

<b>RISK ASSESSMENT FORM</b>	<b>Ref Number: CV</b>	
<b>Establishment:</b> Oldham Primary / Secondary School	<b>Assessment by:</b> Zaira Cook & Gilli Garvey	<b>Date:</b> 15.07.2020
<b>Task / Process Being Assessed:</b> : Full School opening to students and staff during coronavirus (COVID-19) pandemic	<b>Approved by:</b> Horton Mill Governors	<b>Date:</b> 27.07.2020

### Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their 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>	4	4	16	<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. Pay particular attention to staff who have particular protected characteristics, including race and disability.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not</p>	<p>Send out clear briefing notes/letters to all parties</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. Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available</p> <p>Review &amp; update individual risk assessments with staff members and identify additional protective measures if needed.</p> <p>Provide staff with a flowchart (to be provided by the LA – Helen Hampson) on what to do if they develop coronavirus symptoms. Handheld thermometers will be available.</p>	<p>Zaira Cook</p> <p>Zaira Cook &amp; Gilli Garvey</p> <p>Zaira Cook &amp; Gilli Garvey</p> <p>Zaira Cook</p>	<p>Ongoing</p> <p>15.07.20</p> <p>15.07.20</p> <p>August 20</p>	

					<p>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 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>Provide staff with a flowchart (to be provided by the LA – Helen Hampson) on what to do if they develop coronavirus symptoms.</p> <p>This guidance should be included in the flowchart on the measures to take for others living in the household. If possible, staff who have previously self-isolated to request an antibody test.</p> <p>Staff to inform Zaira Cook or Gilli Garvey as soon as a member of their household starts displaying symptoms and adhere to the isolation guidelines.</p>	<p>Zaira Cook</p> <p>Staff members</p> <p>Staff members</p>	<p>August 20</p> <p>Ongoing</p> <p>Ongoing</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>	4	4	16	<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</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered. 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>Families to be notified before returning to school about the expectations on them should</p>	<p>Gilli Garvey</p> <p>Zaira Cook</p>	<p>15.07.20 &amp; Sept 20</p> <p>Sept 20</p>	<p>Home/school agreement available on the school website. Copy to be sent</p>

				<p>a test for the child and follow guidelines found <a href="#">here</a>. School will maintain &amp; update current contact details for all children in attendance including a secondary contact. All staff to be aware of where to locate the list.</p>	<p>their child develop symptoms.</p>			out on 04.09.20
				<p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in a separate room where they can be isolated behind a closed door, depending 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>If a child is awaiting collection, they should be moved to the First Aid Room, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The child should go to the Visitors Bathroom if they need to go.</p>	<p>Sue Guilfoyle Staff members</p>	<p>07.09.20</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>PPE will be stored in the First Aid Room.</p>	<p>Staff members</p>	<p>Ongoing</p>	
				<p>After use, the quarantine room will be cleaned by a member of staff using normal proprietary</p>	<p>Cleaning the affected area with recommended disinfectant after someone with symptoms has left</p>	<p>Staff members</p>	<p>Ongoing</p>	

					<p>cleaning products and recommended PPE in line with cleaning guidance found <a href="#">here</a>. 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.</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 sent home and advised to self-isolate for 14 days.</p>	<p>will reduce the risk of passing the infection on to other people. Any siblings living in the same household will also be sent home. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Communication to staff members and parents to make them aware of this precaution. Contact Helen Hampson (LA) and COVID.Trace\oldham.gov.uk as part of the Track and Trace process.</p>	<p>Staff members &amp; families</p> <p>Staff members &amp; families</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><b>Hand Washing</b></p> <p>Inadequate hand washing facilities and regimes</p>	<p>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</p>	3	3	9	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available.</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>Ensure all sinks have necessary stock &amp; restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>5 x sanitiser stations SLA with Concept Hygiene</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found <a href="#">here</a></p>	<p>Steve Bradbury</p> <p>Steve Bradbury</p> <p>Viv Jagger</p> <p>Staff members</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

				<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> circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including 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 and toilets 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>Behaviour expectations updates in the Behaviour Policy and within the Home/School Agreement 1:1 LSAs to support their children (EHC plan) in ensuring they understand the need to follow them.</p> <p>This could be the case in EYFS or for pupils with EHC plans.</p> <p>Hand sanitiser stations are located near shared areas and shared pathways. Disposable tissues for each classroom and shared areas.</p> <p>Signage to be displayed throughout the school.</p> <p>Staff members to support with emptying bins and keeping areas regularly sanitised throughout the day. Usual routines will be carried out by cleaners before and after school.</p> <p>Children to wear school uniform with advice to parents to wash regularly.</p>	<p>Zaira Cook Staff members 1:1 LSAs</p> <p>Staff members</p> <p>Viv Jagger</p> <p>Steve Bradbury</p> <p>Staff members Cleaners Steve Bradbury</p> <p>Whole school community</p>	<p>04.09.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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					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.'	Embed into the school culture the need to practice good respiratory hygiene. Adults as role models. Signage throughout school to encourage and remind.	Whole school community	Ongoing	
<b>Cleaning</b> Inadequate cleaning regime	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	<p>Government cleaning advice found <a href="#">here</a>. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents.</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>- toys</li> </ul>	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>Cleaners/site manager to start at 6.30 instead of 7.00 to reduce contact with other staff members and allow them to fully execute their regimes.</p> <p>Staff members to be vigilant if supplies are low and to inform Steve Bradbury.</p> <p>Staff members to support with cleaning of highly used areas as mentioned.</p>	<p>Steve Bradbury</p> <p>Steve Bradbury LA Cleaning Services</p> <p>Staff members Steve Bradbury</p> <p>Steve Bradbury Cleaners Staff members</p>	<p>July 20 &amp; ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

				<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 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>Trim trails and static play equipment taken out of use.</p> <p>Consider taking water fountains out of use.</p> <p><b>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</b></p>	<p>Staff members to support with emptying binds</p> <p>Staff to leave lights on throughout the day. Lights can be switched off for the day if the area/classroom is not in use.</p> <p>Windows to be opened in all possible spaces throughout the school.</p> <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.</p> <p>To not be used until further notice. Red &amp; white tape to be used.</p> <p>Children to bring their own water bottle and take home to refresh daily.</p>	<p>Steve Bradbury Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Steve Bradbury &amp; staff members</p> <p>Steve Bradbury</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 20</p>	
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<p><b>Social Distancing</b></p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p><b>Traffic and Circulation Routes</b> Classrooms accessed directly from outside where this is workable.</p> <p><b>Classrooms</b> Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms).</p> <p>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.</p> <p>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.</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows).</p> <p>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.</p>	<p>YN – YN classroom door YR – YR classroom door Y1 – Y1 classroom door Y2 – Family Room door Y3 – PE corridor door Y4 – Y4 classroom door Y5 – Y5 side door Y6 – Y6 classroom door</p> <p>Staff members from the year group will support their bubbles, including LSAs supporting pupils on a 1:1 basis.</p> <p>PPA cover to be provided by Luthfun Begum across EYFS &amp; KS1 and by Nettie Goodwin in KS2. Good hand hygiene will be promoted between groups. Maintain as much social distance as possible.</p> <p>Pupils in KS2 to sit side by side and facing forwards either in rows or in a U shape. Fewer tables to be available in YR &amp; Y1 to access provision. Pupils in Y2 to be seated in small groups.</p> <p>Ensure that classroom windows are open.</p> <p>Fire doors must remain closed but other doors may be propped open.</p>	<p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Zaira Cook Steve Bradbury</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<p><b>Breaks and Lunch Breaks</b></p> <p>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.</p> <p>The PPA room will continue to be used as an extension to the staffroom at break times and lunch times. (7 persons max in the staffroom and 4 persons max in the PPA room. <b>N.B. The Nurture Area is not to be used for breaks or lunch as there is no ventilation in this room.</b></p> <p>Pupils encouraged to walk in single file around school and additional supervision provided 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></p> <p>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>Adjust the hours of the midday supervisors to cover a longer period over lunchtime. Yasmeen, Nazia &amp; Nighat to work 11.30 – 12.30. Farzana, Tahirah, Ghazala, Khalida &amp; Salamath to work 12.15 – 13.15.</p> <p>YR &amp; Y1 @ 11.30 Y2 @ 12.00 Y3 @ 12.15 Y4 @ 12.30 Y5 @ 12.40 Y6 @ 12.50.</p> <p>A maximum of two classes will be in the hall at any given time. Middays will sanitise the chairs and tables in between sittings.</p> <p>Leaders of 'bubbles' to support pupils with walking around school and maintaining social distancing where possible.</p> <p>Pupils with 1:1 support or younger pupils to receive support.</p> <p>Produce a timetable for staggered playtimes for LKS2 and UKS2.</p> <p>Remind about hand hygiene.</p>	<p>Midday supervisors</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members</p>	<p>From 03.09.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Sept 20</p> <p>Ongoing</p>	
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				<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><u>Outside Space / Playgrounds</u></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 staggered where possible as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment will be more frequently cleaned.</p> <p><b><u>Shared Resources</u></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>The PPA room will continue to be used as an extension to the staffroom at break times and lunch times. (7 persons max in the staffroom and 4 persons max in the PPA room. <b>N.B. The Nurture Area is not to be used for breaks or lunch as there is no ventilation in this room.</b></p> <p>Single class assemblies will be timetabled for the autumn term.</p> <p>Outside space to be encouraged as much as possible and when safe to do so. Identify specific areas for 'bubbles' to use.</p> <p>Outdoor equipment <b>could only</b> be used if it is able to be cleaned after its use.</p> <p>Pupils and staff will have individual access to stationery. Classroom based resources will be cleaned regularly as well as frequently touched surfaces. <b>N.B. Windowsills must be resource-free. No resources to be left in or around sinks both within shared areas and the staffroom. All areas to be clutter-free.</b></p>	<p>Staff members</p> <p>Zaira Cook</p> <p>SLT</p> <p>Staff members</p> <p>Staff members</p>	<p>Ongoing</p> <p>Sept 20</p> <p>Sept 20</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<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><u>Pupil Equipment</u></b> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and book bags. 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 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> <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>Subject leaders to look at weekly and half termly timetables to identify which shared resources will be required to be on a rota system. PE subject leader to discuss with sports coaches which equipment will be required on a weekly basis.</p> <p>PE kits will not be left in school. Pupils will be encouraged to come to school in their sportswear on the day that they have their PE lesson. To encourage this, staff to wear sportswear on these days.</p> <p>Create a rota system for reading books for within the classroom and to go home.</p> <p>Liaise with the music service to see what their offer will be for the autumn term. Y4 ordinarily whole class guitars and 1 x group of 10 pupils from Y5. Could the hall be used to deliver the guitar sessions? KS2 music sessions delivered by Nettie and KS1 music session delivered by Luthfun. Follow the guidance and look at the possibility of timetabling ICT at this time to split the class size in half.</p>	<p>Subject leaders &amp; staff members</p> <p>Pupils &amp; staff members</p> <p>Staff members</p> <p>Zaira Cook Ciara Hartley Oldham Music Service</p> <p>Ciara Hartley, Nettie Goodwin &amp; Luthfun Begum</p>	<p>INSET Sept 20</p> <p>Ongoing</p> <p>INSET Sept 20</p> <p>Sept 20</p> <p>Ongoing</p>	
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				<p><b>Sports / physical activity</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, 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><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>PE subject leader to liaise with sports coaches to plan PE timetable and resources for the autumn term. Outdoor sports will be prioritised where possible. <b>N.B. If P.E. sessions have to be delivered in the hall, potential reduced timetable due to staggered lunchtimes.</b></p> <p>School to refer to the following advice:</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 grassroot 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>External coaches to provide a copy of their risk assessment. SLA for Sports Development = one full day and after school club. SLA for OACT 1 x lunchtime, 1 x afternoon, 1 x after school club. Rota to be organised with Saira.</p> <p>Breakfast club usually in small sibling groups so potential to stay in a few bubbles within the Family Room.</p>	<p>Saira Iqbal, Jack Beesley from Sports Development and Jack from OACT.</p> <p>Saira Iqbal OACT (Martin Vose) Sports Development (Steve Ferris)</p> <p>Saira Iqbal OACT (Martin Vose) Sports Development (Steve Ferris)</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p>	
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				<p><b>Communication / Meetings</b> Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p> <p><b>Start and End Times</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>After school club sports provision to be limited to only one year group at a time, e.g. start with Y6 for HT1. Keep a record of children attending in each group.</p> <p>Zaira Cook to continue with briefings via email. Where possible, in small groups, meet in phase groups for mini-meetings.</p> <p>Parents will be informed that they can drop their children off between 08.45 – 09.10. AM nursery will start at 8.30. One adult from each year group will be in the playground and the other adult in the classroom. No lining up – drop off and leave. Parents will be asked to drop off children in the geographical order of the one-way system.</p> <p>Parents can collect children between 3.00 and 3.20.</p> <p>Inform parents of their allocated drop off and collection points and the process of doing so, including which entrance to use and protocols for minimising adult</p>	<p>Zaira Cook</p> <p>Staff members &amp; parents</p>	<p>Ongoing</p> <p>Ongoing</p>	
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					<p><b>Educational Visits</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>to adult contact. Inform parents that they cannot gather at entrance points or enter the site (unless they have a pre-arranged appointment, which should be conducted safely.</p> <p>Plans for future overnight educational visits to be put on hold until further guidance is provided. Non-overnight educational visits will need to be planned in advance and with the consent of families. Stringent risk assessments will need to be completed by school and also provided by the venue.</p>	Staff members	Ongoing	
<p><b>Personal Protective Equipment (PPE)</b>  Inadequate PPE provision in school</p>	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	4	12	<p>School implement government guidance on PPE in schools, found <a href="#">here</a> and <a href="#">here</a>–</p> <p><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.</p>	Ensure adequate bins and tissues are made available.	Steve Bradbury & Viv Jagger	Ongoing	

