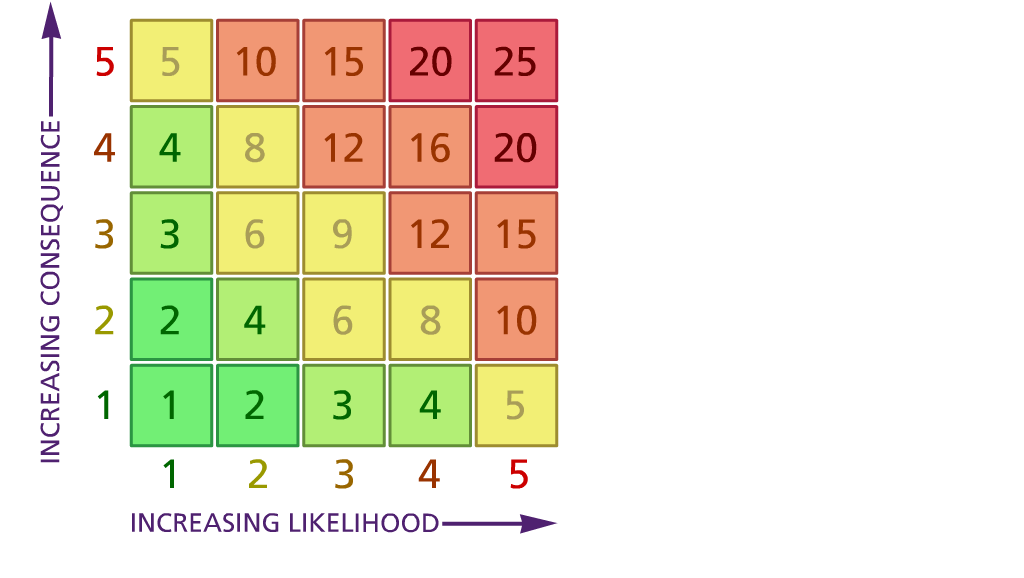
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| G:\Office\My Documents\Letterhead & Logo\CTK Logo small.png | **October 2020**  **RISK ASSESSMENT** |  |  |

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| Location or  address Christ the King Catholic Primary School | Date assessment  14th October 2020 | Assessment undertaken  by : Jeanne Fairbrother AND Joanne Procter |
| Activity or  situation Reopening school for September | Review  date : as required | Signature: J Procter |

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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  Consequence  X Likelihood | 4) Any further action;  This should be included in the action plan on overleaf |
| **Overview**    COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the ‘new normal’. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.  The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment  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.  **Guidance**   * <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks> * <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks> * <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> * <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>   <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> | | | | | |
| **Communication -**to staff, parents, pupils and all parties on site | Staff, pupils, parents, visitors everyone. | * Follow PHE guidance for schools <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> * Clear communication sent to parents and pupils with a link on the school website * Hold staff re- induction zoom meetings and email to all site staff * 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))   All children travelling to school must be accompanied. They are not to travel alone to or from school. Only one parent will be allowed on site.   * Parents and young people will be told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact before they return to school * It will be made clear to parents 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) * Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel * Talk to staff about the plans , all staff will be given a copy of the returning to school plan * Communication with contractors and suppliers have done wk commencing 18.3.20 to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers * Discussions have been had on 7.7.2020 with cleaning contractors about the additional cleaning requirements and agreed hours to allow for this. School will be deep cleaned week commencing 24th August in preparation for school opening. | | 2X3=6 | JP to regularly update all stakeholders. |
| **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. * Risk assessment revised and shared with staff | | 2x3=6 |  |
| **Unaware of steps to take in the event of suspected or confirmed case in school –**   1. **Currently** 2. **School informed pupil/staff member tested positive in last 7 days** | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19) | * **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](mailto:alisonsimpson@wirral.gov.uk) ) or Jane Harvey ([janeharvey2@wirral.gov.uk](mailto:janeharvey2@wirral.gov.uk)) who will get in touch with you as soon as possible.) * School will ring **DfE Helpline on 0800 046 8687 and selecting option 1** for advice on the action to take in response to a positive case. * 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. * When inside different classes sit on their own class tables e.g. when in dining room | | 3X2=6 |  |
| **Infection control** | Staff, pupils, parents, visitors everyone. | * **It has been made clear to children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of 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   It is communicated clearly in writing to parents and staff that individuals or those with household members displaying coronavirus symptoms do not attend the school setting.  Parents’ to wear face covering/mask on school grounds and one way system  We will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). Children to sit at same desk all day, not changing desks   * Hand dryers can now be used again * We will ensure that sufficient handwashing facilities are available. * 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 pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitize all the frequently touched surface.   + provide disposable tissues in each classroom   + provide each class with disinfectant wipes 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 * encourage young children to learn and practise these habits through games, songs and repetition * ensure that lidded bins 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 across the site 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 suspended for the first half term * close water fountains to children – parents to supply bottles of water, fountains are still operational for staff to refill bottles. * 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 * 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. | | 2X3=6 | JP to write to all parents prior to children starting |
