission all catering equipment.
* Kitchen follows: [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)
 | 3x1=3 |  |
| **Fire – failure of systems and fire evacuation plans** | Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation  | * The site-specific fire evacuation plan has been reviewed and shared with staff and recommended time frames to ensure everyone knows their roles and responsibilities.
* Social distancing is followed on evacuation and at assembly point during practice, however in the event of a real fire, social distancing is less priority to evacuating everyone safely.
* The needs of staff/pupils who require assistance in an emergency has been considered and the resources are available to carry this out.
* The fire alarm and emergency lighting has been serviced in according to guidance
* Alarm checked weekly
* Enough staff know how to check the fire alarm and set and reset in an emergency
* Emergency lighting tested monthly
* All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.
 | 3x1=3 | All staff have completed Fire awareness toolkit training – May/June 2020 |
| **Legionella- failure of systems in place leading to outbreak** | Staff, pupils, parents, visitors – legionella symptoms , respiratory condition  | * School has remained open since March and water checks have continued as normal.
 | 3x1=3 |  |
| **HS Checks - failure of equipment leading to accident or injury** | Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions | * All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.
* Caretaker carries out daily visual whole site checks
 | 2x2=4 | Action plan |
| **Equipment- failure of equipment leading to accident or injury**  | Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions | * All areas and equipment taken out of use is checked
* Teachers check their own classrooms to ensure all is in good condition and alert HT if concerns.
* Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.
 | 2x2=4 | See Form F10 Checklist for classrooms |
| **Manual handling – risk of staff injured by moving and handling heavy items** | Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles | * Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location
 | 3x1=3 | Manual Handling Toolbox talk – all completed May/June 2020 |
| **Security – Opening and locking up procedures**  | Staff, pupils, parents, visitors – physical or verbal abuse | * Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm
* Secure reception
* Keys easily accessible to unlock school gates in the event of evacuation away from the premises.
 | 2x2=4 |  |
| **Heating/Boilers failure of equipment leading to loss of heating** | Staff, pupils, parents, visitors- lack of heating , becoming unwelll, cold  | * Boilers and heating systems been serviced through lock down as required
 | 2x2=4 |  |
| **Medication – lack of training**  | Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell. | * Trained staff available to administer medicines and records maintained.
* Secure medicines storage
* Inhalers and EpiPens available pupils in classrooms and for outdoor activities
 | 2x2=4 |  |
| **Emergency plan** | Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress | * School emergency plan has been reviewed to cover Covid 19 issues.
* Contingency plans for an outbreak are in place
* Shared with staff and relevant parties e.g. Governors
* Remote education plans are in place for individuals or groups of self-isolating pupils. See [remote education support](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res).
 | 3X2=6 |  |
| **Physical activity in school - risk of transmission of Coronavirus (COVID 19).** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Pupils are kept in consistent groups,
* Sports equipment thoroughly cleaned between each use by different individual groups.
* PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls
* Outdoor sports should be prioritised where possible, and large indoor spaces such as the hall used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)
* Social distancing between pupils is maximised
* Staff & pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.
* If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities
* School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.
* Schools refers to the following advice:
	+ [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)
	+ [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
	+ [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.)
	+ [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
	+ Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](https://www.swimming.org/swimengland/pool-return-guidance-documents/)

[using changing rooms safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4)* School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.
* Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission
 | 3X2=6 |  |
| **Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below.
* Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below
* Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance
* School has carried out a risk assessment for music activities in school.
* Playing instruments and singing in groups will take place outdoors wherever possible.
* If indoors, numbers will be limited in relation to the space.
* If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission.
* If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance.
* School will ensure good ventilation
* Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced.
* Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences)
* Instrument sharing avoided,
* Increased handwashing before and after handling equipment, especially if being used by more than one person.
* Instruments cleaned by the pupils playing them, where possible.
* Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils
* Peripatetic teachers provide a risk assessment to school
* See Bulletin: Music & Performing Arts v2 Dec 2020 in line **with Local restriction tiers: what you need to know** for specific guidance.

