

<b>RISK ASSESSMENT FORM</b>	<b>Ref Number: CV</b>	
<b>Establishment:</b> Oldham Primary / Secondary School	<b>Assessment by:</b> Sarah Newton	<b>Date:</b> 13/7/20
<b>Task / Process Being Assessed:</b> School opening to students and staff during coronavirus (COVID-19) pandemic	<b>Approved by:</b> Governors	<b>Date:</b> 17/7/20

### Scope

This is based on a generic risk assessment example provided by Oldham Council for schools opening to students and staff during coronavirus (COVID-19) pandemic. It has been used as a guide to think through some of the hazards in our school and the steps we need to take to control the risks. We have also considered our own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

### Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.

Other helpful guidance documents for schools:

- **Guidance for full opening: schools** – Available [here](#) and to be referenced throughout the risk assessment.
- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

### Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

### Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

#### **DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

### Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<p><b>Vulnerable school staff</b></p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>Vulnerable staff may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace</p> <p>Individual discussions and risk assessments to be completed for vulnerable staff.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance <a href="#">here</a>.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must</p>	<p>Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Advice for those who are <a href="#">clinically-vulnerable</a>, <a href="#">including pregnant women</a>, is available</p>	<p>Headteacher</p> <p>Headteacher</p> <p>All staff are responsible for following these points</p>	<p>July 2<sup>nd</sup> 2020</p> <p>July 13<sup>th</sup> 2020</p> <p>Sept 2020</p>	<p>July 10<sup>th</sup> 2020</p> <p>July 17<sup>th</sup> 2020</p> <p>Until further notice</p>

					<p>stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>				
<p><b>Vulnerable Pupils</b></p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils who will remain on the shielded patient list can also return to school, but will maintain social distancing as much as possible in the school.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found <a href="#">here</a>.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>Find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></p> <p>Entrance area, this is isolated from the rest of the school and has toilet facilities. The front door can be opened for</p>	<p>KC Mrs Hawes</p> <p>ID and IO Mrs Spivey</p> <p>Member of staff in PPE will clean down the</p>	<p>July 13<sup>th</sup> 2020</p>	<p>July 17<sup>th</sup> 2020</p>

				<p>on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>After use, the quarantine room will be cleaned using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found <a href="#">here</a>.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member <b>tests</b> positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be</p>	<p>ventilation. Once the child has left the area will need to be cleaned down.</p>	<p>area once the child has left.</p>		
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					sent home and advised to self-isolate for 14 days.				
<b>Hand Washing</b> Inadequate hand washing facilities and regimes	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19	3	5	15	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> <li>- eating/drinking</li> <li>- coughing or sneezing</li> <li>- using the toilet</li> <li>- handling cleaning chemicals.</li> </ul> <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently.</p> <p>Hand washing guidance found <a href="#">here</a></p>	<p>Reception will use toilet sinks and classroom sinks. Year 1 and 2 will use the two sinks in the shared area. Year 3 will use the sink their classroom Year 4 will use the sink in the shared area Year 5 and 6 will use the sinks in the shared area.</p> <p>These sinks will be cleaned by a member of staff after the children have used them.</p> <p>Anyone entering school will wash their hands in the disabled toilet. Hand sanitisers will be available at the entrances to: Music room Staffroom PPA room Library Both hall entrances PE cupboard IT suite</p> <p>Anyone entering or leaving these spaces must use the sanitizer on entry and exit. Children will be supervised doing this.</p> <p>Ensure all sinks have necessary stock &amp; restock as required.</p>	Caretaker will check the stocks of soap and hand sanitiser every morning and ensure that staff have access to replacements should they run out during the day.	July 2020	Daily until further notice

					<p>circulated amongst all staff / pupils.</p> <p>disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found <a href="#">here</a> Posters by all sinks.</p> <p>All classrooms will have a small low bin and the caretaker will empty at the end of every day whilst staff will check the bin at lunchtime and empty if necessary.</p> <p>All classrooms will have tissues available. Staff will remind children regularly about using them. Catch it posters will be in all classrooms.</p>	<p>Staff to regularly remind children</p> <p>Caretaker and staff</p> <p>Staff to regularly remind children.</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Daily until further notice</p> <p>Daily until further notice</p> <p>Daily until further notice</p>
<b>Cleaning</b>	All building	3	5	15	Government cleaning advice found <a href="#">here</a> .	These will be cleaned	Caretaker/	Sept 2020	Ongoing

<p>Inadequate cleaning regime</p>	<p>users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>			<p>implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> <li>- door handles</li> <li>- door plates</li> <li>- desks</li> <li>- chairs</li> <li>- taps and sinks</li> <li>- telephones</li> <li>- keyboards</li> <li>- light switches</li> <li>- electronic entry systems</li> <li>- play equipment</li> </ul> <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p> <p>All spaces will be well ventilated using</p>	<p>everyday by the caretaker/cleaner. Doors will be propped open to minimise hand contact. Outer Toilet doors will be propped open. The boy's urinals will be cordoned off and only the cubicles used.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>Water fountains will be out of use children will either bring their water bottle from home which will be wiped down on entry or have a plastic cup with their name on that gets filled from the tap.</p>	<p>cleaner/ staff</p> <p>Caretaker</p> <p>Parents to send the water bottles and staff to monitor.</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>Ongoing</p> <p>Ongoing</p>
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					<p>natural ventilation (opening windows) or ventilation units where possible.</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>All windows will be open in the classroom at all times throughout the day. On very cold days or windy days, enough windows will open to ensure good ventilation without causing distress to those in the classroom</p> <p>Classroom doors will be left open unless corridor noise disrupts teaching.</p> <p>Children will be instructed to wash their hand on entry and exit to the toilets. Staff will monitor and ensure no more than 2 children in the toilets at one time for the first few weeks KS1 will use the Reception toilet. KS2 will use the boys and girls toilets. Posters reminding the children will be on every entrance to a toilet.</p> <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.</p>	<p>Staff</p> <p>Staff and children</p> <p>Headteacher and caretaker</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>On going</p> <p>On going</p> <p>On going</p>
<b>Social</b>	All building	3	5	15	<b>Traffic and Circulation Routes</b>				



<b>Distancing</b>  Inappropriate pupil / staff mixing and movement around school premises	users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19				<b><u>Classrooms</u></b> Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms).  Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.  School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.  Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.  Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.	Reception enter and exit through own door. Year 1 and 2 enter and exit via KS1 door Year 3 and 4 enter and exit through the main entrance due to building work. Year 5 and 6 enter and exit car park door.  Teachers and TA's will be assigned to one class and wherever possible they will stay in that room. PPA cover will be delivered in KS1 by MB and in KS2 by BC. Staff will wash their hands before entering the classroom. Where possible they will keep their distance from children allowing the TA in the room to deal with first aid instances etc. From Y2 upwards classrooms will be arranged with desks in rows. However this is not conducive to an early years environment. Furniture in year R and 2 will be arranged with space but not necessarily in rows  See above	All staff   SLT to devise classroom staff   Staff	Sept 2020   July 2020   August 2020	Until further notice   Until further notice   Until further notice
					<b><u>Breaks and Lunch Breaks</u></b> Consideration to breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables cleaned between each group.	Reception will have breaks in	Head to	Sept 2020	Until
					Pupils directed to walk in single file around school and additional supervision provided				

				<p>to support positive behaviour whilst moving around school. 'Where practicable 2m social distancing to be maintained especially between adults.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><b>Halls and Shared Rooms/Areas</b> Class groups will take staggered breaks between lessons, if possible.</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found <a href="#">here</a>.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p><b>Outside Space / Playgrounds</b> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be</p>	<p>their own yard and will have access to the larger area at other times. Years 1,2 and 3 will have break together 1 class in each of the 3 outside zones. Years 4,5 and 6 will have break together 1 class in each of the 3 outside zones. Times outside will be staggered for lunch with the same groups being outside in the same zones as break.</p> <p>Lunch will be eaten in the classrooms to minimise travel round school. As we only have one corridor that everything is off a one way system would be impossible at lunch.</p> <p>When classes visit the hall for PE or the IT suite, the walkie talkies will be used to ensure no one else is in the corridor and children will walk single file. Children will sanitize hands on entry and exit to any room not a classroom. ie hall for PE, IT suite. Children will use the same computer in IT suite on each visit. Wipes will be provided to wipe down the keypad at the beginning and end of each session. Children with allergies will not be asked to do this an adult will do it for them. There will be no assembly and the staff room has a rota for when staff can take a break ensuring no more than 4 adults</p>	<p>devise the rota</p> <p>Classroom and lunchtime supervisors to monitor</p> <p>All staff</p> <p>Staff to monitor</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>further notice</p> <p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p>
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				<p>staggered where possible as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p><b>Shared Resources</b> For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, 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 bubbles.</p> <p><b>Pupil Equipment</b> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and</p>	<p>are in at any one time. This allows for social distancing.</p> <p>Whenever possible all PE will be done outside. Playtime and lunchtime will be staggered. Walkie Talkies will be used to ensure no one attempts the daily mile at the same time.</p> <p>A bucket of hot soapy water will be available at the end of a PE session and staff will supervise children washing equipment before returning it to the bag. Children with skin allergies will not be asked to do this an adult will do it for them. The soap used will be COSHH compliant and suitable for children's hands.</p> <p>The climbing wall and tyres will remain closed for now.</p> <p>Children will have a plastic wallet that contains their frequently used resources so that they are not shared.</p> <p>Ipads/tablets will be used on a timetable – one class having access on 1 day then cleaned at the end of the day before being returned to charge.</p>	<p>Staff to monitor</p> <p>Classroom teachers</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>Until further notice</p> <p>Until further notice</p>
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				<p>development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p><b><u>Particular subjects/activities</u></b></p> <p><b><u>Music</u></b> Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p><b><u>Sports / physical activity</u></b> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools will work with external coaches,</p>	<p>A bucket of hot soapy water will be available at the end of a PE session and staff will supervise children washing equipment before returning it to the bag.</p> <p>Children will come to school on a PE day in their PE kit, so negating the need to get changed and have a PE bag in school.</p> <p>The hall will be used for small group music tuition to ensure social distancing can be maintained. Wipes will be provided to wipe down stands between use. Music Service staff will be asked to wash hands between groups.</p> <p>Government guidance around music performance will be followed</p> <p>School to refer to the following advice:</p>	<p>All staff including CITC.</p> <p>Parents, staff to monitor</p> <p>Head to devise timetable, MS staff to ensure groups are socially distances.</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p>
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				<p>clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p><b><u>Before and After school clubs &amp; extracurricular activities</u></b>  During before and after school clubs &amp; breakfast clubs schools will keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups for these activities.</p> <p><b><u>Communication / Meetings</u></b>  Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p>	<ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Whenever possible all PE will be done outside.  Playtime and lunchtime will be staggered.  Walkie Talkies will be used to ensure no one attempts the daily mile at the same time.</p> <p>A bucket of hot soapy water will be available at the end of a PE session and staff will supervise children washing equipment before returning it to the bag.</p> <p>CITC will work with the same classes for a half term. Staff will wash hands between groups and sessions will take place outside whenever possible.  Walkie talkies used to ensure the daily miles do not overlap.</p> <p>There will be a Key stage 1 bubble and KS 2 bubble in BASC. The children will remain in the same group each time</p>	<p>All staff</p> <p>All staff including CITC</p> <p>LH to sort out the rota's</p> <p>All staff</p> <p>Sarah Stephen's BASC manager to organise the groups and staff</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p>
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					<p><b><u>Start and End Times</u></b> If school patterns allow, staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible</p> <p>Government travel guidance found <a href="#">here</a> will also be circulated amongst parents and pupils.</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p><b><u>Educational Visits</u></b> No domestic overnight and overseas educational visits, - further information can be found <a href="#">here</a>.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found <a href="#">here</a>.</p>	<p>they access with the same adult whenever possible. Equipment will be assigned to a group and will be washed before being used by another group. A clear record will be kept of each group for track and trace purposes.</p> <p>Staff meetings will take place at 4:30 on Teams giving staff chance to get home. An online diary will hopefully help to alleviate the need for a communication meeting.</p> <p>There will be an 8:30, 8:45 and 9am start time with corresponding end times of 3pm, 3:15 and 3:30. Parents with multiple children will be able to drop off their children together and staff will be ready to receive them.</p> <p>A letter will go out to all parents before school ends to set out new routines and regulations. A text reminder will be sent the day before school returns.</p> <p>Parents will not be allowed to enter the school premises. Office staff will go to the door and whenever possible answer questions and deal with issues</p>	<p>Head to set up weekly Teams meeting</p> <p>Head to orgainse rota and inform parents in the last week of term</p> <p>Head to write letter Office staff to send it out. Business manager will send text.</p> <p>All staff</p>	<p>Sept 2020</p> <p>July 2020</p> <p>July 2020</p> <p>Sept 2020</p>	<p>Until further notice</p> <p>Until further notice</p> <p>Sept 2020</p> <p>Until</p>
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						without having the parent enter school.  No visits will take place in the Autumn term			further notice
<b>Personal Protective Equipment (PPE)</b>  Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	2	4	8	School implement government guidance on PPE in schools, found <a href="#">here</a> and <a href="#">here</a> –  <b>Face coverings</b> School does not require staff, children and learners to wear face coverings. However where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.  <b>Other PPE</b> Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:- <ul style="list-style-type: none"> <li>where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff</li> </ul>	Each classroom and room will have a least one small bin that will be changed regularly. All classrooms will have 2 boxes of tissues.  Ensure school has a stock of rubber gloves and if needed. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained).  Ensure all staff and children know the procedures to follow.  The stock of PPE will be kept in the disabled toilet draw.  The nappy bin will be moved to the ladies toilet	Caretaker/cleaner to empty daily.  J McL to check PPE stock weekly	Sept 2020  Sept 2020  Sept 2020	Until further notice.  Until further notice  Until further notice.