| **Social distancing** | Staff, pupils, parents, visitors everyone. | * 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. * School will maintain consistent groups * Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible * Larger groups will follow other controls like 1m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate * School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups   **Reduce mixing within education or childcare setting by:**  **Groups of pupils – ‘bubbles’** **Measures within the classroom**  * Staff & pupils maintain 1 m social distancing where possible * Minimise time spent within 1 m of anyone * Avoid face to face contact with pupils stand up, above and behind them * Keep 2 m from colleagues * Understand very young or special needs this is not possible * All children encouraged to socially distance if possible * Children who are old enough will be supported to maintain distance and not touch staff and their peers. * Pupils sit side by side facing forward * Teachers stay at the front of the class where possible * All furniture and equipment moved to ensure this seating * Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone * It is recommended schools implement smaller groups. Eg. the size of a full class if possible, to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19). * if class-sized groups are not compatible with managing the practical logistics within and around school, year group sized ‘bubbles’ will be implemented. * consistent groups will be maintained where possible * All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups * Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. * Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. * Primary school groups will be in a full class and they will be in year group bubbles. * Older children will be told to maintain 2m distance within the group * Siblings will also be in different groups. * Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for specialist teaching, wraparound care, break and lunch times and transport. * Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible.   **Teachers**   * Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable- to cover PPA. * Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. * Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised, second staff room will be in the ICT suite.  **Measures elsewhere**  * Movement around school is kept to a minimum * Timetables adjusted to keep groups apart moving around school by * No large assemblies or gatherings involving more than one group * Breaks staggered * Lunch breaks staggered pupils will clean their hands beforehand and enter in the groups they are already in * Groups kept apart as much as possible and surfaces and tables cleaned between each group. * Cloakrooms are in use but children taken to hang up coats to prevent large gatherings. * Minimise touching of frequently touched surfaces and contact points * Rooms accessed directly from outside where possible * Signage reminding about 2m social distancing in place * Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time * School will maximise the use of outdoor space for exercise, breaks outdoor education   **Use outside space:**   * for exercise and breaks- see timetable that has been sent * Children to play in designated areas on yard to stop crossing of bubbles * for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff * Outdoor equipment should not be used by more than one bubble and to ensure that it is appropriately cleaned. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)   **For shared rooms:**   * stagger the use of staff rooms and offices to limit occupancy   **Reduce the use of shared resources:**   * by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff * by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently * although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort. * encouraging parents and children and young people to walk to their education setting where possible * schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required   See <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | | 2X3=6 |  |  |  |
| **Shared resources - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Staff & pupils have individual pens and equipment. * Equipment is not shared with other cohorts without cleaning * Shared classroom materials can be shared within the bubble and will be cleaned regularly * Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit, packs of wipes * Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided. * Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) * Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. * 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  If all controls are in place in Column 3 this may be lowered |  |
| **Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school’s control measures. * School will maintain capacity for the delivery of the school aged flu vaccination programme. * School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be 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> | |  |  |
| **Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. * School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * 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 wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See [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. * encouraging parents and children and young people to walk or cycle to their education setting where possible * schools, parents and young people following the government guidance on how to travel safely | | 3X2=6 |  |
| **Safeguarding – risk of breach** | Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm | * Schools has revised the child protection policy to reflect the return of more pupils. * Schools 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). | | 3X2=6 |  |  |  |
| **Pupil with an EHCP – risk of not following specialist guidance** | Pupils, - injury or ill-health | * Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. * Parents have been contacted and will be involved in planning for their child’s return to their setting from September | | 3X2=6 |  |  |  |
| **Clinically vulnerable pupils -** [classed as clinically extremely vulnerable 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) | * Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). * Pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the [current advice on shielding](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) * if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent . * Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health. * 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. | 3X2=6 | |  |  |  |