 | 3x1=3 |  |
| **Educational visits – risk of Coronavirus (COVID 19) whilst on visit** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Educational visits for non-overnight domestic educational visits have resumed if for the purpose of education or childcare .
* Schools will consult the [health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.
* School will make use of outdoor spaces in the local area to support the delivery of the curriculum
* School can take groups of children on trips to outdoor public places and do not need to be [limited to 6 people](https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do),
* The EVC or staff in charge of the trip will conduct a risk assessment in advance. Upload to EVOLVE (if used)
* the risk assessment demonstrates:
	+ that the group can remain socially distant (2 metres) from other people and keep children within their consistent group groups, wherever possible
	+ good hygiene is maintained throughout
	+ thorough handwashing happens before and after the trip
	+ the trip is carried out in line with relevant [local restriction tier](https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know) guidance and coronavirus (COVID-19) secure measures on transport and at the destination
	+ appropriate insurance arrangements are in place
* School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place
 | 3X2=6 |  |
| **Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19))** | Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( COVID 19) - contracting Coronavirus (COVID 19) | * The school is kept well ventilated via natural ventilation
* **natural ventilation** – by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks for 5 minutes to purge the air in the space.
	+ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)
	+ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
* Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems).
* School will balance the need for increased ventilation while maintaining a comfortable temperature, by :
* opening high level windows in preference to low level to reduce draughts
* increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
* providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-uniform)
* rearranging furniture where possible to avoid direct drafts
* Heating is be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
* Air conditioning units are currently turned off – LA instruction – by Clover
 | 2X2=4 | Await LA guidance on AC  |
| **Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Due to Zones and staggered timetable created for outside playground use, bubbles do not mix and use playground equipment at the same time.
* Risk is much lower for activities taking place outside due to elements eg wind and rain on equipment – Matt Butler
* Each bubble has its own bag of equipment which is taken out and collected at the end of the session – equipment is not shared between bubbles.
* Multiple bubbles do not use equipment at the same time as classes are on rotas.
* March 2020 – Playground inspection carried out and certificate gained
* Caretaker carries out formal recorded inspection of playground equipment as normal practice – see check file.
* All servicing and maintenance identified has been carried out prior to reinstatement- An annual service.
* The playground and play equipment risk assessment has been reviewed and shared–considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2
* Caretaker has attended Routine Inspectors Course
* Caretaker visually inspects playground daily
* Caretaker carries out formal checks of play equipment
* Pupils reminded of playground rules
* Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session.
 | 3X2=6 | . |
| **Visitors to school-** working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OTs, social workers- risk of spread of infection between ‘bubbles’ and schools. | Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’ | * Jon W to support KW virtually wed pms until Xmas with physical emotional intervention.
* Visitors are kept to a minimum and only invited to school if they are essential to promoting pupil’s learning or meeting their needs.
* Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the [COVID-19: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* Visitors made aware of all measures in place in school to reduce risk of spread of virus.
* Visitors told wash hands on arriving or use hand sanitiser located at entrance.
* Visitors are required to use sanitiser before and after each different pupil session.
* Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting
* Visitor has own PPE or PPE will be provided for each session
* 2m social distancing rules in place
* PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a transparent face visor.
* Room has ventilation – windows and door open whilst the room is occupied.
* Sanitiser in room
* Tissues in room and bin with a lid emptied regularly.
* Disinfecting kit in room e.g. trigger bottle of disinfectant, cloths, wipes
* All hard surfaces wiped down before and after each separate appointment /meeting with pupils.
* Any equipment brought into school must be able to be wiped down pre and post each pupil session.
* Any school equipment used must be wiped down pre and post session.
* Designated visitor toilet – staff toilet – wipe down after use.
* Visits arranged for outside of school hours, where possible
* A record is kept of all visitors.
 | 3X2=6 |  |
| **Recruitment –** **risk of transmission of Coronavirus (COVID 19))** | Staff, pupils, parents, visitors everyone. | * School will continue to recruit as usual bearing in mind the need to limit visitors to the site
* Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.
* Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘[system of controls](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#system-of-controls-protective-measures)’ that are in place.
* School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed
* School will write a risk assessment for any recruitment activities
 | 3X2=6 |  |
| **Supply staff and students – increased risk of transmission of Coronavirus (COVID 19))** | Staff, pupils, parents, visitors everyone. | * School will continue to engage agency staff and students whilst always trying to minimise the number of visitors to the setting where possible.
* Supply staff and other temporary workers can move between settings
* Supply staff and students, are expected to comply with school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff.
* School will prioritise longer assignments with students & supply staff to minimise visitors
 | 3X2=6 |  |



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

**Likelihood: Consequence**:

5 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

(1) List hazards ***something with the potential to cause harm*** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

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

Likelihood Consequence

5 – V likely 5 - Catastrophic

4 – likely 4 - Major

3 – Fairly likely 3 - Moderate

4 – Unlikely 2 - Mild

5 – V unlikely 1 - Insignificant

5) **ACTION PLAN**

|  |  |  |
| --- | --- | --- |
| **Action required:** | **Responsible person** | **Completion date** |
| 1. **Revised risk assessment shared with staff – ongoing**
2. **Check step ladders and ladders prior to use**
3. **Complete Working from Home RA for any staff who require if necessary**
4. **Caretaker will carry out daily visual whole site checks**
5. **Review risk assessments for any shielding staff**
6. **Deep clean of school prior to reopening following**  [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
7. **Await LA guidance on AC**
8. **Purchase 6 more thermometers to go in each class**
 | HTCaretakerHTHTCaretakerHTCaretaker & cleanersHTHT/AG | 20/10/2020OngoingOngoingAs requiredOngoingAs requiredOctober 2020Await guidance October 2020 |
| Action plan agreed with (signature) C Duncan Date 19/10/2020 |  |  |