				<p><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:-</p> <ul style="list-style-type: none"> <li>• where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and</li> <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>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.</p>	Zaira Cook	Ongoing	
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<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>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p>	<p>Update individual staff risk assessments.</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 SAS details – posters around school as appropriate.</p> <p>Hold regular online/ socially distanced wellbeing meetings where possible.</p>	<p>Gilli Garvey/Zaira Cook SLT</p> <p>Viv Jagger</p> <p>SLT &amp; staff members</p>	<p>July 20</p> <p>Ongoing</p> <p>Ongoing</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	4	12	<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>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.</p> <p>The screening form to be present in the main entrance and should be completed by the visitor with their own pen.</p>	<p>Sue Guilfoyle &amp; Viv Jagger</p> <p>Sue Guilfoyle &amp; Viv Jagger</p>	<p>Ongoing</p> <p>Ongoing</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 and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>Parents to request a meeting in advance if the meeting is essential so that a room can be prepared in advance.</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.</p> <p>Provide signage where appropriate. Zaira Cook to stand on Greengate Street &amp; Gilli Garvey in the playground</p>	<p>Zaira Cook</p> <p>Parents &amp; staff members</p> <p>Zaira Cook &amp; Gilli Garvey</p>	<p>Ongoing</p> <p>July 20 &amp; Sept 20</p> <p>Ongoing</p>	
<p><b>Medication and First Aid</b></p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	2	3	6	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.</p> <p>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.</p> <p>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.</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>	<p>Review individual risk assessment where required.</p> <p>Continue to follow normal first aid procedures. Updated list of all first aiders (including paediatric first aiders) is displayed in the First Aid Room.</p> <p>Ensure adequate First Aid equipment is available.</p> <p>Continue to follow normal procedures on administration of medication.</p>	<p>Gilli Garvey &amp; Zaira Cook</p> <p>First aiders &amp; Viv Jagger</p> <p>Andi Holland</p> <p>Gilli Garvey</p>	<p>July 20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<b>Lone working</b>	Staff unable to summon help in event of emergency	3	3	9	<p>Member of staff keeps in contact with office. line manager whether working from home/ travelling or visiting school site.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working.</p>	<p>Staff contact information is up to date and has been distributed to SLT.</p> <p>SLT to create a contact list of their teams.</p> <p>Lone working policy circulated.</p>	<p>Viv Jagger</p> <p>SLT</p> <p>Viv Jagger</p>		
<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>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> <p>Contact details made available to senior designated members of staff.</p>	<p>Zaira Cook, Gilli Garvey &amp; Steve Bradbury</p> <p>Zaira Cook Staff members</p> <p>Steve Bradbury, Viv Jagger, Zaira Cook &amp; Gilli Garvey</p> <p>Steve Bradbury, Zaira Cook &amp; Gilli Garvey</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>July 20</p>	

					<p><b>Social Distancing</b> 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>	Brief staff and pupils of updated procedures and assembly points. Undertake a Fire Alarm drill ASAP.	Steve Bradbury, Zaira Cook & Gilli Garvey	Sept 20	
<p><b>Building Maintenance</b></p> <p>Lack of building/property maintenance Faulty equipment services leading to injury or death</p>	All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.	2	2	4	<p>All statutory building compliance checks are 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>All statutory building compliance checks have been maintained since March 2020 and will continue to do so.</p> <p>Site manager to complete checks (where possible) before or after school.</p> <p>Site manager has provided a clear contingency plan in his absence.</p> <p>Steve Bradbury to continue to communicate with FM services.</p> <p>Steve Bradbury to continue with regular checks.</p>	<p>Steve Bradbury, Viv Jagger &amp; Zaira Cook</p> <p>Steve Bradbury</p> <p>Steve Bradbury, Viv Jagger &amp; Zaira Cook</p> <p>Steve Bradbury</p> <p>Steve Bradbury</p>	<p>Ongoing</p> <p>Ongoing</p> <p>02.06.20</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Accidents / Incidents</b></p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school</p>		2	2	4	<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</p>	<p>First aiders to continue to follow normal procedures. Lead first aider to be the main first aider where possible.</p> <p>First aiders to continue to maintain medical hygiene, wearing gloves and washing</p>	<p>First aiders Andi Holland</p> <p>First aiders</p>	<p>Ongoing</p> <p>Ongoing</p>	

(unrelated to current pandemic)					after the patient has left in the care of the paramedics.  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.	hands thoroughly and frequently.  Staff members to be mindful of activities that they plan for themselves and the children.	Staff members	Ongoing	
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<b>REVIEWS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
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<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