




RISK ASSESSMENT RECORDING FORM

Location or address Foxfield School	Date assessment Undertaken: 12/11/2020	Assessment undertaken by : Jeanne Fairbrother and Paul Howley
Activity or situation Reopening school to all students	Review date : As required	Signature: 

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
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)	<ul style="list-style-type: none"> 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 Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils Whole staff re- induction held in September Revised risk assessment shared with staff 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. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • 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) • School has involved parents and children in education resources such as e-bug, PHE schools resources and Class Dojo • Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers • Discussions had with cleaning contractors /cleaner's additional cleaning requirements and additional hours agreed if necessary. • Steam clean all seats covered in material (including minibuss seats) 		
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)	<ul style="list-style-type: none"> • 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 	3 X 2 = 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)	<ul style="list-style-type: none"> • School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance Section and the NHS test and trace process • 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.) 	3 X 2 = 6	

		<ul style="list-style-type: none"> • 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. • Special schools must contact Alison Simpson or Jane Harvey (above) • 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. 		
Infection control – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • 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 <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least at least 10 days isolation period from the day they develop symptoms and should <u>arrange to have a test</u> 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. • Staff & pupil temperatures will be taken by school nurse if suspected that pupil or member of staff unwell. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • Sufficient hand washing 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, <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning ○ clean their hands: <ul style="list-style-type: none"> ▪ 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 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 • 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 		
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Masks in school for staff pupils & visitors - secondary schools & FE Colleges-risk of	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • 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) 	3 x 2 = 6	Certain pupils will become upset by face masks and so won't be

transmission of Coronavirus (COVID 19)		<ul style="list-style-type: none"> • 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 • Face coverings must be worn correctly. Clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings , to avoid inadvertently increasing the risks of transmission. • All wearers of face coverings reminded to clean hands before and after touching 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, pupils & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home • Face coverings will not generally be necessary in the classroom even where social distancing is not possible. The system of controls for minimising risk must be maintained: <ul style="list-style-type: none"> ○ hand & respiratory hygiene ○ keeping in small and consistent groups or bubbles, ○ greater scope for physical distancing by staff within classrooms. • Staff will wear face coverings when attending to pupils personal care and changing • Staff will wear face coverings when there is a need for a prolonged period of RPI 		required to wear them in their presence. Additionally many SEN pupils will not feel comfortable in masks and so wearing of masks for these pupils will be optional
Social distancing across school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ keeping groups separate (in ‘bubbles’) and ○ maintaining distance between individuals. • School will maintain consistent groups 	3 X 2 = 6	

		<ul style="list-style-type: none"> • 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 2m 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 <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils – ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> • Staff & pupils maintain up to 2 m social distancing • 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 <p>A. Special schools</p> <ul style="list-style-type: none"> • Avoid face to face contact as much as possible • increased hygiene protocols in place to reduce risk of transmission • Where possible, staff will support older children & those with less complex needs to maintain distance and not touch staff and their peers 		
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Shared resources - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Staff & pupils have individual pens and equipment where possible. • 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 - each class has disinfectant (SCREEN) and selection of disinfectant wipes, aprons, gloves, face shields and masks • 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 	3 X 2 = 6	

Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. [Parents park in individual parking bays and allocated staff go out to meet the pupil and escort them into the building] • 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 for more advice. • Schools, parents and young people following the government guidance on how to travel safely 	3 X 2 = 6	
Public transport to school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Families using public transport advised to refer to the safer travel guidance for passengers. 	3 X 2 = 6	

Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • • 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. However social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles' • Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school • Escorts and staff on busses maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents • 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 • Where appropriate the use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	3 X 2 = 6	
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Schools has revised the child protection policy to reflect the return of more pupils. • Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3 X 2 = 6	
Pupil with an EHCP – risk of not following specialist guidance	Pupils, - injury or ill-health	<ul style="list-style-type: none"> • Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or 	3 X 2 = 6	

		<ul style="list-style-type: none"> • 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 		
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	<ul style="list-style-type: none"> • 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. [Pupils will be offered more sessions in Engine rooms, sensory diet and behavioural sessions when transitioning back into school] 	3 X 2 = 6	
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Most young people originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. • Parents are advised to speak to the young person's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. • Those young people whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place. • Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare. • Parents of a clinically extremely vulnerable young person have received a letter confirming this advice. 	3 X 2 = 6	

Clinically extremely vulnerable Staff and Children at increased risk of contracting Covid 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 	3 X 2 = 6	
Clinically vulnerable or extremely clinically 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)	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> 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, 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 	3 X 2 = 6	
BAME staff & pupils Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils in your establishment. Have comprehensive conversations with BAME staff identify existing underlying health conditions that may increase the risks for them in undertaking their role 	3 X 2 = 6	

disproportionate number of deaths being recorded.		<ul style="list-style-type: none"> 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 		
New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> 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) 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. 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 	3 X 2 = 6	

		https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/		
Cleaning - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • 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 • 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, 	3 X 2 = 6	

		<p>toilets, light switches, banisters, more regularly than normal</p> <ul style="list-style-type: none"> Items used for lessons in all subjects will have to be subject to wiping down. E.g. 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. 		
Contractors on site -risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Communication - explain to contractors your concerns and come up with workable solutions Visitors are invited to ask for PPE when using the INVENTORY signing in system Request risk assessments form 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. Where visits can happen outside of school hours, this will be arranged A record is kept of all visitors. 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 	3 X 2 = 6	
Visitors to the setting increasing the risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> The setting will restrict all visits to the setting to those that are absolutely necessary. 	3 x 2 = 6	
PPE requirements - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> 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 	3 X 2 = 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

		<ul style="list-style-type: none"> • 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 • 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 use. 		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)	<ul style="list-style-type: none"> • Adequate numbers of first aiders on site in all categories: • Most staff have current Emergency First Aid certificated some have 3 day certification • First aid boxes located across site (See First Aid Policy Document for details) • <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> • 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: <ul style="list-style-type: none"> ○ 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 	3 X 2 = 6	Eye Protection & Masks The need for a mask and eye protection should be assessed by the member of staff prior to the task

		<ul style="list-style-type: none"> • 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 (Bio Hazard Kits available in office) • PPE must be discarded in clinical waste • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> • 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. (Use defibrillator) • 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 <p>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</p>		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)	<ul style="list-style-type: none"> • Parents meeting room • If unable to isolate a child move them to an area 2m away from others. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. • 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 Parents meeting room. • Include one desk and one table. • Child awaiting collection will be supervised 	2 X 2 = 4	

		<ul style="list-style-type: none"> • A toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected 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 have been requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated • 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 • 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. Following COVID-19: cleaning of non-healthcare settings guidance 		
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents • School follows 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. • See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 	3 X 2 = 6	
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> • 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 	2 x 4 = 8	Safe use of ladders toolbox talk available on website

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	<ul style="list-style-type: none"> 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. 	2 X 2 = 4	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance See RA 028 Working from home Covid 19 	3 X 2 = 6	
Kitchens - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> 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. Check servicing and PAT testing Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2 X 2 = 4	
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. Practice drill held within first week to ensure everyone knows their roles and responsibilities. Social distancing is followed on evacuation and at assembly point. The needs of staff/pupils who require assistance in an emergency and ensure 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 	3 X 2 = 6	

		<ul style="list-style-type: none"> All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. 		
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book Monthly water checks should have taken place 	3 X 2 = 6	Water tested regularly by HSL
HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> 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 	2 X 2 = 4	Equipment checked by Caloo and maintained in June 2020
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All areas and equipment that have been taken out of use are checked Teachers have checked their own classrooms to ensure all is in good condition .. 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	<ul style="list-style-type: none"> 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 	3 X 2 = 6	Manual Handling Toolbox talk available on website
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> 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. 	2 X 2 = 4	
Heating/Boilers failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> Boilers and heating systems been serviced through lock down as required 	2 X 2 = 4	
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> Trained staff available to administer medicines and records maintained. Secure medicines storage 	2 X 2 = 4	

		<ul style="list-style-type: none"> Inhalers and epipens available pupils in classrooms and for outdoor activities 		
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> Review the school emergency plan to cover Covid 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors 	2 X 2 = 4	
Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> 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. After-school provision, where possible, will restart from the start of the autumn term , (including public swimming groups – Puddleducks, Hayleys and Water Babies) <ul style="list-style-type: none"> support across year groups, where parents use multiple providers childminders picking up/dropping off pupils. keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small, consistent groups will be identified. 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 	3 X 2 = 6	

Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • 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 and Gym spaces used where it is not, to maximise distancing between pupils • Fresh air ventilation will be maximised through either opening doors and windows or ventilation systems • 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. • Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroots sport ○ Association for Physical Education ○ Youth Sport Trust 	3 X 2 = 6	
Music, dance and drama Increased risk of transmission from not following guidance	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Advice is provided in the full opening guidance for schools. 	3 X 2 = 6	
Performing Arts- risk of transmission of Coronavirus (COVID 19)	Staff, learners, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Performing arts will take place following guidance in working safely during coronavirus (COVID-19) in the performing arts, which is applicable to both professionals and non-professionals • School/College has considered new ways of delivering in-person teaching and assessment that adhere to guidelines 		

		<p>on social distancing, so that all students can receive a high-quality academic experience in a way that protects both students and staff.</p> <ul style="list-style-type: none"> • Where it is not possible to avoid face-to-face teaching or group sessions, particular effort will be made to maintain social distancing and the system of controls employed in school/college to mitigate the potential for transmission. • Teaching sessions <ul style="list-style-type: none"> ○ sessions and rehearsals are designed to avoid situations where students are unable to socially distance. If this is not possible, reduce any time that students are not able to maintain social distancing. ○ Smaller teaching group sizes should be used where it is not possible to maintain social distancing. E.g. by reducing numbers in: <ul style="list-style-type: none"> ▪ sizes of casts in drama ▪ size of orchestras ▪ number of students involved in movement sessions ▪ holding such sessions in a larger room. ○ Where social distancing cannot be adhered to, School/College will consider the use of technology solutions to reduce interactions, e.g.: <ul style="list-style-type: none"> ▪ one to one tutorials, rehearsals and practice and if possible, for assignments. ▪ using booths, barriers or screens between individuals who are not part of a teaching group, between teaching groups and others, and between performers and any staff or students not participating at that moment. • Equipment <ul style="list-style-type: none"> ○ The following measures will be taken when handling equipment: ○ sharing equipment to be avoided if possible 		
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		<ul style="list-style-type: none"> ○ if equipment has to be shared, making sure there is increased handwashing before and after handling equipment ○ regularly cleaning all equipment including shared instruments, desks, sound and lighting equipment, mics or battery packs ○ limiting the handling of paperwork, including music scores, scripts and learning materials ● Audiences <ul style="list-style-type: none"> ○ School/College will refer to the advice for audiences in working safely during coronavirus (COVID-19) in the performing arts around audiences. ○ Where it is essential to have an audience, for assessment and teaching purposes, they should be seated in accordance with social distancing. ○ Staff and other students can watch rehearsals and performances, but they should avoid cheering or shouting. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission. ○ Example controls that could be used include: <ul style="list-style-type: none"> ▪ the use of screens to protect audience members where necessary and limiting the length of performances. ▪ Maximum ventilation should be applied in all enclosed performance areas and both the ventilation and social distancing measures should consider performers and audience cumulatively. ● interactive performances may have to be performed without a live audience 		
Educational visits – risk of Coronavirus (Covid 19) whilst on visit	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> ● 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 	3 X 2 = 6	

		<ul style="list-style-type: none"> 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. 		
Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Outdoor playground equipment & resources should be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for: <ul style="list-style-type: none"> playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames semi enclosed playhouses or huts for small children enclosed crawl through 'tunnels' or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates seating areas such as benches and picnic tables refuse areas/bins Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Breakfast & After school clubs' clean indoor & outdoor equipment between groups and after use. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection. • An annual service and maintenance identified has been carried out prior to reinstatement. • The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 • It has been formally shared with all 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. 		
Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s 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’	<ul style="list-style-type: none"> • 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 • 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. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • 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 are located in the foyer • Visits arranged for outside of school hours, where possible • A record is kept of all visitors. 		
Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • A risk assessment will be carried out with other setting to ensure all controls are in place. 	3 X 2 = 6	

SEQUENCE ↑

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15

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:

5 – Very likely

4 – Likely

3 – Fairly likely

2 – Unlikely

1 – Very unlikely

Consequence:

5 – Catastrophic

4 – Major

3 – Moderate

2 – Minor

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
- (3) 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.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
<p>All control measures are in hand</p> <p style="text-align: center;"></p> <p>Action plan agreed with (signature)</p>	Health and Safety Officer	10/11/2020
Date 12/11/2020		

