

## **RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

**Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 11 May 2020**

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime is in place before school opens.
- Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes, and altering the environment as much as possible, such as changing the layout of classrooms.
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.


<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>



Information has also been used in the production of the risk assessment from the Joint Trade Unions Planning guide for Primary Schools (NEU/GMB/Unison/Unite).

This risk assessment has been written based on a generic model risk assessment for schools covering the risk posed by the Covid-19 Coronavirus. All of the following control measures have been considered and/or implemented to reduce the risk factor to a tolerable level.

This risk assessment has been shared with Governors, the Local Authority and all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

<b>SCHOOL:</b>	St Vincent's Catholic Primary School	
<b>HEADTEACHER:</b>	Dominic Vernon	
<b>NAME OF ASSESSOR/S:</b>	Dominic Vernon	
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SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH STAFF FOR INPUT AND FEEDBACK	REVIEWED BY THE LOCAL AUTHORITY	SHARED WITH PARENTS
21 <sup>st</sup> May 2020	27 <sup>th</sup> May 2020	4 <sup>th</sup> June 2020	5 <sup>th</sup> June 2020



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities



16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection
22	PPE	Y	Lack of PPE when having to undertake a task where social distancing measures cannot be met.

## RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> <li>Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</li> </ul>	✓	✓	✓	<ul style="list-style-type: none"> <li>Continued inspections, maintenance and servicing during partial opening to maintain up-to-date statutory testing. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation.</li> <li>Water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been partially closed (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)</li> </ul>	3 x 2 = 6	L	<ul style="list-style-type: none"> <li>Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building</li> <li>Deep clean during half term, prior to wider reopening</li> <li>Contact premises management company to ensure arrangements for safe continuation of statutory testing when open to more children and check any additional actions required because of lower water usage during partial closure</li> </ul> <p>See Managing School premises, which are partially open, during the corona outbreak</p>	3 x 2 = 6	L

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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"><li>Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19.</li><li>Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li></ul>	✓	✓		<ul style="list-style-type: none"><li>✓ Parents/carers have been kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. Regular updates will be provided following any changes made to school procedures for managing the risks from COVID-19 in school.</li><li>✓ Staff and governors were consulted on measures in place to partial close down school and maintain provision for key worker / vulnerable children.</li><li>✓ Off site visits have been cancelled.</li></ul>	3 x 2 = 6	L	<ul style="list-style-type: none"><li>✓ Share information and updates with parents/carers about additional measures in place as pupil numbers increase and plans to manage this increase.</li><li>✓ Share Risk Assessment on the website.</li><li>✓ Staff and governors have been consulted on additional measures to be put in place for wider reopening, including opportunity to input into the Risk Assessment</li><li>✓ Provide all staff with a guidance document outlining the measures the school are taking to ensure their health and safety once school opens.</li><li>✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place.</li><li>✓ Carry out an induction with all staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens.</li><li>✓ Carry out daily briefing session with pupils to ensure awareness of procedures implemented in school.</li><li>✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins.</li><li>✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of</li></ul>	3 x 2 = 6	L



								<p>staff members is not being affected.</p> <p>✓ Share regular communication of mental health information and open door policy for those who need additional support. See <a href="#">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a></p>		
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Staff know that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self- isolate due to others in their household exhibiting symptoms.</li> <li>✓ Daily rotas have already been in place up that ensure that we always have SLT, DSL, SENCO, First Aiders, Fire Marshalls, Caretaking and Cleaning Staff on site and back up staff in case of illness.</li> <li>✓ Arrangements for working from home are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions)</li> <li>✓ Walkie-talkies in classroom / office / with Maintenance Officer due to fewer staff on site</li> </ul>	<b>3 x 2 = 6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Review staffing arrangements to ensure contingency plans across all roles (SLT, DSL, SENCO, First Aiders, Fire Marshalls, Caretaking and Cleaning Staff) in case of illness for</li> <li>✓ Each class grouping to be supported by at least 2 staff (teachers/ TAs) so that absence can be covered within a grouping</li> <li>✓ Due to staff being spread more widely between smaller groups of children, walkie-talkies to be used as outlined to ensure that any staff working alone in an area / with a group of children can contact others if support is required: <ul style="list-style-type: none"> <li>• Office</li> <li>• Reception Class</li> <li>• KS1 Area</li> <li>• KS2 Area</li> </ul> </li> </ul>	<b>3 x 2 = 6</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	✓	✓	✓	<ul style="list-style-type: none"> <li>✓ First Aid and Fire Warden availability of site has been assessed to ensure appropriate cover in place for the needs within school and emergency arrangements put in place across St Vincent's and Penketh South if provision is compromised</li> <li>✓ Posters displayed detailing first aid/fire warden contact information.</li> <li>✓ PPE to be worn as outlined below if First Aid requires contact closer than 2 metres, any form of intimate care or where COVID symptoms are displayed</li> <li>✓ Where social distancing cannot be implemented use PPE appropriate to the task (see below) and in line with PHE guidance. If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> <li>✓</li> </ul>	3 x 2 = 6	L	<ul style="list-style-type: none"> <li>✓ PPE to be worn as outlined below if defib use is required</li> <li>✓ If CPR is required, PPE should be worn as outlined below and this should be chest compressions CPR only</li> <li>✓ Share guidance documents and information with staff on the safe use and fit of PPE to ensure appropriate protection provided, safe defib use and CPR. <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u></li> <li>✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with.</li> <li>✓ Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school. See GN 25 – First Aid via MSS</li> <li>✓ Due to staff being spread more widely between smaller groups of children, walkie-talkies to be used as outlined to ensure that any staff working alone in an area / with a group of children can contact others if support is required: <ul style="list-style-type: none"> <li>• Office</li> <li>• Reception Class</li> <li>• KS1 Area</li> <li>• KS2 Area</li> </ul> </li> </ul>	3 x 2 = 6	L





HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID-19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Walking to school is already encouraged</li> <li>✓ Parents and children have been told to avoid public transport if possible and drive, walk or cycle to their school</li> <li>✓ If driving, adults dropping off are encouraged to park away from school to avoid congestion</li> <li>✓ Parents and children have been advised to remain 2 metres apart when travelling to school</li> <li>✓ Children told to wash their hands for 20 seconds prior to leaving the house and after getting off public transport – if they do not have access to washing facilities, they have been advised to use hand sanitizer</li> <li>✓ Children wash their hands on arrival at school and before leaving</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Ask parents not to transport children from other families</li> <li>✓ Ensure parents and children are aware of the recommendations set out in the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> (including avoiding peak times) when planning their travel</li> <li>✓ School opening / closing times adjusted to avoid large numbers of people at the 2 schools and around entrances to school</li> </ul>	2 x 3 = 6	L
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID-19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Staggered arrival and departure times</li> <li>✓ Staff and children wash their hands on arrival and prior to leaving the school</li> <li>✓ Staff adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Ask parents to check temperature of child before coming to school</li> <li>✓ Floor markings to support social distancing with increasing numbers of children</li> <li>✓ Training for staff and children about maintaining social distancing / floor markings</li> <li>✓ Increased hand washing provision and posters around school, including hand sanitiser at the school entrance</li> <li>✓ Place social distancing posters in prominent positions around school</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Use different entrance /exit points for children</li> <li>✓ Child are accompanied to school by only one parent</li> <li>✓ Children wash their hands on arrival and prior to leaving the school</li> <li>✓ Help is provided to children who have trouble cleaning their hands independently</li> <li>✓ Staff on duty on the playground at a distance to remind of social distancing rules</li> <li>✓ Hand sanitiser in the school entrance for visitors</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Stagger arrival and departure times for different cohorts of pupils</li> <li>✓ Further stagger the use different entrance /exit points for children</li> <li>✓ Drop at the main gates if possible, or at the coloured fence for Rec/Y1 if necessary</li> <li>✓ Pick up from the playground maintaining social distance with others following floor markings – enter / exit via one-way systems marked</li> <li>✓ On arrival, advise children and young people to form a queue outside of the entrance to the classroom and remain 2 metres apart (following markings)</li> <li>✓ Increased hand washing facilities in all areas in use with measures in place to ensure a 2m distance is maintained when using sinks and toilets and posters showing children how to wash hands and reminding them of social distancing</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Classroom spaces have been assessed to ensure the space can accommodate the numbers of staff and pupils whilst ensuring social distancing</li> <li>✓ Smaller groupings of children (max 7 children)</li> <li>✓ Classrooms in use have been rearranged to ensure that social distancing measures can be maintained <ul style="list-style-type: none"> <li>• Seating arrangement 2m apart.</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> </ul> </li> <li>✓ Supply of gloves and cleaning products are available within each classroom.</li> <li>✓ Open windows within classroom to enable ventilation (give consideration to users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies)</li> <li>✓ Where social distancing cannot be implemented use PPE appropriate to the task, and in line with PHE guidance (see below). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> <li>✓ Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Smaller groupings of children within a cohort (max 10 children)</li> <li>✓ When considering staffing, this will take into account any SEND pupils who may require addition staff support.</li> <li>✓ Rearrange all spaces in use classrooms to ensure that social distancing measures can be maintained</li> <li>✓ Arrange seating to eliminate face to face positioning</li> <li>✓ Consider which lessons or classroom activities can take place outdoors</li> <li>✓ Remove unnecessary items from all classrooms and other learning spaces</li> <li>✓ Children to be seated at the same desk each day if they attend on consecutive days.</li> <li>✓ Increased hand washing facilities in all areas in use.</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Make sure that pupils use the same classroom or area throughout the day</li> <li>✓ Ask pupils to bring a packed lunch and eat in the classroom to reduce movement around the school.</li> <li>✓ School meals will be a packed lunch, delivered to classrooms.</li> <li>✓ Accessing rooms directly from outside</li> <li>✓ Assemblies will not take place</li> <li>✓ Limited toilet access, managed by a supervising adult</li> <li>✓ Consider floor marking in internal communal areas.</li> <li>✓ If movement around school is required, adult supervision must be in place to ensure social distancing measures are being followed.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Revise the timetable to reduce movement around the school or building</li> <li>✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time</li> <li>✓ Ensure that pupils and staff remain two metres apart whilst moving around the building</li> <li>✓ Establish one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> <li>✓ Assess measures required to accommodate any specific pupil who may need assistance to move around school (Provide support member of staff, limit number of staff contact, PPE, limit movements where possible)</li> </ul>	2 x 3 = 6	L
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Shared resources in use have been limited</li> <li>✓ Exchange of take- home resources has been stopped</li> <li>✓ Where possible, resources and stationery have been allocated to individual children in their own container</li> <li>✓ Shared materials and surfaces are being cleaned more frequently</li> <li>✓ Products are in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Temporary closure of external play facilities, sensory room, intervention room</li> <li>✓ Staff bring their own pack lunch and drinks. These are to be kept with personal belongings.</li> <li>✓ Staff bring own utensils in and retain with personal belongings.</li> <li>✓ Shared materials and surfaces are being cleaned more frequently</li> <li>✓ Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Staggered breaks, lunches and use of outdoor space</li> <li>✓ Minimal use of the halls by one small grouping only</li> <li>✓ Stagger the use of staff room, photocopier room and offices to limit occupancy</li> <li>✓ Allocate toilet facilities for use by certain groups of pupils / staff</li> <li>✓ Staff room equipment to be removed if not essential. If equipment is retained i.e. kettles, fridges microwave - these all must be cleaned thoroughly after each use.</li> <li>✓ Utensils (plates, cups, knife, forks and spoons) should be removed from the staff room.</li> <li>✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings.</li> <li>✓ Enhanced cleaning regime will be required in staff room / kitchen areas used by staff.</li> </ul>	2 x 3 = 6	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Outdoor activities are supervised to ensure that social distancing measures are maintained – in particular for smaller children</li> <li>✓ Outdoor equipment is not in use</li> <li>✓ Children wash their hands before and after going outside</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>✓ Allocated outdoor spaces for groups of children who will not mix</li> </ul>	2 x 3 = 6	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Children clean their hands before and after eating</li> <li>✓ Lunches are eaten in classrooms</li> <li>✓ Children and staff remain 2 metres apart</li> <li>✓ Clean tables and chairs used for lunch</li> <li>✓ Staff allocated to groups to supervise children eating</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Stagger break and lunch times so that different cohorts of pupils don't mix</li> <li>✓ Staff and MDAs allocated to supervise different year groups of children outside</li> </ul>	2 x 3 = 6	L





HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Packed lunches provided instead of hot meals</li> <li>✓ Packed lunches delivered to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils</li> <li>✓ School meals staff are able to keep two metres apart in the kitchen</li> <li>✓ Cleaning products and hand sanitiser are available for use by the school meals staff</li> <li>✓ Staff allocated to groups to supervise children eating</li> <li>✓ Staff bring their own pack lunch and drinks and keep them with their personal belongings.</li> <li>✓ Staff bring own utensils and keep with personal belongings.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ MDAs allocated to supervise different year groups of children outside</li> <li>✓ Kitchen equipment should be removed if not essential. If equipment is retained these all must be cleaned thoroughly after each use.</li> <li>✓ Utensils (plates, cups, knife, forks and spoons) should be removed from the staff room.</li> <li>✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings.</li> <li>✓ Enhanced cleaning regime will be required in staff room / kitchen areas used by staff.</li> </ul>	2 x 3 = 6	L
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Use of toilets is limited to one child at a time and managed by staff to ensure that they social distancing is maintained</li> <li>✓ Staggered access to toilets and hand washing facilities – staff manage this to ensure social distancing is maintained</li> <li>✓ Children and staff keep 2m metres apart</li> <li>✓ Children and staff wash their hands for 20 seconds using warm water and soap before and after using toilet facilities</li> <li>✓ Adequate supply of soap, water and paper towels available, and replenished throughout the day to ensure constant supply available.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ As number of children increases, each grouping of children will be allocated toilet and hand washing facilities to limit sharing of toilet and handwashing facilities</li> <li>✓ Floor marking to identify waiting area outside the toilets</li> <li>✓ Only one child to be waiting at any given time</li> <li>✓ Staff to use allocated toilets – one at a time</li> <li>✓ Place poster within the building on handwashing procedures to be followed</li> <li>✓ Additional cleaning throughout the day</li> </ul>	2 x 3 = 6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>• Children are not allowed to play sports or games together in line with the guidance_ (unless with a family member)</li> <li>• No sharing of sports equipment (unless with a family member)</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Non-contact PE lessons / sporting activities only</li> <li>• Children are not allowed to</li> <li>• No sharing of sports equipment</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> <li>Direct transmission of COVID - 19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend school.</li> <li>✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June.</li> <li>✓ Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing) guidance</u>) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li> <li>✓ If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education setting.</li> <li>✓ If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u>, it is advised they only attend an education setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</li> </ul>	1 x 5 = 5	L			



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓		<ul style="list-style-type: none"> <li>✓ Staff are aware of the process for sending home children other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u>.</li> <li>✓ If a child is awaiting collection: <ul style="list-style-type: none"> <li>- Move them to the Computer Room where they can be isolated behind a closed door</li> <li>- Depending on the age of the child and with appropriate adult supervision if required</li> <li>- Open a window for ventilation</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by others.</li> <li>- PPE should be worn by staff as outlined below 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).</li> <li>- Call 999 if they are seriously ill or injured or life is at risk.</li> </ul> </li> <li>✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>✓ Clean the affected area with normal household disinfectant</li> </ul>	1 x 3 = 3	L	<ul style="list-style-type: none"> <li>✓ Regularly communication to parents reminding them of the importance of not sending their child to school if they are exhibiting any of the main symptoms</li> </ul>	1 x 3 = 3	L





					<p>after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <u><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></u>.</p> <ul style="list-style-type: none"> <li>✓ Any areas which are awaiting cleaning should be locked and signage used to indicate that the space is out of use awaiting cleaning.</li> <li>✓ Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li> </ul>					
<b>Visitors do not adhere to social distancing measures put in place</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓	✓	<ul style="list-style-type: none"> <li>✓ Only essential visitors will be allowed to enter school</li> <li>✓ Encourage potential visitors to contact the schools remotely rather than visiting the school</li> <li>✓ Limit the number of visitors at any one time</li> <li>✓ Window screen to remain closed in the office</li> </ul>	<b>2 x 3 = 6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Provide a specific time window for essential visits to school</li> <li>✓ Maintain a record of all visitors, including contact details</li> </ul>	<b>2 x 3 = 6</b>	<b>L</b>
<b>Delivery of inbound good - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓		✓	<ul style="list-style-type: none"> <li>✓ Deliveries to be left at the entrance</li> <li>✓ Increased handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>✓ Incoming goods are cleaned if appropriate</li> </ul>	<b>2 x 3 = 6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Restrict non-business deliveries, for example, personal deliveries to workers</li> </ul>	<b>2 x 3 = 6</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	✓	✓	✓	<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning Service</li> <li>✓ Cleaning Services has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>✓ Frequently touched surfaces are cleaned frequently with detergents and bleach</li> <li>✓ Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use</li> <li>✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>✓ Checks made throughout the day to ensure adequate supply of soap, water and hand towels are available in all, and sanitiser in strategic points around school.</li> <li>✓ Hand sanitiser in reception area for visitors</li> <li>✓ Cleaning products and gloves are available for use in specific areas of school.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Additional cleaning requirements and hours agreed with provider</li> <li>✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>✓ Additional risk assessment may be required where this may pose a hazard for specific pupils. Additional written procedure should be produced and shared with staff regarding the closing procedures of fire doors, a copy of the procedure should be placed with the fire risk assessment and included in the fire evacuation procedure.</li> <li>✓ Check rubbish bins are emptied throughout the day – consider using bins with lids with operated foot pedals.</li> <li>✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.</li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS		L x S = R			L x S = RR	L/M/H
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.				<ul style="list-style-type: none"> <li>✓ Basic supply of PPE in school</li> <li>✓ PPE to be used following PHE guidance <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> </li> <li>✓ Facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus</li> <li>✓ If contact is necessary, then gloves, an apron and a facemask should be worn</li> <li>✓ If a risk assessment determines that there is a risk of fluid entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</li> <li>✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> <li>✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day.</li> <li>✓ Avoid touching the face covering whilst being worn.</li> <li>✓ Face covering should be changed if it becomes damp or if you have touched it.</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li> <li>✓ Staff to be reminded in training prior to wider opening about how to put on and remove any PPE provided safely and how to dispose of them safely. <u>See GOV.UK guidance regarding personal protective equipment.</u></li> </ul>	2 x 3 = 6	L



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		STAFF	PUPILS	VISITORS					L x S = RR	L/M/H
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19							<p>✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&amp;S Service via an SLA.</p> <p><b><u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u></b></p> <p>More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.</p>	1 x 3 = 3	L