



RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

Taken from the government guidance – Guidance of full opening of schools (2nd July)

We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.


<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



Information has also been used in the production of the risk assessment from the [Joint Union Checklist for September \(NEU/GMB/UNISON/Unite commentary and checklist\)](#)

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 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/carers can also see the control measures being implemented within school to protect their child.

SCHOOL:	St Vincent's Catholic Primary School	
HEADTEACHER:	Dominic Vernon	
NAME OF ASSESSOR/S:	Dominic Vernon	
CONTACT DETAILS:	TEL: 01925 726544 EMAIL: stvincents_primary@warrington.gov.uk	

SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH STAFF FOR INPUT AND FEEDBACK	REVIEWED BY THE LOCAL AUTHORITY	SHARED WITH PARENTS
21 st May 2020	27 th May 2020	4 th June 2020	5 th June 2020
UPDATED FOR FULL RE-OPENING			
17 th July 2020			
SHARED WITH STAFF FOR INPUT AND FEEDBACK	SHARED WITH GOVERNORS FOR INPUT AND FEEDBACK	SHARED WITH PARENTS	REVIEWED BY THE LOCAL AUTHORITY AND SHARED WITH UNIONS
18 th July 2020	20 th July 2020	21 st July 2020	19 th August 2020
UPDATED IN RESPONSE TO LOCAL RESTRICTIONS (HIGHLIGHTED IN RED)			
21 st September 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.
23	Educational visits	Y	Higher risk of contamination if pupils and staff are involved in an educational visit