| **Shielded staff** | Staff - contracting Coronavirus (Covid 19) | * Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) * Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. * Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment * People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace * Risk assessments will be carried out on all staff who have been shielding * Government policy advises those who can work from home to do so. School will review each case. * See guidance the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](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) * If you live or work in an area where formal shielding advice has been put in place, and you have received a new shielding notification informing you of this, we advise that you do not go to work. <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#further-advice-at-local-covid-alert-level-very-high> | | 2x2=4 |  |  |  |
| **Clinically vulnerable adults**  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, pupils, parents, visitors everyone. | * Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible, * Advice for those who are [clinically vulnerable, including pregnant women](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), is available. * School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. * Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace * Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk | | 2X3=6 | Individual risk assessments completed |  |  |
| **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. | Staff or pupils - contracting Coronavirus (Covid 19) | * Assess the risks to BAME staff and pupils in your establishment- individual risk assessment has been completed. * Have comprehensive conversations with BAME 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 ongoing 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 | Individual risk assessment has been completed |
| **New and/or expectant mothers –** deemed clinically vulnerableincluded in [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, pupils, parents, visitors everyone. | * 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 should follow the latest government guidance on staying alert and safe ([social distancing](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july)) and avoid anyone who has symptoms suggestive of coronavirus. * If in third trimester (more than 28 weeks’ pregnant) advised to be particularly attentive to social distancing. * School follows the Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/). This includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk * 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/> | | 2X3=6 | Individual risk assessment completed |  |  |
| **Cleaning** | Staff, pupils, parents, visitors everyone. | * 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 into 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) * If cohorts change, consider cleaning between class changes * Toys, fabrics, soft furnishings will have to be washed or replaced more frequently * Sanitizer stations located across site * 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. | | 2x3=6 | Cleaners have been following deep cleaning plan for last ten weeks, we will continue with this.  DY to clean all handles and doors midday.  Children to be taught to clean their own areas with wipes throughout the day |  |  |
| **Contractors on site** | Staff, pupils, parents, visitors everyone. | * Communication - explain to contractors your concerns and come up with workable solutions * Request risk assessments from contractors, which include their social distancing protocols. * Zero tolerance with contractors found to be not following PHE social distancing guidelines. * School’s site guidance on physical distancing and hygiene is explained to visitors on or before arrival and they sign to confirm that they agree. * Where visits can happen outside of school hours, this will be arranged * A record is kept of all visitors. | | 2x3=6 | All contractors to report to main office where they will be briefed and asked to sign they have read risk assessment. |  |  |
| **PPE requirements**  Staff teaching pupils/children with no Covid19 symptoms working in cohorts | Staff, pupils, parents, visitors everyone. | * No requirement for face coverings/masks etc * The majority of staff in school will not require PPE beyond what they would normally need for their work. * 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. * 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 have read ‘PPE putting on & taking off’ training leaflets * 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 | | 2x3=6 |  |
| **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 in all categories:   * First aid certificates which expired during lockdown have been renewed * First aid boxes located in each classroom * All staff completed ‘PPE putting on & taking off’ training * **No 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- kept in KH office * 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 * Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. * Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste   **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> | | 2x3=6 | Training in donning and removing PPE 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> |
