



Location or address Graham Road West Kirby CH48 5DP	Date assessment Undertaken: 16/7/2020	Assessment undertaken by : Mr S Clarke J. Akehurst and Jeanne Fairbrother
Activity or situation Reopening school to all students	Review date : as required	Signature:

Overview

- **This risk assessment is to assist our school think about all the main hazards on our site(s) when reopening their schools to all students**
- **We have made this a reflection of what we are doing.**
- **As events unfold and change it will require modification and review. We will rename and date each subsequent version.**
- **Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
- **We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment**

The DfE & Government recognise there cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.

- **Guidance** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=92589537-ea94-48b9-9a6b-c5a0fea6d6d1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
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1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
<p>Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission</p>	<p>Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • School follows all DfE, PHE & Gov.uk guidance • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function • Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils [insert details of how this is achieved] • Whole staff re- induction held in September • Revised risk assessment shared with staff • Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful • Risk assessment published to school website as per HSE guidance. • A copy has been sent to all local trade unions. • A copy has been sent to the Local Authority. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • School has involved parents and children in education resources such as e-bug and PHE schools resources 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary. 		
Failure of measures to prevent spread of Coronavirus (Covid 19) in school	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> All control measures are adequately resourced, circulated to employees All training needs have been checked to ensure compliance. Regular monitoring and review of risk assessment and measures in place are effective and working as planned Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice Risk assessment revised and shared with staff 	3X2=6	
Unaware of steps to take in the event of suspected or confirmed case in school – a. Currently b. School informed pupil/staff member tested positive in last 7 days	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> School will ensure understanding of the NHS Test and Trace process and how to contact our local Public Health Protection Team: 0344 225 0562 School will contact local Health Protection Team & follow their advice The Health Protection team will provide definitive advice on who must be sent home To support the Health Protection Team school will keep a record of pupils and staff in each group and where they have been seated in class, and any close contact that takes places between children and staff in different groups The Health Protection team will provide a template letter to school to send to parents and staff if needed School ensures that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 	3X2=6	

		<ul style="list-style-type: none"> ○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ○ self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19) ● School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. ○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste <p><i>N.B. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school or, staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p>		
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<p>Infection control – risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Pupils, staff and other adults advised clearly not to come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • Sufficient handwashing facilities are available and hand sanitiser is available across school. • Hand Driers reinstated • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following <u>the guidance on hand cleaning</u> ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ promote the 'catch it, bin it, kill it' approach 	<p>3X2=6</p>	
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		<ul style="list-style-type: none"> ○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') bin sanitize all the frequently touched surface. ○ Provide each class with disinfectant and cloths in case someone coughs or sneezes onto surfaces. ● ensure that bins are emptied throughout the day ● where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units ● Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ● Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly ● Physical assemblies are suspended ● All users to sanitise before using water fountains. . School will clean water fountains regularly with food-safe antibacterial sprays to minimise risks ● Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. ● Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. ● Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas ● All shared equipment e.g. photocopier, guillotine, telephone will be cleaned after use ● Satisfactory cleaning regime in place to decontaminate such objects ● Classroom cleaning & disinfecting kits in place. Pupil engagement encouraged to wipe down shared equipment. 		
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<p>Social distancing across school – risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. • This will be achieved by <ul style="list-style-type: none"> ○ keeping groups separate (in ‘bubbles’) and ○ Maintaining distance between individuals. <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ○ <i>children’s ability to distance</i> ○ <i>the lay out of the school</i> ○ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i> • emphasis will be on separating groups for younger children • social distancing will be emphasised for older children. • children considered old enough will be supported to maintain distance and not touch staff where possible. • School will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group • School will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible • Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate • School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups 	<p>3X2=6</p>	
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		<p>Reduce mixing within education setting by:</p> <p>Groups of pupils – ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> • if class-sized groups are not compatible with managing the practical logistics within and around school, year group sized ‘bubbles’ will be implemented • consistent groups will be maintained where possible • All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups • Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. • Staff & pupils maintain 2 m social distancing • Minimise time spent within 1 m of anyone • Avoid face to face contact with pupils stand up, above and behind them • Keep 2 m from colleagues • All children encouraged to socially distance if possible • Children who are old enough will be supported to maintain distance and not touch staff and their peers. • Pupils sit side by side facing forward • Teachers stay at the front of the class where possible • All furniture and equipment moved to ensure this seating • Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone • Secondary schools Secondary pupils & older age groups at key stage 4 and key stage 5, the groups are likely to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. • If this can be achieved with small groups, this is recommended. 		
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		<ul style="list-style-type: none"> • If using larger groups school will emphasise to pupils & staff the importance of adhering to the other measures from the system of controls to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate, ie. social distancing & hygiene • Older children will be told to maintain 2m distance within the group • Groups will be kept apart from other groups where possible. • Siblings may also be in different groups. • Pupils will stay in their class groups for most of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport, • School will endeavour to keep groups at least partially separate and by minimising contacts between pupils will reduce the network of possible direct transmission • Where possible the sharing of rooms and social spaces between groups will be kept to a minimum • Teachers are strongly advised by PHE to stay at the front of the class and maintain 2m social distancing from pupils and away from colleagues <p>Teachers</p> <ul style="list-style-type: none"> • Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable. • Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. • Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised additional space has been created in the centenary room and the lower library 		
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		<p>Measures elsewhere</p> <ul style="list-style-type: none"> • Movement around school is kept to a minimum one way system • Face coverings should be used by all staff and students when using indoor communal areas such as corridors • Timetables adjusted to keep groups apart moving around school by • No large assemblies or gatherings involving more than one group • Lunch breaks staggered pupils will clean their hands beforehand and enter in the groups they are already in • Groups kept apart as much as possible and surfaces and tables cleaned between each group. Users to disinfect hands prior to eating in a new space. • lockers not in use - chair backs for coats/bags • Minimise touching of frequently touched surfaces and contact points • Rooms accessed directly from outside where possible • Signage reminding about the importance of hand hygiene in place • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. Different year groups have been allocated their own toilet blocks • School will maximise the use of outdoor space for exercise, breaks outdoor education 		
<p>Shared resources - risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Staff & pupils have individual pens and equipment where possible and these are not shared. • Equipment is not shared with other cohorts without cleaning • Shared classroom materials can be shared within the bubble and will be cleaned regularly • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided. • Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) • Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources 		
Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. • School will maintain capacity for the delivery of the school aged flu vaccination programme. • School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils. • The Immunisation Team contact details are 0151 514 2509/0151 514 2510. • See also: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf 	3X2=6	

Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, pupils should remove them, dispose of temporary face coverings in bin provided or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children’s social care for more advice. • encouraging parents and children and young people to walk or cycle to their education setting where possible • schools, parents and young people following the government guidance on how to travel safely 	3X2=6	
Public transport to school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • School will stagger start times to enable more journeys to take place outside of peak hours. • Schools have encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Pupils reminded that coverings are required at all times on public transport • Families using public transport advised to refer to the safer travel guidance for passengers. 	3X2=6	
Dedicated school transport, including statutory provision – risk of	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Pupils on dedicated school services do not mix with the general public on those journeys and groups tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres 	3X2=6	

transmission of Coronavirus (Covid 19)		<p>from people outside their household or support bubble, or a 'one metre plus approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking is recommended • Where appropriate the use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 		
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Schools has revised the child protection policy to reflect the return of more pupils. • Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6	
Pupil with an EHCP – risk of not following specialist guidance	Pupils, - injury or ill-health	<ul style="list-style-type: none"> • Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or • Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. • Parents have been contacted and will be involved in planning for their child's return to their setting from September 	3X2=6	
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> • Behaviour policy updated and shared with staff, parents & pupils • Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced • Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon 	3X2=6	

		return to school, resulting in increased incidence of poor behaviour.		
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). Pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health. School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. 	3X2=6	
Shielded staff	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their 	3X2=6	

		<p>home and/or workspace and the controls in this risk assessment</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Government policy advises those who can work from home to do so. School will review each case. • See guidance the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 		
<p>Clinically vulnerable or extremely clinically staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance</p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible, • Advice for those who are clinically-vulnerable, including pregnant women, is available. • School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk 	<p>3X2=6</p>	

Staff who may otherwise be at increased risk from coronavirus (COVID-19) including	Staff or pupils - contracting	<ul style="list-style-type: none"> Assess the risks to staff in this category including BAME staff and pupils in your establishment. Have comprehensive conversations with these members of staff 		
BAME staff & pupils Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils in your establishment. Have comprehensive conversations with BAME staff identify existing underlying health conditions that may increase the risks for them in undertaking their role Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns. keep ongoing contact with staff particularly about their safety and their mental health. School will try as far as practically possible to accommodate additional measures where appropriate. Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. O.H. advice will be sought where appropriate. EAP & counselling will be offered where appropriate See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 	3X2=6	
New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Pregnant women are in the ‘clinically vulnerable’ category, and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school A pregnant member of staff who can work from home should do so, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. 	3X2=6	

		<ul style="list-style-type: none"> • Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. • Follow guidance from GP and mid-wife. • Maintain high standards of hygiene • Inform line manager if circumstances change • Refer to this guidance- also for BAME expectant mothers https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ 		
Cleaning - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas • Follow PHE guidance on cleaning will mean increased cleaning of all commonly used spaces and contact points. • Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol • Always wipe/ mop all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to. • If suspected case of COVID-19 follow the COVID-19: cleaning of non-healthcare settings guidance • Sanitizer stations located across site • Regular cleaning of toilets and supply of hand soap • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products 	3X2=6	

		<ul style="list-style-type: none"> • Items used for lessons in all subjects will have to be subject to wiping down. E.g. iPads, laptops, mice, workstations, tools, learning objects. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Contractors on site -risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Communication - explain to contractors your concerns and come up with workable solutions • School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, this will be arranged • A record is kept of all visitors. • Request risk assessments form contractors which include their social distancing protocols. • Zero tolerance with contractors found to be not following PHE social distancing guidelines. • Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups 	3X2=6	
PPE requirements - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • No requirement for face coverings/masks • The majority of staff in school will not require PPE beyond what they would normally need for their work. • PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained • Within 2m PPE is available and staff will wear a mask, gloves and disposable apron • Risk assessment for pupils in place. • Hand washing with soap and hot water for 20 secs minimum • 2m social distancing maintained as far as possible 	3X2=6	

		<ul style="list-style-type: none"> School has sourced adequate supplies of PPE All staff completed 'PPE putting on & taking off' training 		
First aid provision – risk of school unable to provide first aid in the event of an emergency.	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	See separate First aid risk assessment	2X2=4	
Medical isolation room - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> If a child is displaying symptoms of Covid 19 and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If unable to isolate a child move them to an area 2m away from others. PPE stock is available to all first aiders should they need to escort pupils to this area. PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be Remove all non-essential items in the medical room. A toilet has been identified to be used if required whilst awaiting collection. If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test. after any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of 	2X2=4	More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

		passing the infection on to other people School will follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance		
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents School follows Safeguarding and remote education during coronavirus (COVID-19), , as well as statutory guidance on online safety in Annex C of keeping children safe in education. See National Crime Agency at the following websites:https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 	3X2=6	
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Follow working at height risk assessment 		
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> Follow IT risk Assessment 	3X2=6	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Follow lone working risk Assessment 	3X2=6	
Kitchens - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Kitchen follows: guidance for food businesses on coronavirus (COVID-19) Sodexo follow site specific risk assessments 	3X2=6	
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. 	3X2=6	
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> Follow site management plan 	3X2=6	
HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> Site Planned preventative maintenance plan in place 	2x2=4	

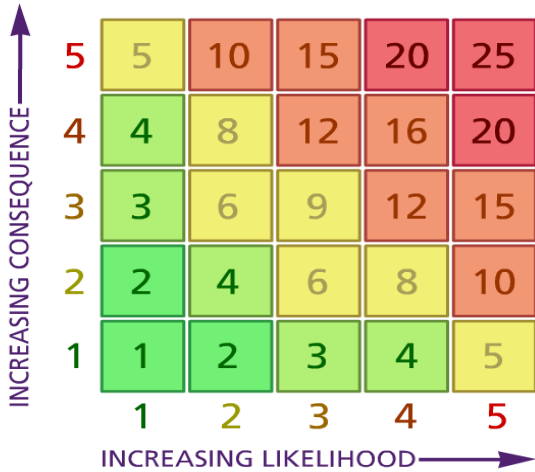
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> Teachers have checked their own classrooms to ensure all is in good condition. Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 	2x2=4	
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Follow manual handling Risk assessment 	3X2=6	
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Normal operating procedures to apply 	2x2=4	
Heating/Boilers failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming cold	<ul style="list-style-type: none"> Boilers and heating systems been maintained as required 	2x2=4	
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> WKGS Medicines policy/risk assessment 	2x2=4	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> School emergency plan to cover Covid 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	3X2=6	
Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities School measures and/or risk assessments have been shared with them Risk assess impact of third party on school. 	3X2=6	

		<ul style="list-style-type: none"> • Breakfast and after-school provision, where possible, will restart from the start of the autumn term <ul style="list-style-type: none"> ○ support across year groups, ○ where parents use multiple providers ○ Childminders picking up/dropping off pupils. ○ Keeping children within their year groups or bubbles where possible.. ○ Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. ○ No contact sports 		
Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Pupils kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports avoided. • Outdoor sports prioritised where possible, and e.g. hall spaces used where it is not, to maximise distancing between pupils • The areas will be cleaned between groups – surfaces wiped down • Pupil reminded about hand and respiratory hygiene • If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities • School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so. • Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grass root sport 	3X2=6	

		<ul style="list-style-type: none"> ○ Association for Physical Education ○ Youth Sport Trust <ul style="list-style-type: none"> ● School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so. Risk assessments will be requested from all sports providers to ensure all activities are inline with measures adopted by school to reduce the risk of transmission 		
Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> ● Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies ● Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced. ● Instrument sharing to be avoided, ● Good ventilation if held indoors but holding the session outside will be considered 	3X2=6	
Educational visits – risk of Coronavirus (Covid 19) whilst on visit	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> ● Educational visits for non-overnight domestic educational visits resume September. See coronavirus: travel guidance for educational settings ● When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing & hygiene will be adhered to, to ensure they can be done safely. ● School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place ● School will make use of outdoor spaces in the local area to support delivery of the curriculum. ● Schools will consult the health and safety guidance on educational visits when considering visits. 	3X2=6	

<p>Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</p>	<p>Staff, pupils and visitors lack of ventilation to disperse Coronavirus (Covid 19) - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • School will ensure an adequate supply of fresh air into building(s). • Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors). • Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended • School will prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows • See Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low <p>Ventilation https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation</p> <ul style="list-style-type: none"> • All systems to remain energised in normal operating mode. • Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. • Where possible, occupied room windows should be open. • Ventilation to chemical stores should remain operational. 	<p>2X2=4</p>	
<p>Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.</p>	<p>Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’</p>	<ul style="list-style-type: none"> • Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection • Visitors made aware of all measures in place in school to reduce risk of spread of virus. • Visitors told wash hands on arriving or use hand sanitiser located at entrance. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • Visitors will be required to use sanitiser before and after each different pupil session. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice • Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting • Visitor has own PPE or PPE will be provided for each session • 2m social distancing rules in place • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser in room • Tissues in room and lidded bin emptied after each session. • Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. • Any equipment brought into school must be able to be wiped down pre and post each pupil session. • Any school equipment used must be wiped down pre and post session. • Visits arranged for outside of school hours, where possible • A record is kept of all visitors. 		
<p>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19))</p>	<p>Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • A risk assessment will be carried out with other setting to Ensure all controls are in place. 	<p>2X2=4</p>	



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- Likelihood:**
 5 – Very likely
 4 – Likely
 3 – Fairly likely
 2 – Unlikely
 1 – Very unlikely
- Consequence:**
 5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.