

RISK ASSESSMENT FOR RETURN TO SCHOOL FOR PUPILS FROM SPRING TERM 2021

During this evolving situation please monitor and follow government guidance given in the links provided at the end of this document. The risk assessment should be reviewed weekly throughout the pandemic.

Establishment: St Joseph's Catholic Primary School	Assessment by: Karen Wyatt	Date: 14/01/2021
Risk assessment number/ref: RA-004	Headteacher Approval: Karen Wyatt  Chair of Governors Approval: Mary Benton 	Date: 14/01/2021 Date: 14/01/2021
All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Yes		

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
INSUFFICIENT NUMBER OF STAFF FOR NUMBER OF PUPILS ATTENDING/ SAFETY MEASURES TO BE ADHERED TO	Staff & pupils	Medium	Audit the health status and availability of every member of staff and regularly review and update this, so that deployment can be planned.	Local decisions on blended learning to be made in event of insufficient available teachers or staff to supervise the groups.	Low	KW/JSt/ JSh	4/9/20	Y
			Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate.	Carry out individual RAs with relevant members of staff who make it known that they require one. RAG.		KW/JSt/JSh	23/10/20	Y
			Based on available staffing and any cover secured, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when			KW/JSt	4/9/20	Y

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			<p>not on the premises and maintain online education platform as a contingency.</p> <p>Make full use of all qualified teachers, HLTAs and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising classes.</p> <p>Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible. Complete individual risk assessments for children with an EHCP.</p> <p>Make full use of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to not knowing if they have Coronavirus.</p> <p>Ensure there is adequate delegation of staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home due to exceptional circumstances).</p> <p>Ensure a clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. See contingency plan document.</p>	<p>Ensure SENCo carries out RAs for EHCP children.</p> <p>Discuss further at staff meetings.</p>		JSt	4/9/20	Y
						US/JSt	4/9/20	Y
						KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						SLT to monitor	Ongoing	Ongoing
Transmission of Coronavirus / spread of COVID-19 (GENERAL)	Staff, students, wider contacts	High	<p>Prevention:</p> <p>1) 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</p> <p>2) take children's temperatures when they arrive at school. If a child's temperature is over 37.2 degrees Celsius, the parent/carer will be asked to take their child home and book a Covid test.</p> <p>3) clean hands thoroughly more often than usual</p>	<p>Ensure messages are clearly and consistently shared with all community.</p> <p>Inform stakeholders of new step</p>	Low	KW/JSt	Ongoing	Ongoing
						KW/JSt	4/1/21	Y

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			<p>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. School is closed to children on Friday afternoons for deeper cleaning.</p> <p>6) ensure windows remain open throughout the day and air is purged when classrooms are empty</p> <p>7) minimise contact between individuals and maintain social distancing wherever possible</p> <p>8) staff must wear appropriate personal protective equipment (PPE) in class, dining hall, playground and front garden</p> <p>Numbers 1 to 7 must be in place in all schools, all the time. Number 8 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>9) engage with the NHS Test and Trace process (DfE helpline)</p> <p>10) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>11) contain any outbreak by following local health protection team advice (see website on end page)</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant (refer to Public Health FAQ document).</p> <p>Actions:</p> <p>Identify (and record that this has been carried out for every individual) all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, with the Executive Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> • 'Clinically vulnerable' staff can return to school in September • 'Clinically vulnerable' children and staff should follow the advice of their doctor. 	<p>Inform stakeholders of new step</p> <p>Inform stakeholders of new step</p> <p>Ensure flowchart is available to admin and SLT.</p> <p>Resend staff survey</p> <p>Send definitions to parents/carers for info on children.</p>		<p>KW/JSt</p> <p>KW/JSt</p> <p>JSh</p> <p>JSh</p> <p>JSh</p>	<p>11/1/21</p> <p>2/11/20</p> <p>2/9/20</p> <p>23/10/20</p> <p>27/8/20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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			<ul style="list-style-type: none"> • Those with a 'clinically vulnerable' household member can attend. • Those who are 'clinically extremely vulnerable'/shielded can return to school and should maintain good hygiene practice and regular cleaning of touched areas in their home as well as in work. • Those who live with someone 'clinically extremely vulnerable'/shielded can attend school • Pregnant women should follow the same advice as the 'clinically vulnerable' group • Members of staff in the black, Asian and minority ethnic group can attend. • Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate. <p>Ensure that staff/pupils returning from listed high-risk countries provide evidence to demonstrate they have self-isolated for 14 days from date of return.</p> <p>Explore barriers to attendance with parents/ carers where there are concerns. Schools to make referrals to Early Help through established procedures where absence is a concern.</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self isolation guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and head of school</p>			<p>KW/JSt/ FB</p> <p>FB/KW</p> <p>KW/JSt/JSh</p> <p>KW/JSt/JSh</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1/9/20</p> <p>2/9/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Y</p>