					<p>member becomes unwell (and 2m separate cannot be maintained); and</p> <ul style="list-style-type: none"> <li>where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way.</li> </ul> <p>Rubber gloves will be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found <a href="#">here</a> 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> <li>put it in a plastic rubbish bag and tie it when full</li> <li>place the plastic bag in a second bin bag and tie it</li> <li>put it in a suitable and secure place marked for storage for 72 hours.</li> </ul> <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p><b>Stress</b></p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England <a href="#">here</a> - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – posters around school as appropriate.</p>	Headteacher	Sept 2020	Until further notice



					<p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p>	<p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>Staff have time in small groups in the staffroom.</p> <p>Staff to ensure children have the opportunity to express their concerns and worries, and be listened to.</p>			
<p><b>Contractors / Visitors (including governors)</b></p> <p>Visitors and spread of Coronavirus</p>	<p>All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19</p>	3	5	15	<p>Consideration given to contractors on site and assessment made by headteacher if their visit is essential.</p> <p>Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils.</p> <p>Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc).</p> <p>One parent policy - Parents will be asked to drop off at the school boundary for children in year 5 and 6 and not enter the school</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form. All visitors must wash hands before entering the building. A daily sheet will be kept for purposes of track and trace.</p> <p>Governors meetings will continue to be held on Teams.</p> <p>Zoom to be used for Parental meetings.</p>	<p>Office staff</p> <p>Head to set meetings</p> <p>Teaching staff</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Until further notice</p> <p>Until further notice</p> <p>Until further notice</p>

					premises.  Staff stationed at entrance points to restrict access and prevent overcrowding where possible.	Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.  Provide signage where appropriate.	Head	July 2020	Sept 2020
<b>Medication and First Aid</b>  Inadequate procedures for managing medical needs	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.	3	3	9	Ensure staff are aware of any medical issues affecting individual attendees including staff.  Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.  School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.  First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.  School follow normal procedures on administration of medication in line with school policy.	Undertake individual risk assessment where required.  Ensure adequate First Aid equipment is available. Each classroom to have fully stocked first aid kit, and own first aid slip book to minimise movement around school and cross contamination of books	Head teacher  J Mcl to monitor First Aid equipment	July 2020	On going
<b>Lone working</b>	Staff unable to summon help in event of emergency	4	2	8	Member of staff keeps in contact with office/line manager whether working from home/ travelling or visiting school site.  Line manager has emergency contact numbers and staff keeps phone charged	Make sure staff contact information is up to date.	All staff	July 2020	On going

					and available.  Follow school procedures for lone working.				
<b>Emergency Procedures</b>  Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	<p><b>General Procedures</b></p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire and/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p> <p><b>Social Distancing</b></p> <p>All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access will it be required.</p>	First staff meeting of the year will go through fire procedures and first aid procedures.	Sept 2020	On going
<b>Building</b>	All building	3	5	15	All statutory building compliance checks are	Caretaker to continue with the	Caretaker	Sept 2020	Until

<p><b>Maintenance</b></p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>				<p>maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.</p>	<p>normal rota of daily, weekly and other regular health and safety checks.</p> <p>Contractors who carry out these visits will be asked to visit outside school hours whenever possible.</p> <p>Caretaker and staff are working in the first few weeks of the summer to get classrooms back up and running. They will be cleaned before staff enter to sort.</p>	<p>Caretaker and teaching staff</p>	<p>July 2020</p>	<p>further notice</p> <p>30<sup>th</sup> August 2020</p>
<p><b>Accidents / Incidents</b></p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		2	5	10	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>		<p>All staff</p>	<p>Sept 2020</p>	<p>Until further notice</p>

<b>REVIEWS:</b>		
<b>DATE OF REVIEW: 13<sup>th</sup> July 2020</b>	<b>REVIEWED BY: Sarah Newton Louise Whitehead, Kate Mellor and Michelle Aker</b>	<b>COMMENTS:</b>
<b>DATE OF REVIEW: 17<sup>th</sup> July</b>	<b>REVIEWED BY: Governors</b>	<b>COMMENTS:</b>
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>

## **RISK MATRIX**

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

**Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding**

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high <b>MUST</b> have further control measures put into place that reduce the risk <b>BEFORE</b> the activity is carried out
Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff <b>MUST</b> be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

**OFFICE USE ONLY**

**Record of document review and amendments**

<b>Risk Assessment Form</b>			
<b>Version</b>	<b>Date</b>	<b>Amended By</b>	<b>Comments</b>
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance