

<b>RISK ASSESSMENT FORM</b>	<b>Ref Number: CV</b>	
<b>Establishment:</b> Horton Mill Community Primary School	<b>Assessment by:</b> Zaira Cook	<b>Date:</b> 03.01.2022
<b>Task / Process Being Assessed:</b> : Full School opening to students and staff during coronavirus (COVID-19) pandemic (Spring 2022)	<b>Approved by:</b> Horton Mill Governors	<b>Date:</b> 03.01.2022



### 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:

- **Schools Coronavirus Operational Guidance** – Available [here](#) and to be referenced throughout the risk assessment.
- **Shielding the clinically 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>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 come to school and remain at home until they have received the results of a test. Lateral flow tests are now available to all Primary Schools.</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>. <b>Current symptoms linked to the Omicron variant are: scratchy throat, runny nose/congestion, headache, fatigue, sneezing, night sweats, body aches, lower back pain. If you have any of the above symptoms, book a PCR test.</b></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><b>Lateral flow tests are still available to all staff members. Colleagues are advised to take the test twice a week if they work full time (Sunday &amp; Wednesday) or the evening before they are due to work if they work part-time.</b></p>	<p>Zaira Cook</p> <p>Zaira Cook &amp; Gilli Garvey</p> <p>Zaira Cook &amp; Gilli Garvey</p> <p>Staff members</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

				<p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <p>Health and social care workers, including those working in education settings, should continue to follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit <a href="#">COVID-19: management of staff and exposed patients or residents in health and social care settings</a>.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the <a href="#">stay at home: guidance for households with possible or confirmed COVID-19 infection</a>.</p>	<p>Staff to inform Zaira Cook or Gilli Garvey if they start displaying symptoms and adhere to the isolation guidelines. A PCR test MUST be taken.</p> <p><b>When returning to work, colleagues will attend a COVID-related back to work interview. Colleagues will be asked to provide evidence that the absence is COVID-related.</b></p>	<p>Staff members</p> <p>Staff members Viv Jagger Zaira Cook</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>	<p>4</p>	<p>4</p>	<p>16</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>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>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 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 by a member of staff using normal proprietary 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</p>	<p>Families to be notified before returning to school about the expectations on them should their child develop symptoms. A letter from Public Health Oldham has been issued to all families.</p> <p>A copy of the child contact forms to be kept in each classroom in the locked cupboard to avoid entering the school office.</p> <p>The whole school contacts file is in the school office. Contact to the family should be made by the school administrator in the first instance. If unavailable, staff member to use the phone in the PPA room (on speakerphone to avoid use of handset).</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. PPE will be stored in the First Aid Room.</p>	<p>Zaira Cook &amp; Gilli Garvey</p> <p>Sue Guilfoyle Staff members</p> <p>Staff members</p> <p>Staff members</p>	<p>Jan 2022</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
---	--	----------	----------	-----------	---	---	---	--	--

				9	<p>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 7 days.</p>	<p>Cleaning the affected area with recommended disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>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 Julie Stevens (LA) and COVID.Trace@oldham.gov.uk as part of the Track and Trace process.</p>	<p>Staff members</p> <p>Staff members &amp; families</p> <p>Staff members &amp; families</p>	<p>Ongoing</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>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>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. 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. Children to wear school uniform with advice to parents to wash regularly.</p> <p>Embed into the school culture the need to practice good respiratory hygiene. Adults as role models. Signage throughout school to encourage and remind.</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 Whole school community</p> <p>Whole school community</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
--	--	--	--	---	---	---	---	--

<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	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.	Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.	Steve Bradbury	Ongoing	
					Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).	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.	Steve Bradbury LA Cleaning Services	Ongoing	
					Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.	Staff members to be vigilant if supplies are low and to inform Steve Bradbury.	Staff members Steve Bradbury	Ongoing	
					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: <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>	Staff members to support with cleaning of highly used areas as mentioned.	Steve Bradbury Cleaners Staff members	Ongoing	
					Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.	Staff members to support with emptying binds	Steve Bradbury Staff members	Ongoing	
					If lights are not on automatic sensor staff	Staff to leave lights on	Staff	Ongoing	

					<p>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>Continue to not allow pupils to use a water fountain. Bottles need to be filled at home and taken home each day.</b></p>	<p>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>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><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</p>	4	4	16	<p><b>Traffic and Circulation Routes</b></p> <p>Classrooms accessed directly from outside where this is workable.</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</p>		

	infected and suffer ill health from exposure COVID-19			<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><b><u>Breaks and Lunch Breaks</u></b>  Tables for lunch kept apart as much as possible and tables cleaned between each group.</p> <p>The PPA room continues to be an area which can be used as an extension to the staffroom at break times and lunch times.  <b>Emphasis on minimising contacts between adults as national data suggests that many cases are adult to adult spread. Adults to manage their own risk and maintain distance where possible.</b></p> <p><b><u>Halls and Shared Rooms/Areas</u></b>  Adequate cleaning between groups is in place, following the cleaning guidance found <a href="#">here</a>.  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. Whole school assemblies will continue to be delivered online during HT3.</p>	<p>Ensure that classroom windows are open.</p> <p>Fire doors must remain closed but other doors may be propped open.</p> <p>Middays will sanitise the chairs and tables in between sittings.</p> <p>Colleagues to be mindful of over-congested areas and use other space available to manage risk.</p> <p>Classroom resources will be cleaned regularly as well as frequently touched surfaces.</p> <p><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>PE kits will not be left in school. Pupils will be encouraged to come to school in their sportswear on the day</p>	<p>Staff members</p> <p>Staff members</p> <p>Staff members</p> <p>Staff members Steve Bradbury Cleaning staff</p>		
--	---	--	--	---	--	---	--	--

					<p>that they have their PE lesson. To encourage this, staff to wear sportswear on these days.</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.  Outdoor playground equipment will be more frequently cleaned.</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, no sharing of woodwind instruments, and ensuring good ventilation.</p>	<p>OMBC music service to provide their own risk assessment.</p>		<p>Staff members</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>External coaches to provide a copy of their risk assessment. SLA for OCL = 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>OMBC music service</p>	
				<p>for the use of, and travel to and from, those facilities.</p>			<p>OCL and OACT external coaches  SJ Dance</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.</p>	<p>Keep a record of children attending in each group.</p>		<p>Staff members</p>	

					<p><b>Communication / Meetings</b> Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p> <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>Zaira Cook to continue with weekly notes via email. Weekly briefings will be held in the family room (ventilated) and staff meetings in the Y5 or Y2 classrooms (ventilated)</p> <p>Plans for future overnight educational visits to be put on hold until further guidance is provided. Non-overnight educational visits to be put on hold until further guidance is provided.</p>	<p>Staff members</p> <p>Staff members</p>		
<p><b>Personal Protective Equipment (PPE)</b></p> <p>Inadequate PPE provision in school</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>	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. When meeting visitors indoors, (e.g. parents or outside agencies) it is advisable to wear a face covering).</p> <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</li> </ul>	<p>Ensure adequate bins and tissues are made available.</p> <p>Face coverings continue to be available in the First Aid room.</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 Ensure all staff and children know the procedures to follow.</p>	<p>Steve Bradbury &amp; Viv Jagger</p> <p>Staff members</p> <p>Zaira Cook</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

					<p>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.</p> <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>Access to Employee Assistance Programme and counselling on self-referral 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>Gilli Garvey/Zaira Cook SLT</p> <p>Viv Jagger</p>	<p>Ongoing</p> <p>Ongoing</p>	

					Staff reassure children and young people on regular basis.	Hold regular online/ socially distanced wellbeing meetings where possible.  <b>Staff able to go home for their PPA.</b>	SLT & staff members	Ongoing	
<b>Contractors / Visitors (including governors)</b>  Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	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>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>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>Parents to request a meeting in advance if the meeting is essential so that a room can be prepared in advance.</p>	<p>Sue Guilfoyle &amp; Viv Jagger</p> <p>Sue Guilfoyle &amp; Viv Jagger</p> <p>Zaira Cook, parents &amp; staff members</p>	<p>Ongoing</p> <p>Ongoing</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>	<p>2</p>	<p>3</p>	<p>6</p>	<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>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Lone working</b></p>	<p>Staff unable to summon help in event of emergency</p>	<p>3</p>	<p>3</p>	<p>9</p>	<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>	<p>Ongoing</p>	

<p><b>Emergency Procedures</b></p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p>	<p>All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<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>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>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>HT3</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Building Maintenance</b></p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</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 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</p> <p>Steve Bradbury</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<b>Accidents / Incidents</b>  Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)		2	2	4	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.	First aiders to continue to follow normal procedures. Lead first aider to be the main first aider where possible.	First aiders Andi Holland	Ongoing	Ongoing
					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.	First aiders to continue to maintain medical hygiene, wearing gloves and washing hands thoroughly and frequently.	First aiders	Ongoing	Ongoing
					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.	Staff members to be mindful of activities that they plan for themselves and the children.	Staff members	Ongoing	Ongoing

<b>DATE OF REVIEW: 15.09.2020</b>	<b>REVIEWED BY: Zaira Cook</b>	<b>COMMENTS:</b>  <b>Page 5 – Handwashing:</b> It was agreed at a staff briefing that a combination of handwashing and using hand sanitiser would be used throughout the day as below:  <b>Wash Hands:</b> * When children arrive at school. * Before children eat their lunch or a snack. * When they go to the toilet. * If they cough or sneeze into their hand.  <b>Hand sanitiser can be used:</b> * Before and after playtime. * Before the children go home.
-----------------------------------	--------------------------------	---

<p><b>DATE OF REVIEW: 24.11.2020</b></p>	<p><b>REVIEWED BY: Zaira Cook</b></p>	<p><b>COMMENTS:</b></p> <p><b>Page 2</b> – Update on Clinically Extremely Vulnerable colleagues.</p> <p><b>Page 3</b> – Update on COVID-related ‘Return to Work Interviews’.</p> <p>Update on Clinically Extremely Vulnerable pupils.</p> <p><b>Page 8</b> – Water Fountain to remain out of use.</p> <p><b>Page 9</b> – Introduction of small groups in Y3.</p> <p><b>Page 10</b> – Continue to ensure strict numbers in Staffroom &amp; PPA are adhered to.</p> <p><b>Page 11</b> – Whole School Zoom Assemblies &amp; continue to ensure that classrooms and shared areas are clutter free.</p> <p><b>Page 14</b> – After School Clubs.</p> <p><b>Page 15</b> – Face coverings at drop-off and pick-up times.</p> <p><b>Page 17</b> – PPA from home and alternate Staff Meetings &amp; Team Time.</p>
<p><b>DATE OF REVIEW: 05.01.2021</b></p>	<p><b>REVIEWED BY: Zaira Cook</b></p>	<p><b>COMMENTS:</b></p> <p><b>Page 2</b> – Update on Clinically Extremely Vulnerable colleagues.</p> <p><b>Page 3</b> – Update on Clinically Extremely Vulnerable pupils.</p> <p><b>Page 9</b> – Bubble arrangements and classes.</p> <p><b>Page 10</b> – Emphasis on social distancing amongst adults.</p>

<p><b>DATE OF REVIEW: 03.03.2021</b></p>	<p><b>REVIEWED BY: Zaira Cook</b></p>	<p><b>COMMENTS:</b></p> <p><b>Page 2</b> – Update on Clinically Extremely Vulnerable colleagues &amp; lateral flow testing.</p> <p><b>Page 3</b> – Update on Clinically Extremely Vulnerable pupils &amp; vaccinations.</p> <p><b>Page 9</b> – Bubble arrangements and classes.</p> <p><b>Page 10</b> – Emphasis on social distancing amongst adults.</p> <p><b>Page 17</b> – Update on PPA and Team Time.</p>
<p><b>DATE OF REVIEW: 03.09.2021</b></p>	<p><b>REVIEWED BY: Zaira Cook</b></p>	<p><b>COMMENTS:</b></p> <p>Considered national guidance from 19th July 2021 when many of the governments systems of control were removed:</p> <p>Guidance to support COVID-19 Case management in Educational Settings in Greater Manchester 16th August '21</p> <p>DFE Contingency framework: education and childcare settings August 2021</p> <p>Schools COVID 19 operational guidance 17th August 2021</p>
<p><b>DATE OF REVIEW: 03.01.2022</b></p>	<p><b>REVIEWED BY: Zaira Cook</b></p>	<p><b>COMMENTS:</b></p> <p><b>Page 2</b> – Additional guidance on the symptoms of Omicron variant.</p> <p><b>Page 3</b> – Updated guidance on changes to the isolation period.</p> <p><b>Page 9</b> – Advice on breaks and lunch times.</p> <p><b>Page 11</b> – Advice on face coverings for indoor meetings.</p>