| **Medical isolation room - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Medical first aid room which is hard-floored to assist with cleaning * PPE stock is available to all staff should they need to escort pupils to this area. * 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 * Remove all non-essential items in the medical room. * Include one desk and one table. * Child awaiting collection will be supervised * A toilet has been identified to be used if required whilst awaiting collection. * If used this will cleaned and disinfected using standard cleaning products before being used by anyone else by a member of SLT. * 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 * After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser | | 2x3=6 |  |
| **Remote Learning – risk to staff and pupils by abuse of systems** | Staff, pupils, parents – experience harm or abuse, eg emotional harm | * Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents * Remote education plans are in place for individuals or groups of self-isolating pupils. * 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> | | 3X2=6 |  |
| **Working at height** |  | * Site manager/ caretakers should have checked all ladders on site. * 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. * Check all ladders and step ladders on site prior to use. Record in the site ladder register | | 2x3=6 | DY to check |
| **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 should carry out the Display Screen Self-Assessment on return to school. * If some staff are still home-working check with them that there are no issues with their set-up at home. | | 3X2=6 |  |
| **DSE** |  | * 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 should carry out the Display Screen Self-Assessment on return to school. | | 2x2=4 |  |
| **Emergency procedures & lockdown** |  | * Reviewed site-specific fire evacuation plan with the whole team. No changes needed * Have a drill within the first few days. Check everything goes according to plan | | 2x2=4 |  |
| **Kitchens** |  | * 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 of the kitchen has been completed wk 18th May and will be done again after kitchen refit. * 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) | | 2X2= 4 | . |
| **First Aid provision** | Staff, pupils, parents, visitors everyone. | * Adequate first aid provision on site * Review your requirements for first aid across all categories- all midday and two TAs have completed first aid training during lockdown. * Three members of staff have completed paediatric First aid so we now have eight members of staff trained. * Serious accidents- contact HS advisors for assistance, take photographs, keep damaged equipment, cordon off areas. Take witness statements. * **See CPR Guidance above** | | 2X2 = 4 | All first aid provisions have been re stocked  Seven members of staff are paediatric first aid trained  All staff have first aid certificate- including middays |
| **Fire systems** |  | * Weekly check of fire alarm has continued as school has been open. * Emergency lighting has been tested monthly * All fire safety features across our building check has been carried out the F 03 Fire Marshal Inspection Checklist. * Practice drill will be held within first week to ensure everyone knows their roles and responsibilities. * Social distancing on evacuation and at assembly point. * Consider the needs of staff/pupils who require assistance in an emergency and ensure the resources are available to carry this out. | | 2x3=6 | Fire checks have taken place throughout lockdown as school has been open |
| **Legionella** |  | * Prior to opening fully get every tap, shower and toilet running/flushed . Remember 2 mins. Record this has happened in water log book * Monthly water checks have taken place | | 2x3=6 | Tests are up to date |
| **HS Checks** | Staff, pupils, parents, visitors everyone. | * Enough staff know how to check the fire alarm and set and reset in an emergency * Continue testing alarm * All staff must carry out pre-use visual checks of their areas, playground, and equipment as formal checks may not take place. * Caretaker if available carries out daily visual whole site checks each morning on opening up | | 2x2=4 | All SLT and office staff know how to reset fire alarm as well as DY |
| **Equipment** |  | * Teachers should each check their own classrooms to ensure all is in good condition- teachers will return to school week beginning 8th June . * Dining sets which have not been used will need inspection by DY, checking smooth operation of opening and wheeling. | | 2x2=4 | See Form F10 Checklist for classrooms |
| **Manual handling** |  | * Remind staff to take care when moving and handling equipment back to its normal areas/location | | 2x3=6 | Manual Handling ~Toolbox talk available on website |
| **Security – Opening and locking up procedures** | Staff, pupils, parents, visitors everyone. | * 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 | DY, JP, LB and Atlas all key holders |
| **Heating/Boilers** | Staff, pupils, parents, visitors everyone. | * Boilers and heating systems been serviced through lock down as required. | | 2x2=4 | All checked and working throughout lockdown |
| **Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronovirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * School has considered all third parties onsite- clubs, sports activities-   + New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities   + School measures and/or risk assessments have been shared with them   + Risk assess impact of third party on school. * Breakfast and after-school provision, will restart from the start from 7th September , children will be in bubbles of 15:   + support across year groups,   + where parents use multiple providers   + childminders picking up/dropping off pupils.   + It is not possible to maintain bubbles being used during the school day so small, consistent groups will be identified of 15 children.   + advise parents to limit the number of different wraparound providers they access, as far as possible.   + Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.   + No contact sports to be played | |  |  |