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** (Measures in place when school was only open to key worker and vulnerable children) 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		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
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">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.	✓	✓	✓	<ul style="list-style-type: none">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.Water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been partially closed <u>(See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)</u>	3 x 2 = 6	L	<ul style="list-style-type: none">Carry out a visual inspection prior to opening building after the summer break to identify any hazards that could pose a risk to users of the buildingDeep clean during the summer break, prior to reopeningContact 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 <u>See Managing School premises, which are partially open, during the coronavirus outbreak</u>	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
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> 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. 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. 	✓	✓		<ul style="list-style-type: none"> ✓ 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, including updates to behaviour policy ✓ Regular updates will be provided following any changes made to school procedures for managing the risks from COVID-19 in school. ✓ Staff and governors were consulted on measures in place to partial close down school and maintain provision for key worker / vulnerable children. ✓ Off site visits have been cancelled. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Share information and updates with parents/carers about additional measures in place as pupil numbers increase and plans to manage this increase. ✓ Share RA / guidance / updates to behaviour policy on website. ✓ Staff and governors have been consulted on further measures to be put in place for wider reopening, including the RA ✓ Provide all staff with a guidance document outlining the measures the school are taking to ensure their health and safety once school opens. ✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place. ✓ 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 opening. ✓ Carry out daily session with pupils to maintain awareness of procedures, continuing to highlight the importance of hand and respiratory hygiene. ✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken as required. ✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workload, address concerns and provide support, also to ensure the wellbeing of staff. ✓ Share regular communication of mental health information and open door policy for those who need additional support. See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus 	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
Staffing levels	<ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in school 	✓	✓		<ul style="list-style-type: none"> ✓ 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. ✓ Daily rotas have already been in place up to 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. ✓ 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) ✓ Walkie-talkies in classroom / office / with Maintenance Officer due to fewer staff on site 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ 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 ✓ Minimise movement of staff between groups of children so that, if engagement with Track and Trace is required, contacts have been kept to as few as possible. ✓ Staff to maintain 2m socially distanced from each other ✓ Staff meetings to be carried out in the hall if face-to-face is required, or via Teams where possible ✓ Individual risk assessment to be completed for all staff who have been shielding prior to returning to work. 	3 x 2 = 6	L
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ 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 ✓ Posters displayed detailing first aid/fire warden contact information. ✓ 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 ✓ 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. 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ PPE to be worn as outlined below if defib use is required ✓ If CPR is required, PPE should be worn as outlined below and this should be chest compressions CPR only ✓ 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> ✓ 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 followed. ✓ 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 	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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Walking to school is already encouraged Parents and children have been told to avoid public transport if possible and drive, walk or cycle to their school If driving, adults dropping off are encouraged to park away from school to avoid congestion Parents and children have been advised to remain 2 metres apart when travelling to school 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 Children wash their hands on arrival at school and before leaving 	2 x 3 = 6	L	<ul style="list-style-type: none"> Ask parents not to transport children from other families 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 School opening / closing times adjusted to avoid large numbers of people at the 2 schools and around entrances to school Split year groups to enter via different gates onto the playground to avoid large numbers Clear guidance on the removal of face coverings if children / staff are using public transport Ask parents to check temperature of child before coming to school Floor markings to support social distancing with increasing numbers of children 	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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> Staggered arrival and departure times Staff and children wash their hands on arrival and prior to leaving the school Staff adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building 	2 x 3 = 6	L	<ul style="list-style-type: none"> Training for staff and children about maintaining social distancing / floor markings Increased hand washing provision and posters around school, including hand sanitiser at the school entrance Place social distancing posters in prominent positions around school 	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 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"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Use different entrance /exit points for children ✓ Child are accompanied to school by only one parent ✓ Children wash their hands on arrival and prior to leaving the school ✓ Help is provided to children who have trouble cleaning their hands independently ✓ Staff on duty on the playground at a distance to remind of social distancing rules ✓ Hand sanitiser in the school entrance for visitors 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Stagger arrival and departure times for different cohorts of pupils ✓ Further stagger the use different entrance /exit points for children ✓ Drop at the main gates if possible, or at the coloured fence for Rec/Y1/Y2 if necessary ✓ Pick up from the playground maintaining social distance with others following floor markings – enter / exit via one-way systems marked ✓ 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) ✓ 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 ✓ Staff on duty on the playground to wear face coverings ✓ All adults to wear face coverings at drop off / pick up unless exemptions apply ✓ Only one adult to drop off / pick up children 	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
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Classroom spaces have been assessed to ensure the space can accommodate the numbers of staff and pupils whilst ensuring social distancing ✓ Smaller groupings of children (max 7 children) ✓ Classrooms in use have been rearranged to ensure that social distancing measures can be maintained <ul style="list-style-type: none"> • Seating arrangement 2m apart. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts have been removed) ✓ Supply of gloves and cleaning products are available within each classroom. ✓ Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use ✓ 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) ✓ 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. ✓ Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Each year group will remain a "group" and will not mix with other year groups ✓ When considering staffing, this will take into account any SEND pupils who may require addition staff support. ✓ Rearrange all classrooms to enable social distancing as far as possible ✓ Staff to remain 2m away from children where possible and remain within a bubble where possible ✓ Arrange seating to eliminate face to face positioning ✓ Consider which lessons or classroom activities can take place outdoors ✓ Remove unnecessary items from all classrooms and other learning spaces ✓ Children to be seated at the same desk each day. ✓ Increased hand washing facilities in all areas in use. ✓ Cleaning twice per day of all classrooms 	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
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Make sure that pupils use the same classroom or area throughout the day ✓ Ask pupils to bring a packed lunch and eat in the classroom to reduce movement around the school. ✓ School meals will be a packed lunch, delivered to classrooms. ✓ Accessing rooms directly from outside ✓ Assemblies will not take place ✓ Limited toilet access, managed by a supervising adult ✓ Consider floor marking in internal communal areas. ✓ If movement around school is required, adult supervision must be in place to ensure social distancing measures are being followed. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Revise the timetable to reduce movement around the school or building ✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time ✓ Ensure that staff remain two metres away from children where possible, whilst moving around the building and stay within a bubble wherever possible ✓ 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. ✓ 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) 	2 x 3 = 6	L
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Shared resources in use have been limited ✓ Exchange of take- home resources has been stopped ✓ Where possible, resources and stationery have been allocated to individual children in their own container ✓ Shared materials and surfaces are being cleaned more frequently ✓ Products are in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Minimal exchange of resources between home and school ✓ Individual bags containing key stationery and resources, including exercise books ✓ Allocated resources to a class which do not get shared between groups, but are cleaned regularly ✓ Sharing of resources between groups should be minimal but where it cannot be avoided, resources must be cleaned after use, or left unused for 48 hours (72 hours for plastics) ✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it 	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
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Temporary closure of external play facilities, sensory room, intervention room ✓ Staff bring their own pack lunch and drinks. These are to be kept with personal belongings. ✓ Staff bring own utensils in and retain with personal belongings. ✓ Shared materials and surfaces are being cleaned more frequently ✓ Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Staggered breaks, lunches and use of outdoor space ✓ Minimal use of the hall by one group only for PE ✓ Hall zones for lunchtime to keep groups of children separate ✓ Stagger the use of staff room, photocopier room and offices to limit occupancy – clean after use ✓ Additional areas allocated to staff for lunch / breaks ✓ Allocate toilet facilities for use by certain groups of pupils / staff ✓ 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. ✓ Utensils (plates, cups, knife, forks and spoons) should be removed from the staff room. ✓ Dirty plates/utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ Enhanced cleaning regime will be required in staff room / kitchen areas used by staff. ✓ Staff and children to wash hands when moving to a different room 	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"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Outdoor activities are supervised to ensure that social distancing measures are maintained – in particular for smaller children ✓ Outdoor equipment is not in use ✓ Children wash their hands before and after going outside 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Stagger use of outdoor area for breaks, lunch and outdoor activities ✓ Allocate outdoor spaces so groups of children do not mix ✓ Classes to be allocated resources for break/lunch, which are not to be shared ✓ Fixed outdoor equipment can only be used if it is only used by one group (Reception) or is cleaned between uses ✓ Staff to remain 2m apart from children where possible 	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 pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Children clean their hands before and after eating ✓ Lunches are eaten in classrooms ✓ Children and staff remain 2 metres apart ✓ Clean tables and chairs used for lunch ✓ Staff allocated to groups to supervise children eating 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Stagger break and lunch times so that different cohorts of pupils don't mix ✓ Staff and MDAs allocated to supervise different year groups of children outside ✓ Reception and KS1 children to each in the hall, which will be split into zones to avoid mixing and close contact ✓ KS2 children to eat in classrooms ✓ Staff to remain 2m apart from children where possible 	2 x 3 = 6	L
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Packed lunches provided instead of hot meals ✓ 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 ✓ School meals staff are able to keep two metres apart in the kitchen ✓ Cleaning products and hand sanitiser are available for use by the school meals staff ✓ Staff allocated to groups to supervise children eating ✓ Staff bring their own pack lunch and drinks and keep them with their personal belongings. ✓ Staff bring own utensils and keep with personal belongings. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ MDAs allocated to supervise different year groups of children outside ✓ Kitchen equipment should be removed if not essential. If equipment is retained these all must be cleaned thoroughly after each use. ✓ Utensils (plates, cups, knife, forks and spoons) should be removed from the staff room. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use then retained with personal belongings. ✓ Enhanced cleaning regime will be required in staff room / kitchen areas used by staff. ✓ Kitchen staff to remain separate from MDA staff and children ✓ MDA staff to serve KS1 meals so that children remain seated ✓ Hot school packed lunches delivered by kitchen staff to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils ✓ Stagger the use of staff room and provide additional areas allocated to staff for lunch / breaks 	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 pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ Use of toilets is limited to one child at a time and managed by staff to ensure that they social distancing is maintained ✓ Staggered access to toilets and hand washing facilities – staff manage this to ensure social distancing is maintained ✓ Children and staff keep 2m metres apart ✓ Children and staff wash their hands for 20 seconds using warm water and soap before and after using toilet facilities ✓ Adequate supply of soap, water and paper towels available, and replenished throughout the day to ensure constant supply available. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ 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 ✓ Floor marking to identify waiting area outside the toilets ✓ Only one child to be waiting at any given time ✓ Staff to use allocated toilets – one at a time ✓ Place poster within the building on handwashing procedures to be followed ✓ Additional cleaning throughout the day ✓ Staff keep 2m metres apart from other staff, and from children where possible 	2 x 3 = 6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> • Children are not allowed to play sports or games together in line with the guidance_ (unless with a family member) • No sharing of sports equipment (unless with a family member) 	2 x 3 = 6	L	<ul style="list-style-type: none"> • Non-contact PE lessons / sporting activities only • No sharing of sports equipment outside class groups unless it can be cleaned after use • PE lessons outside where possible, and if indoors, children should be distanced as much as possible in the hall with doors and windows open 	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
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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ 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. ✓ Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June. ✓ 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. ✓ 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. ✓ 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. 	1 x 5 = 5	L	<ul style="list-style-type: none"> ✓ Shielding is paused from 1st August ✓ Staff and children who have previously been shielding should be able to return to work / school, following advice from specialist health professional ✓ Individual risk assessments will be completed for all staff returning to work from being shielded and where reasonable and practically possible, adjustments will be made to roles to minimise risk further ✓ If rates of the disease rise in local areas increase, children (or family members) and staff from that area who are at increased risk may be advised to shield during the period where rates remain high and therefore they may be temporarily absent. <ul style="list-style-type: none"> ○ Staff will be supported to work from home ○ Children will be able to engage immediately with remote learning which can be monitored, supported and mirrors the learning in school 	1 x 5 = 5	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
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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<ul style="list-style-type: none"> ✓ 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>. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to the Computer Room where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - 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. - 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). - Call 999 if they are seriously ill or injured or life is at risk. ✓ 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. ✓ Clean the affected area with normal household disinfectant 	1 x 3 = 3	L	<ul style="list-style-type: none"> ✓ 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 ✓ Anyone showing symptoms must get a test and confirm the outcome of the test with school immediately, isolating for 10 days if positive ✓ Follow Warrington LA Outbreak Plan ✓ Engage with NHS Track and Trace if a member of staff or pupil tests positive ✓ Follow advice from NHS Cheshire and Merseyside Public Health Team in relation to who is required to self-isolate ✓ Inform the LA and NHS Cheshire and Merseyside Public Health Team if there are more the 2 confirmed cases within 14 days and follow advice in relation to groups required to self-isolate ✓ Contingency Plan in place to manage cases, outbreaks or local lockdown, with provision in place to provide immediate remote learning which mirrors learning in school for those who are self-isolating or follows the existing school curriculum map in the case of a local lockdown 	1 x 3 = 3	L

after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Any areas which are awaiting cleaning should be locked and signage used to indicate that the space is out of use awaiting cleaning.

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

Seek advice from the Public Health Team on any further action to take.

Publichealth@warrington.gov.uk



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
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Only essential visitors will be allowed to enter school ✓ Encourage potential visitors to contact the schools remotely rather than visiting the school ✓ Limit the number of visitors at any one time ✓ Window screen to remain closed in the office ✓ Visitors to be briefed on measures in place to manage transmission of COVID-19 on arrival 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Provide a specific time window for essential visits to school ✓ Maintain a record of all visitors, including contact details ✓ Equipment used for signing in must be cleaned after every use ✓ All visitors to wear face coverings 	2 x 3 = 6	L
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓		✓	<ul style="list-style-type: none"> ✓ Deliveries to be left at the entrance and where possible, isolated for 72 hours or cleaned ✓ Increased handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Incoming goods are cleaned if appropriate 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Restrict non-business deliveries, for example, personal deliveries to workers 	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
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Agreed schedule with the Cleaning Service ✓ Cleaning Services has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ Frequently touched surfaces are cleaned twice per day with detergents and bleach ✓ Products in use have MSDS and appropriate COSHH risk assessments to ensure appropriate and safe use ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) ✓ 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. ✓ Hand sanitiser in reception area for visitors ✓ Cleaning products and gloves are available for use in specific areas of school. 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Additional cleaning requirements and hours agreed with provider ✓ 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. Where this is not possible, these touch points will be included in the enhanced cleaning regime ✓ 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. ✓ Check rubbish bins are emptied throughout the day – consider using bins with lids with operated foot pedals. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. 	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
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.				<ul style="list-style-type: none"> ✓ Basic supply of PPE in school ✓ PPE to be used following PHE guidance <ul style="list-style-type: none"> • 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 • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. ✓ Facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus ✓ If contact is necessary, then gloves, an apron and a facemask should be worn ✓ 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 ✓ 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. ✓ 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. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it and disposed of as outlined above 	2 x 3 = 6	L	<ul style="list-style-type: none"> ✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ 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. See GOV.UK guidance regarding personal protective equipment. ✓ In response to local restrictions in place <ul style="list-style-type: none"> ○ Adults to wear face coverings at drop off / pick up ○ Visitors entering school must wear a face covering ○ Staff to wear face coverings when on the playground 	2 x 3 = 6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = R	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		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	✓	✓	✓				✓ 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&S Service via an SLA. <u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u> More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.	1 x 3 = 3	L
Higher risk of contamination if pupils and staff are involved in an educational visit	<ul style="list-style-type: none"> • 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) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		✓ No educational visits are currently taking place			✓ Non-overnight domestic educational visits are now allowed. ✓ Visits must only take place if they can be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. ✓ Visits should make use of outdoor spaces at venues or in the local area to support delivery of the curriculum. ✓ As normal, a full risk assessment will be undertaken – this should include reference to COVID-secure measures	2 x 3 = 6	L