## **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	27/05/2020	Zaira Cook & Gilli Garvey	Created
2	22/06/2020	Zaira Cook & Gilli Garvey	Governors reviewed the current action plan and agreed that it was safe for additional pupils to attend school from Monday 29 <sup>th</sup> June 2020 as follows: <ul style="list-style-type: none"> <li>• An additional Y6 bubble (09.00 – 2.00/12.00 Fri).</li> <li>• YN (09.15 – 2.15 Wednesday, Thursday &amp; Friday)</li> <li>• YR (09.15 – 2.15/12.15 Fri) Y1 (09.00 – 2.00/12.00 Fri).</li> </ul>
3	27/07/2020	Zaira Cook & Gilli Garvey	Updated following September Opening Guidance
4	15.09.2020	Zaira Cook	<p><b>Page 5 – Handwashing:</b> It was agreed at a staff briefing that a combination of handwashing and using hand sanitiser would be used throughout the day as below:</p> <p><b>Wash Hands:</b></p> <ul style="list-style-type: none"> <li>* When children arrive at school.</li> <li>* Before children eat their lunch or a snack.</li> <li>* When they go to the toilet.</li> <li>* If they cough or sneeze into their hand.</li> </ul> <p><b>Hand sanitiser can be used:</b></p> <ul style="list-style-type: none"> <li>* Before and after playtime.</li> <li>* Before the children go home.</li> </ul>
5	24.11.2020	Zaira Cook	<p><b>Page 2 –</b> Update on Clinically Extremely Vulnerable colleagues.</p> <p><b>Page 3 –</b> Update on COVID-related 'Return to Work Interviews'.</p> <p>Update on Clinically Extremely Vulnerable pupils.</p> <p><b>Page 8 –</b> Water Fountain to remain out of use.</p> <p><b>Page 9 –</b> Introduction of small groups in Y3.</p> <p><b>Page 10 –</b> Continue to ensure strict numbers in Staffroom &amp; PPA are adhered to.</p> <p><b>Page 11 –</b> Whole School Zoom Assemblies &amp; continue to ensure</p>

			<p>that classrooms and shared areas are clutter free.</p> <p><b>Page 14</b> – After School Clubs.</p> <p><b>Page 15</b> – Face coverings at drop-off and pick-up times.</p> <p><b>Page 17</b> – PPA from home and alternate Staff Meetings &amp; Team Time.</p>
6	05.01.2021	Zaira Cook	<p><b>Page 2</b> – Update on Clinically Extremely Vulnerable colleagues.</p> <p><b>Page 3</b> – Update on Clinically Extremely Vulnerable pupils.</p> <p><b>Page 9</b> – Bubble arrangements and classes.</p> <p><b>Page 10</b> – Emphasis on social distancing amongst adults.</p>
7	03.03.2021	Zaira Cook	<p><b>Page 2</b> – Update on Clinically Extremely Vulnerable colleagues &amp; lateral flow testing.</p> <p><b>Page 3</b> – Update on Clinically Extremely Vulnerable pupils &amp; vaccinations.</p> <p><b>Page 9</b> – Bubble arrangements and classes.</p> <p><b>Page 10</b> – Emphasis on social distancing amongst adults.</p> <p><b>Page 17</b> – Update on PPA and Team Time.</p>