| **Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Pupils kept in consistent groups * Sports equipment thoroughly cleaned between each use by different individual groups * Contact sports avoided. * Outdoor sports prioritised where possible, and e.g. hall spaces used where it is not, to maximise distancing between pupils * The areas will be cleaned between groups – surfaces wiped down * Pupil reminded about hand and respiratory hygiene * 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. * 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 inline with measures adopted by school to reduce the risk of transmission * 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) | | 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 playing will not take place in larger groups such as school choirs and ensembles, or school assemblies * Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, school will limit the numbers in relation to the space. * Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. * Wind and brass players positioned so that the air from their instrument does not blow into another player. * Instrument sharing avoided, * Good ventilation if held indoors but holding the session outside will be considered * 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 for specific guidance. | | 3X2=6 |  |
| **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 resume September. * When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing & hygiene will be adhered to, to ensure they can be done safely. * School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place * School will make use of outdoor spaces in the local area to support delivery of the curriculum. * 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. | | 3X2=6 |  |
| **Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))**  **Airconditioning systems that do not introduce fresh air but recycle air within a room - able to spread the COVID-19 Virus.**  **Entering/working in Server room** | Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19)  Staff, pupils and visitors, because the use of split air conditioning system that only circulates room air and does not introduce fresh air | * All systems to remain energised in normal operating mode. * Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. * External doors are opened to boost ventilation * School will actively use openable windows and vents much more than normal * If possible, windows should be open at least 15 minutes prior to room occupation. * If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort. * During cooler weather, it may be necessary to have the room heating on more than normal. * See attached bulletin for further guidance on ventilation in cold weather.      * Units serviced August 2020 * School has sought and followed advice from FM provider on safe use of such systems in ICT suite * Hand hygiene maintained * Bottle of cool water to avoid dehydration * Working in isolation * Access restricted to one person only at a time * Sign on door warning of changes to access permissions. * Ensure door is locked and keys controlled * Face coverings available when working inside server room | | 2X2=4 |  |
| **Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Outdoor is play area is only used by Y6 bubble * Breakfast & After school clubs’ clean equipment between groups and after use. * Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection. * All servicing and maintenance identified has been carried out prior to reinstatement. * The adventure playground will remain closed until it is deemed safe to open * It has been formally shared withall middays & staff supervising. * Site manager/caretaker has attended Routine Inspectors Course * Site manages/caretaker visually inspects play equipment daily * Site manages/caretaker has reinstated weekly 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**. | | 2x2=4 |  |
| **Visitors to school-** essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), behavioural support, advisory teachers etc)? | Staff, pupils, parents, visitors everyone. | * 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 will be 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 face covering/mask * Room has ventilation – windows and door open whilst the room is occupied. * Sanitiser in room * Tissues in room and lidded bin emptied after each session. * Disinfecting kit in room – insert local details 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 by main entrance. * Visits arranged for outside of school hours, where possible * A record is kept of all visitors. | |  | All visitors must report to office where they will be briefed and given a face mask if they do not have one. |
| **Anxiety and stress returning to work post lockdown**  Employee’s & pupils returning to school with potential stress / anxiety caused by return to school post CIVID-19 lockdown and associated contact | Staff, pupils, parents, visitors everyone. | * Counselling service available including bereavement * Refer employee to EAP * Review individual staff /pupil risk assessments and monitor * Regular one-to ones with staff * Reasonable adjustments if required.   Modified curriculum to include social stories from ELSA, PSHE, mental health awareness to help with anxieties.  Cognitive load gradually increased. | | 2x3=6 | ELSA support available for children to access in school- this has also been provided during lockdown via facetime.  Counselling available to staff through our insurance if required. |



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| --- | --- |
| **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 |

(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 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant