

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Hodge Clough Primary School	Assessment by: N Cavanagh	Date: 03.1. 21
Task / Process Being Assessed: School opening to all students and staff in September 2020 in light of ongoing coronavirus (COVID-19) pandemic	Approved by: Grant Knox(vice chair of Governors)	Date: 03.1. 21

Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)**-Available [here](#) - EYFS – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed

<p>Vulnerable school staff</p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents. HT to meet staff rep weekly to discuss concerns/guidance</p> <p>Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.</p> <p>Currently staff who are classified as clinically extremely vulnerable – as defined here, must not attend work. Adults who live with someone who is extremely vulnerable must also not come to work. Staff who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Individual risk assessment will be undertaken for clinically vulnerable staff. Both staff were emailed and sent guidelines and asked to inform NC of developments</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Staff given sufficient time</p>	<p>Individual risk assessments for three members of staff 1 member of staff classified as extremely vulnerable-working from home and 2 members vulnerable but under guidelines can return to work CEV staff asked to seek medical guidance and inform school. Risk assessment for pregnant member of staff reviewed and updated.</p> <p>Govt guidelines followed as up dated.</p>	<p>NC HT clear briefing notes / letters to all parties – parents, staff, governors</p> <p>Headteacher</p> <p>SLT</p>	<p>16/7/20 Telephone call follow up w/b 27/8/20 In place 1st September 20</p>	<p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p>
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					<p>off to recover following illness in addition to the guidelines on self-isolation.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to follow the guidance here.</p> <p>Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill</p> <p>For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period</p> <p>Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>As above</p> <p>Regularly remind staff of procedures - email, social media, virtual team meetings, telephone conversations.</p>		<p>Regularly</p> <p>Ongoing</p>	<p>Ongoing</p>
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may</p>	4	5	20	<p>Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined below) will be assessed for suitability to attend school. Parents have been requested to notify school of any vulnerable pupils.</p> <p>Letter sent to parents asking for self identification</p>	<p>SLT to identify any vulnerable children who are new starters including Rec and N intake and chase up information from those who haven't returned before their first day in school.</p>	<p>By individuals first day of school attendance</p>	<p>1/9/20</p>	<p>Reviewed regularly.</p> <p>On going in September</p>

						Updated for new starters – Jan 21			
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	become infected and suffer ill health from exposure COVID-19			<p>Children who are classified as clinically extremely vulnerable – as defined here, must not attend school. Children who live with someone who is extremely vulnerable must only attend an education or childcare setting if stringent social distancing can be adhered to.</p> <p>Identified children classified as extremely vulnerable. Following guidance regarding new Covid variant. Communication to parents regarding health expectations prior to a return to school.</p> <p>Information for staff to access available through cpoms and SIMS.</p> <p>Children who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Any child developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Any child should be given sufficient time off to recover following illness in addition to the guidelines on self-isolation</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to</p>	<p>Standing item on parental communication such as newsletters</p> <p>REVISIT Expectations made explicit to staff regarding PPE</p>	<p>First Aid leads to identify vulnerable children through information gathered</p> <p>SLT</p>	1/9/20 LJ and JT	Ongoing
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				<p>collect them. Parents will be advised to follow guidelines found here. Infants sensory room identified as quarantine room for young people and toilets just off to the righthand side of library will be used for this purpose . At Conduit st site business managers office used as quarantine room and toilets up to the left by first aid room.</p> <p>School will maintain current contact details for all children in attendance including a</p>	<p>All information communicated to caretaking and cleaning staff.</p> <p>Expectations made explicit to staff</p>		<p>DBe or LH to provide contacts.</p> <p>5/10/20</p>	
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				<p>secondary contact. This could be through use of an emergency care registration form for all children from any other school accessing provision. All staff to be aware of where to locate the list.</p> <p>If a child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate quarantine room and allowed to use an identified room and follow guidelines found here. The quarantine room</p>	<p>All information and guidelines communicated to staff</p> <p>Expectations made explicit to parents in communication letter</p>		<p>By 1/9/20</p>	
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				<p>will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with</p>	<p>to parents regarding health expectations</p>	<p>Site managers</p> <p>SLT</p>	<p>1/9/20</p>	
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				<p>symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Any siblings living in the same household will also be sent home.</p> <p>Where a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. See 'what happens if there is a confirmed case of coronavirus is a setting found here.</p>				
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<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available. Remind staff/ pupils hand sanitiser it is not a substitute for regular hand washing.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers.</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals <p>Help will be provided to children and young people who have trouble cleaning their hands independently</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p>	<p>CONTINUE</p> <p>Ensure all sinks have necessary stock & restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Pupil training/Staff training/ Guidance shared with all staff. Signage around school increased.</p> <p>Parents reminded regularly regarding the importance of sharing good hygiene practises</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance</p>	<p>. SLT</p>	<p>Ongoing</p>	
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				<p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Consideration should be given to allocating individual toilets and sinks to children where numbers are low, and this is achievable</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p>	<p>Posters around the school as appropriate.</p>			
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<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Government cleaning advice found implemented throughout school premises.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities)</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary. Deep clean scheduled for May half term at both sites carried out</p> <p>Independent use of water fountains suspended for children . Staff to use and provide water for children if required. Stations to be cleaned regularly.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p>	<p>CONTINUE</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>All cleaning staff trained on new cleaning procedures.</p> <p>additional deep cleans over Christmas / holiday periods.</p> <p>Hygiene stations installed across both sites.</p>	<p>.Headteacher and Site Supervisor</p> <p>Site supervisors</p>	<p>Summer holidays and ongoing</p>	<p>On going</p>
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					<ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones - keyboards - light switches - <p>Bins for tissues are lined and emptied regularly .Liner is sealed/knotted and placed in the main waste container.</p>			<p>On going</p>	
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				<p>Door wedges and doors propped open to limit spread. Limit of spread/ risk due to fire considered a low risk.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Trim trails and static play equipment cleaned as appropriate EYFS equipment will be able to accessed by their hub.</p> <p>Play equipment in ks1 /KS2 playground cleaned after usage</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p>	<p>Continue to ensure that all play equipment that creates an enclosed space is removed.</p>	<p>SLT</p>	<p>1/9/20</p> <p>On going</p>	
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<p>Social Distancing</p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><u>Classrooms</u> Year groups will be in their own bubble to prevent cross contamination Signage created and displayed. Staff to be informed.</p> <p>Only subjects that can be safely taught will be delivered - Physical education team sports will not be played.</p> <p>Classrooms - pupils will be sat side by side where practical rather than directly facing. Any other arrangements for as short a time period as possible.</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p><u>Breaks and Lunch Breaks</u> Breaks and lunch breaks are staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables</p>	<p>CONTINUE Communicated to staff as part of expectations.</p> <p>All doors to be propped open,</p> <p>Reviewed regularly</p>	<p>SLT</p> <p>HT and Site supervisors</p> <p>SLT and Site supervisors</p>	<p>w/b 1/9/20</p> <p>1/9/20</p>	
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					<p>cleaned between each group. Timetables for lunchtimes and break times established.</p>	<p>CONTINUE To be monitored by staff.</p>	<p>SLT</p>	<p>1/9/20</p>	
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				<p>Pupils directed to walk in single file around school and additional supervision provided to prevent horseplay. Where practicable 1m social distancing to be maintained.</p> <p>Toilet numbers will be limited to prevent crowding at toilet facilities at any one time</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas</u> Halls, dining areas and internal and external sports facilities will be used for lunch and exercise Social distancing as appropriate</p> <p>Class groups will take staggered breaks between lessons, where these areas can be shared as long as different groups do not mix (no sports or games played together)</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found here.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy</p> <p><u>Outside Space / Playgrounds</u> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered as per the shared area controls above to prevent significant mixing.</p>	<p>Using separate toilet facilities for each group. Staff to oversee.</p> <p>CONTINUE Hall can be used by hubs for physical exercise and wellbeing meditation. Children will wash hands for 20 seconds following session in hall. Hall to be cleaned following use.</p> <p>All play areas established timetable. Children to be continually encouraged to maintain a 1 to 2m distance when playing out as per government guidelines</p> <p>No shared resources to go home.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>1/9/20</p>	<p>Continue to review as appropriate</p>
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				<p>Resource packs for individuals created</p> <p>Outdoor play equipment will be used and cleaned as appropriate. Communicated in letter. Write to all parents advising of one parent policy and restrictions on school grounds during pandemic. Review and remind parents of expectations re staggered start/end times. Regular reminders of systems such as one way and congregation expectations on premises included in communication to parents</p> <p><u>Shared Resources</u></p> <p>Sharing of stationery and other equipment will also be limited where possible.</p> <p><u>Communication / Meetings</u></p> <p>All staff communication will be done electronically, where possible.</p> <p><u>Start and End Times</u></p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible.</p>	<p>Communications via email and Microsoft Teams.</p> <p>CONTINUE Communicate with staff Regular electronic briefings via FC to staff as necessary, particularly as there may be different staff covering.</p> <p>Reminders of expectations and protocols communicated regularly.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Staff</p> <p>SLT</p>	<p>ongoing</p> <p>16/7/20</p>	
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				<p>Government travel guidance found here will also be circulated amongst parents and pupils</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school</p> <p>Staff asked to arrive before pupils and pupil staggered start times implemented –</p>	<p>Gates supervision reviewed. Children/ Visitors to use relevant entrance / exit</p>			
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<p>Personal Protective Equipment (PPE)</p> <p>Inadequate PPE provision in school</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>School implement government guidance on PPE in schools, found here and here– NOTE: <i>Schools should not require staff, children and learners to wear face coverings.</i> adequate bins and tissues are made available. Staff to wear masks in communal areas.</p> <p>Resources ordered and will be in place.</p> <p>Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. <p>Rubber gloves should be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found here 'how should PPE and face coverings be disposed of'. This includes ensuring that waste from</p>	<p>CONTINUE Resources ordered and will be in place.</p> <p>CONTINUE Ensure school has a stock of rubber gloves and if needed. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained)</p> <p>Ensure all staff and children know the procedures to follow.</p> <p>Signage as appropriate</p> <p>Guidance shared with caretaking, cleaning and staff. Information communicate to site supervisors.</p>	<p>Site managers/ Cleaning services</p> <p>HT and LA</p> <p>Cleaning services and all school staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	
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					<p>people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p>Stress</p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England here - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis</p> <p>Staff reassure children and young people on regular basis</p> <p>Wellbeing included regularly as part of staff meeting agendas</p>	<p>CONTINUE</p> <p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – Mental Health Leads to share with staff via email..</p> <p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>Regular dialogue established with staff.</p> <p>Information shared with all staff regarding regular updates from PHE.</p>	<p>NC HT SLT Mental Health Leads</p>	1/6/20	On going

Contractors / Visitors	All building users may become	4	5	20	Contractors only used on site for essential maintenance tasks. Non-essential works to be postponed / rearranged / cancelled.	CONTINUE Ensure reception / office staff are made aware of contractor	ST business manager/ Business		Ongoing
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Visitors and spread of Coronavirus	infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19				<p>Contractors and visitors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building.</p> <p>Meeting with contractors to be held electronically where possible (Teams)</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled / postponed. Parent meetings etc to be held electronically where possible (Teams/Zoom etc)</p> <p>Place 2Be therapist/Counsellor to work in school each Wednesday with assigned pupils. TS to sign Covid declaration each week upon entering school. To work in SENDco office/Meeting Room (dependant on availability). Sanitising of resources before and after each session.</p> <p>One parent policy - Other year groups to implement 2m distance signage outside the main entrance.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>arrivals and procedures around screening form.</p> <p>All non essential work cancelled.</p> <p>Visitors to school to stay outside where possible.</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.</p> <p>Provide signage where appropriate.</p>	<p>support</p> <p>HT/Site managers</p>	On going	
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<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff. individual risk assessment Specific asthma plans provided by parents – JJ(Y2)</p> <p>Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>Named first aiders identified –up dated training given.</p>	<p>CONTINUE</p> <p>Ensure adequate First Aid equipment is available.</p>	<p>First aid leads</p>	<p>1/9/20</p>	
					<p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>				
<p>Lone working</p>	<p>Staff unable to summon help in event of emergency</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Member of staff keeps in contact with office/ . line manager whether working from home/ travelling or visiting school site</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available</p> <p>Follow school procedures for lone working</p>	<p>Make sure staff contact information is up to date.</p> <p>HT made aware when someone is lone working.</p> <p>Staff made aware that if lone working – need to contact NC HT.</p>	<p>HT/SLT /Site supervisor</p>	<p>1/9/20</p>	

<p>Emergency Procedures</p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p>	<p>All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience –</p> <p>Fire drill</p> <p>Tues 2nd June – inf site</p> <p>Tues 9th – June</p> <p>Drills performed at both sites– Aut 2 19th Nov/26th Nov</p> <p>Lockdown – Thursday 4th –inf site (key workers)</p> <p>Thurs 11th – Junior site staff advised of revised fire drill/lockdown procedure staff briefed and children on First Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience – Fire drill 1st half term at both sites</p> <p>Lockdown – 1st half term at both sites</p> <p>Dates to be planned for after half term</p> <p>CONTINUE</p> <p>Site supervisors briefed</p> <p>Children/Staff to be briefed regarding fire safety and procedures.</p>	<p>NC/SLT/ST/ Site supervisor</p> <p>By 23/10/20</p>	<p>Ongoing</p>	
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				<p>intruder alarms.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire &/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p> <p><u>Social Distancing</u> All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Identified by SLT</p> <p>REVISIT Meeting points for fire drill identified by SLT and shared with staff. All staff aware of safety expectations.</p>	<p>NC/SLT/ Site supervisor</p>	<p>1/9/20</p>	<p>Ongoing</p>
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<p>Building Maintenance</p> <p>Lack of building/ property maintenance</p>	<p>All building users including staff, pupils, visitors,</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc)</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p>	<p>/Business manager/Site managers to oversee alongside business manager.</p> <p>Regular daily checks to take</p>	<p>HT/Site managers</p>	<p>Ongoing</p>	
<p>Faulty equipment services leading to injury or death</p>	<p>cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>				<p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p>	<p>place.</p> <p>Two site managers allow for staff absences.</p>			
<p>Accidents / Incidents</p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		<p>2</p>	<p>5</p>	<p>10</p>	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. eg. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	<p>First Aid (LJ and JT) leads to share with staff. CONTINUE</p> <p>All staff made aware of expectations.</p>	<p>All staff</p>	<p>Ongoing</p>	

REVIEWS: Review 1

DATE OF REVIEW: 16/7/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 1/9/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 5/10/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 3.10.21	REVIEWED BY: Neil Cavanagh	COMMENTS

RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account

Risks that calculate as high **MUST** have further control measures put into place that reduce the risk **BEFORE** the activity is carried out

Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk

Staff **MUST** be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

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OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	21/5/20	N Cavanagh	
4	16/07/20	N Cavanagh	
5	1/09/20	N Cavanagh	Amendments to staff shielding
6	5/10/20	N Cavanagh	Amendments to quarantine rooms