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			<p>Update risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Keep attendance registers and use the new COVID code where applicable.</p> <p>Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies.</p> <p>Ensure visiting staff are aware of, and adhere to, distancing and hygiene measure and minimise contact to only pupils who need to be taught.</p> <p>Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor.</p> <p>Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to.</p> <p>Wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.</p> <p>Wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</p>			US	Ongoing	Ongoing
						KW/JSt/JSh	Ongoing	Ongoing
						CTs/FB	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						Office Team	Ongoing	Ongoing
						KW/JSt/JSh	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						All staff	Ongoing	Ongoing
						All staff	Ongoing	Ongoing
Transmission of Coronavirus / spread of COVID-19 through person-to-person	Staff, Students / pupils / wider contacts	High	Ensure that children and staff, where possible, only mix in consistent groups and that contact is limited to those within the group. Groups are as follows: Y5&6; Y4&3; Y2&1 and EYFS.		Low	All staff	Ongoing	Ongoing

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<p>contact/coughing etc.</p>			<p>Designate areas for staff breaks that maintain social distancing and hygiene. Staff room can accommodate no more than 3 members of staff at any one time.</p> <p>Adults should maintain 2 metre distance from each other, and from children whenever possible.</p> <p>Staff working with younger children should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Consider if 'unnecessary' equipment and furniture can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Set up desks as far apart as possible and so they are forward-facing, with pupils beside one another.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible.</p> <p>Re-organise lessons / activities to avoid shared resources.</p> <p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.</p>			<p>KW/JSt</p> <p>All staff</p> <p>All staff</p> <p>US</p> <p>KW/JSt/LA</p> <p>CTs</p> <p>All staff</p> <p>CTs</p> <p>CTs</p> <p>CTs</p>	<p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1/9/20</p> <p>2/9/20</p> <p>2/9/20</p> <p>Ongoing</p> <p>2/9/20</p> <p>2/9/20</p>	<p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Ongoing</p> <p>Y</p> <p>Y</p>

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			<p>Do not hold any event or activity where groups will be required to mix.</p> <p>Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.</p> <p>Ensure that any hirers of school space provide RA for cleaning schedule.</p> <p>Breakfast clubs and extended day provision have children organised in bubble groups.</p> <p>Consider opportunities for outdoor learning/use of community resources to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group. Assemblies via zoom.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Implement one-way system (where possible e.g. multiple routes / stairs).</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day (11am-2pm).</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>	<p>Staff meets/CPD/Gov meets via Zoom.</p> <p>Ensure that cleaning company has an operative available during the day.</p>		<p>All staff</p> <p>All staff</p> <p>KW</p> <p>KW/JSt/ extended day staff</p> <p>CTs</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>LA</p> <p>KW</p> <p>LA</p>	<p>2/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>2/9/20</p> <p>Ongoing</p> <p>2/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2/9/20</p> <p>2/9/20</p>	<p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Ongoing</p> <p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Y</p>

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			<p>Restrict the number of people using toilet facilities at any one time.</p> <p>Increase supervision at break times to aid positive re - enforcement of social distancing as far as is reasonable.</p> <p>Ensure outdoor equipment is available to each group and is cleaned after use.</p> <p>Keep doors open, where possible, and clean door handles regularly throughout the day.</p> <p>Cover up water fountains and follow the Legionella management programme weekly.</p> <p>Encourage pupils to bring in their own water, in a named bottle. Organise times throughout the day when one person can turn on a drinking water tap for pupils to refill their bottles.</p>			<p>KW/JSt</p> <p>KW/JSt</p> <p>Outdoor Supervisor</p> <p>All staff</p> <p>LA</p> <p>KW/JSt</p>	<p>2/9/20</p> <p>2/9/20</p> <p>2/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>2/9/20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p>
Transmission of Coronavirus / spread of COVID-19 from access to & egress from site	Staff, Students / pupils / wider contacts	High	<p>Stagger start and finish times, break and lunch times, to reduce congestion and contact at all times. These should not reduce the amount of overall teaching time. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Use visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection).</p> <p>Communicate to parents and carers that they are required to wear face masks when on school premises at all times.</p>		Low	<p>JSt/KW/ JSh</p> <p>KW/JSt/US</p> <p>KW/JSt/US</p> <p>KW/LA</p> <p>JSt/KW/JSh</p> <p>KW/JSt</p>	<p>28/8/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>2/9/20</p> <p>28/8/20</p> <p>2/9/20</p>	<p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p>

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			<p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential pre-arranged visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p>Signage at entry to confirm that the adult signing in is symptom free and has no need to self-isolate.</p> <p>Staff On arrival all staff are also required to wash hands using sink in front garden or use the sanitiser provided in reception.</p>			<p>KW/JSt/ Office Staff</p> <p>Office staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices	Staff, Students / pupils / wider contacts	High	<p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Ensure soap and hand towels are regularly topped up at all washing stations.</p> <p>Provide suitable and sufficient lidded rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p>		Low	<p>HA/LA</p> <p>LA</p> <p>LA</p> <p>LA</p> <p>LA</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			<p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure lidded bins are provided for tissues in every classroom.</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>			LA	Ongoing	Ongoing
						LA	Ongoing	Ongoing
						All	Ongoing	Ongoing
Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices	Staff, Students / pupils / wider contacts	High	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. Signage in staff room to include cleaning of frequent contact points, e.g. fridge, kettle, microwave, etc.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p>	<p>Ensure that premises officer monitors effectiveness of cleaning</p> <p>Obtain cleaning company protocols and ensure in line with gov guidance</p>	Low	LA/KW/JSt	Ongoing	Ongoing
						LA/KW/JSt	Ongoing	Ongoing
						LA/KW/JSt	2/9/20	Y

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			<ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours (in separate medical waste bin) then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>			<p>LA</p> <p>LA</p> <p>LA</p> <p>LA/KW/JSt</p>	<p>Ongoing</p> <p>2/9/20</p> <p>Ongoing</p> <p>2/9/20</p>	<p>Ongoing</p> <p>Y</p> <p>Ongoing</p> <p>Y</p>
Transmission of Coronavirus / spread of COVID-19 from contact points and equipment use; printers, workstations,	Staff, Students / pupils / wider contacts	High	<p>Parents/carers to ensure children have their own, named, water bottles in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>		Low	<p>Parents/carers</p> <p>Cleaners</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

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apparatus, machinery etc.			<p>Staff and pupils should have their own frequently used items, such as pens and pencils that are not shared.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the group and cleaned regularly, along with all frequently touched surfaces. This could be built into end of lesson activity routines.</p> <p>Reading books to be wiped and quarantined for 48 hours once returned to school.</p> <p>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</p> <p>Outdoor playground equipment, including inside and outside resources used by wraparound care providers, should be more frequently cleaned.</p> <p>Limit the amount of equipment pupils bring into school each day to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p>	<p>Ensure enough playground equipment/group</p> <p>Children to wear PE kits on PE days</p>		<p>Staff/ Parents</p> <p>CTs</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Transmission of Coronavirus / spread of COVID-19 due to failure to adhere to rules within school	Staff, Students / pupils / wider contacts	High	<p>Review behaviour policies to ensure they are in line with updated DfE guidance.</p> <p>Revised home/school agreements shared with pupils/parents and signed in Sept 20.</p> <p>Communicate the new rules to staff, students and parents.</p> <p>Reinforce the new rules through daily teacher reminders.</p>		Low	<p>All staff</p> <p>CTs</p> <p>JSt</p> <p>All staff</p>	<p>2/9/20</p> <p>30/9/20</p> <p>2/9/20</p> <p>Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Ongoing</p>

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Transmission of Coronavirus / spread of COVID-19 during canteen use / lunchtimes	Staff, Students / pupils / wider contacts	High	Break times should be staggered to reduce congestion and contact at all times.	Obtain caterers' RA	Low	JSt	2/9/20	Y
			Reinforce handwashing prior to eating food.			All staff	Ongoing	Ongoing
			Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.			LA	Ongoing	Ongoing
			All persons should be kept as far apart as possible (2 metres) whilst eating.			All staff	Ongoing	Ongoing
			Canteen use Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.			JSh	28/8/20	Y
			Pupils to enter hall in their allocated bubbles.			All staff	Ongoing	Ongoing
			Introduce controlled queuing to aid social distancing (2m markers on the ground)			KW/JSt/LA	2/9/20	Y
			Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.			All staff	Ongoing	Ongoing
			Discuss provision and delivery with catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products.			KW	2/9/20	Y
			Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.			All staff	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.			All staff	Ongoing	Ongoing
			All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles,			All staff	Ongoing	Ongoing
Transmission of Coronavirus / spread of COVID-19 due to travel off site	Staff, Students / pupils / wider contacts	High	Ensure protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination, when taking pupils on non-overnight domestic educational visits. These include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).	SLT to sanction off-site visits only where absolutely essential. Visitors to school, etc. to be encouraged to enrich curriculum.	Low	SLT	Ongoing	Ongoing
			Carry out thorough risk assessments in relation to all educational visits and use of outdoor spaces in the local area to support delivery of the curriculum.			CTs	Ongoing	Ongoing
			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.			CTs/SLT	Ongoing	Ongoing
			Implement social distancing where possible (2m clearance from persons).			All staff	Ongoing	Ongoing
			All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals must wear a non-medical face covering. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.			All staff	Ongoing	Ongoing
Where travel is essential, use private single occupancy where possible.	All staff	Ongoing	Ongoing					
Transmission of Coronavirus / spread of COVID-	Contractors, Staff, Students / pupils /	High	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.		Low	All staff	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
19 from contractors	wider contacts		<p>Any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, is not to be on site.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>Schools to seek confirmation of the contractors' method statement / risk assessment.</p>	Ensure that front-of-house staff keep screens closed and ensure that visitors sign disclaimers		<p>KW/JSt/ Office Staff</p> <p>All Contractors</p> <p>KW/LA</p> <p>KW/LA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Transmission of Coronavirus / spread of COVID-19 due to lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts	High	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear and regular communications with parents/carers and wider school community as their support is valued and needed</p>		Low	<p>LA</p> <p>KW/JSt</p> <p>KW/JSt/JSh</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Transmission of Coronavirus / spread of COVID-19 via provision of first aid	Staff, Students / pupils / wider contacts	High	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.	Ensure full face coverings are worn by any member of staff administering first aid. While all support staff are trained, reduce first aid to Office Staff.	Low	All staff	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			<p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p> <p>Ensure the space is cleaned thoroughly after each use.</p>	<p>Place some small chairs outside office if necessary.</p> <p>Ensure cleaning equipment is on hand.</p>		<p>All staff</p> <p>All staff</p> <p>KW/JSt</p> <p>LA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2/9/20</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
Transmission of Coronavirus / spread of COVID-19 via provision of personal care	Staff, Students / pupils / wider contacts	High	Establish procurement route, stock monitoring and ordering system.	Regular audits carried out	Low	HA/LA	Ongoing	Ongoing
			Ensure staff know the whereabouts of PPE, and are trained to use it safely.	Staff to inform office when supplies are low		Office Staff	Ongoing	Ongoing
			<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>Guidance: 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</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) 			All staff	Ongoing	Ongoing
Review PPE protocols for routine provision of intimate care and ensure adequate supply.		KW/JSt	Ongoing	Ongoing				
Transmission of Coronavirus / spread of COVID-19 through emergency procedures (Fire)	Staff, Students / pupils / wider contacts	high	Where there are pre-planned fire drills, social distancing can be maintained, with the focus on social distancing rather than the time it takes to get out of the building. Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing. Social distancing can be	Ensure that a fire drill is planned once whole school is in (inc EYFS). All staff made aware of planned fire drill so	Low	KW/LA	23/10/20	Y

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
alarm activations etc)			maintained once everyone is out of the building, and out of danger, safely. Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.	that social distancing can be maintained. Protocols still remain in place (emergency exit).		US	9/9/20	Y
Transmission of Coronavirus / spread of COVID-19 from deliveries & waste collection	Staff, Students / pupils / wider contacts	high	Do not approach delivery staff, allow packages to be left in a safe place.	Packages to be stored outside the office until can be unpacked.	Low	Office Staff/ LA	Ongoing	Ongoing
			Stored delivery items for 72 hours prior to unpacking/use.			Office Staff/ LA	Ongoing	Ongoing
			Hands are to be thoroughly washed after handling all deliveries or waste materials.			Office Staff/ LA	Ongoing	Ongoing
			Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).			LA	Ongoing	Ongoing
Unsafe premises (general)	Staff, Students / pupils	Medium	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.	Monitor H&S checklist. Send report to governors for 1 st FGB of term. H&S Gov to carry out site visit in 1 st half term.	Low	LA/KW/JSh/ H&S Gov	23/10/20	Y
			Ensure all key services are operational.			LA	Ongoing	Ongoing
			Flush all water outlets thorough in areas of the school which have been closed for period of time.			LA	Ongoing	Ongoing
			Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)			LA	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			<ul style="list-style-type: none"> • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others. • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help • Tests can be booked online through the NHS testing and tracing for coronavirus website (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 					

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			<ul style="list-style-type: none"> • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • Headteacher follow up if test result is not received. • Log completed <p>Always call 999 in an emergency.</p> <p>If someone who has attended has tested positive for COVID-19:</p> <ul style="list-style-type: none"> • Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with schools in this situation to guide them through the actions they need to take. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, it is recommended that schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. 			<p>All staff</p> <p>KW/JSt</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Y</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			<ul style="list-style-type: none"> • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. • Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local</p>			KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)	By who?	By when?	Done
			health protection team who will be able to advise if additional action is required.					
Staff Anxiety, Stress and Worry	Staff	High	<p>Involve staff in the development of the risk assessment and control measures. Inset to communicate arrangements and respond to staff concerns/questions.</p> <p>Staff access to occupational/counselling service in accordance with the school's Stress Management and Wellbeing Policy.</p> <p>Ongoing discussions on how to support staff during this time.</p> <p>Weekly staff briefings to continue remotely in addition to 1:1 conversations with vulnerable staff members.</p> <p>Establish staff buddy system.</p>			KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing
						KW/JSt	Ongoing	Ongoing

Relevant links

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<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>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/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>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

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