

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Limehurst Community Primary School	Assessment by: M Roberts	Date: July 13 th 2020
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic	Approved by: S Buckley	Date: July 16 th 2020

IMPORTANT NOTE:

This document for **LIMEHURST COMMUNITY PRIMARY SCHOOL** should be read in conjunction with school's separate Risk Assessments devised for each Key Stage and the staff protocols that have been put in place, all of which are available on our school First Class conference. **Specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.**

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. **It should be read alongside the DfE guidance 'Opening schools for more children and young people: initial planning framework for schools in England'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.**

Other helpful guidance documents for schools:

Guidance for full opening: schools – Available [here](#) and to be referenced throughout the risk assessment

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 must not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment?	Who or what might be harmed and how?	Likelihood	Severity	Risk rating	What is already in place?	Further actions	Action by:	Action by when?	Date completed
Staff / vulnerable staff interactions near	Vulnerable staff may become infected and suffer ill health from exposure COVID-19	3	5	15	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace</p> <p>Individual discussions and risk assessments to be completed for vulnerable staff.</p>	<p>All relevant documentation will be available on the conference and website and regularly updated</p> <p>Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Advice for those who are <u>clinically-vulnerable, including pregnant women</u>, is available</p>	<p>Head teacher</p> <p>Head teacher</p> <p>Head teacher</p>	<p></p> <p></p> <p>3.9.20 (Most Stringent measures in place)</p>	<p>10.7.20</p> <p>13.7.20</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.</p> <p>Staff given enough time 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 14 days. The 14-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 have a test and if confirmed as positive then stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-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>Regularly remind staff of procedures- written into staff and parent protocols (communicated prior to 16.7.20)</p> <p>SLT/team leaders under direction of Head teacher</p>	<p>Completed 10.7.20 but will be ongoing from 3.9.20</p>
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<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils' interactions near</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils who will remain on the shielded patient list can also return to school but will maintain social distancing as much as possible in the school.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found here.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>Find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - shielding guidance for children and young people</p> <p>Reprographics room to be used for quarantine for children.</p>	<p>Office staff, SENCO & SLT pastoral team under direction of Head teacher</p> <p>Office team & information available from capita sim</p> <p>All staff to follow the communicated school protocols. HT and SLT to oversee (all supervising children must follow these procedures)</p>	<p>02.09.20 but will remain on going</p> <p>Ongoing</p>	
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PPE to be worn by staff caring for the child while they await collection if 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

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](#).

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 will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Where a child, young person or staff member **tests** positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 14 days.

Head teacher/
Associate
Head teacher

Ongoing

<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>3</p>	<p>5</p>	<p>15</p>	<p>Enough handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</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>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Ensure all sinks have necessary stock & restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found here</p>	<p>Caretaker and LA cleaning team</p> <p>Staff monitoring toilets and supervising pupils</p> <p>All staff</p>	<p>Daily from Sept. 3rd for all school site</p> <p>Ongoing</p> <p>Ongoing</p> <p>From 3.9.20 for all members of school</p>	
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				<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>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Specific children who are at risk assessed due inability to keep themselves safe will remain home</p> <p>Poster around the school as appropriate.</p> <p>Toilets and sinks specific to bubble working areas</p>	<p>SENCo and Assistant Head teacher/all supervising staff</p> <p>Assistant Head teacher</p> <p>Caretaker and LA cleaning team</p>	<p>From 3.9.20 and then ongoing</p>	<p>Circulated since onset</p>
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils,</p>	<p>3</p>	<p>5</p>	<p>15</p> <p>Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces</p>		<p>Lee Emmott, Caretaker and LA cleaning team</p>	<p>Daily from 3.9.20</p>	

	visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19				<p>often using standard products, such as detergents and bleach.</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.</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> <ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones - keyboards - light switches - electronic entry systems - vending machines - toys <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p>	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>'Lidded' bins for tissues purchased for bubble areas</p>	<p>Caretaker & M. Marsden</p> <p>Caretaker</p> <p>Cleaning team including Lee Emmott and specialist team</p> <p>Cleaning team including Lee Emmott and specialist team</p>	<p>Daily from 3.9.20</p>	
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					<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. At Limehurst doors are fitted with electronic fire guards and these can be safely used but will close in the event of a fire</p> <p>NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.</p>	<p>Caretaker & Supervising staff on duty specific to bubble</p>		
<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</p>	3	5	15	<p><u>Traffic and Circulation Routes</u></p> <p>Classrooms accessed directly from outside where this is workable.</p> <p>Consideration given to the use of staircases e.g. allocated dedicated direction i.e. either up or down</p> <p>If applicable passenger lift numbers limited where possible</p> <p><u>Classrooms</u></p> <p>Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms).</p>	<p>Floor markings if practical and signage</p> <p>Daily sanitising as appropriate</p>	<p>Head teacher with support of Associate Head teacher and SLT</p> <p>Associate Head teacher</p>	<p>Associate Head teacher to communicated plan for staggered times and spaces by 1.9.20. This will be available on the conference.</p>	<p>Detailed To staff 13.7.20</p>

	exposure COVID-19				<p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.</p> <p>School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</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>Breaks and Lunch Breaks Consideration to breaks and lunch breaks being 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 cleaned between each group.</p> <p>Pupils directed to walk in single file around school and additional supervision provided to support</p>	<p>Keep a record/timetable to show deployment of staff. PPA and cover timetables will highlight these to staff in detail and will be updated as necessary</p> <p>Signage, guidance and supervised by staff</p> <p>Daily sanitising as appropriate</p> <p>SLT to regularly monitor these processes and amend as required</p>	<p>SLT as team leaders under direction of Head teacher</p> <p>Associate Head teacher to support staff</p> <p>All staff present</p> <p>All staff present</p> <p>Head teacher Associate HT</p>	<p>Ongoing 3.9.20</p> <p>Ongoing 3.9.20</p>	<p>Detailed to Staff 13.7.20</p> <p>Detailed to Staff 13.7.20</p>
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				<p>positive behaviour whilst moving around school. Where practicable 2m social distancing to be maintained especially between adults.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p>Halls and Shared Rooms/Areas Class groups will take staggered breaks between lessons, if possible.</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. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p>Outside Space / Playgrounds 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 where possible as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>Shared Resources For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their</p>	<p>Supervising staff to alert Associate HT and/or Assistant HT</p> <p>As above</p> <p>Carry out inventory check of resources at regular intervals.</p>	<p>SLT plans and rota to facilitate</p> <p>Rotas under direction of Head teacher/ Associate HT</p> <p>All supervising staff on duty/ teacher</p>	<p>Ongoing from 3.9.20</p> <p>As above</p> <p>Ongoing from 3.9.20</p>	<p>Detailed to Staff 13.7.20</p> <p>As above</p>
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				<p>own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupil Equipment Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	<p>Re-stock as required</p> <p>School protocols (already communicated) dictates that pupils have individual resources sets that should not be shared. Regular inventory checks Daily/ regular information shared with all staff to ensure consistency and continuity. Parents have received 'parent protocols' where expectations are made clear</p>	<p>planning and preparation</p> <p>Unit leads, office staff to communicate and remind parents as necessary</p>	<p>Ongoing from 3.9.20</p>	
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Subjects/activities

Music

Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Consider the delivery model for in house music lessons.

Music lead

Ongoing from 3.9.20

Collective worship (singing) will not take place until further notice is given

Sports / physical activity

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Consider what aspects of the P.E. curriculum can be taught. Clean equipment regularly.

Sam Dickinson & Donna Duffy to advise and oversee. All staff delivering lessons to follow.

Ongoing 3.9.20

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

School to refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroot sport

Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is

- advice from organisations such as the [Association](#)

				<p>safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>Before and After school clubs & extracurricular activities During before and after school clubs & breakfast clubs' schools will keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups for these activities.</p> <p>Communication / Meetings Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p> <p>Start and End Times If school patterns allow, staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will</p>	<p>for Physical Education and the Youth Sport Trust</p> <p>Keep a record of children attending in each group.</p> <p>Daily electronic briefings to staff as necessary, particularly as there may be different staff covering.</p> <p>Write to all parents advising of one parent policy and restrictions on school grounds during pandemic.</p> <p>Review and amend staggered start</p>	<p>Associate Head teacher</p> <p>SLT/Unit leads</p> <p>Head teacher</p>	<p>Ongoing 3.9.20</p> <p>Ongoing from 3.9.20</p> <p>Ongoing reminders from 3.9.20</p>	<p>By 17.7.20</p>
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					<p>also be encouraged to walk or cycle to school where possible</p> <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. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p>Educational Visits No domestic overnight and overseas educational visits, - further information can be found here.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found here.</p>	<p>and end times where necessary</p> <p>Send out letter to parents not to gather at school gates and not to come onto site without prior appointment'</p>			
<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</p>	2	4	8	<p>School implement government guidance on PPE in schools, found here and here–</p> <p>Face coverings School does not require staff, children and learners to wear face coverings. However, where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of</p>	<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has a stock of rubber gloves and if needed. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron</p>	<p>Associate Head teacher to co-ordinate</p> <p>Associate Head teacher to co-ordinate and order as required.</p>	10.08.20 and ongoing	

	exposure COVID-19			<p>temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Other PPE 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 will be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found here 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full 	<p>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>Assistant Head teacher to co-ordinate re- all signage</p> <p>Associate Head teacher, Lee Emmott and LA cleaning team</p>		Ongoing since June 2020
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					<ul style="list-style-type: none"> place the plastic bag in a second bin bag and tie it <p>put it in a suitable and secure place marked for storage for 72 hours.</p> <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>				
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Stress Stress and anxiety about Coronavirus COVID-19	Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement	3	3	9	Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc. Guidance available from Public Health England here - shared with all staff. Bereavement policy in place and followed where applicable. Access to Employee Assistance Programme and counselling on self-referral basis Staff reassure children and young people on regular basis	Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc. Provide information on EAP details – posters around school as appropriate. Hold regular online/ socially distanced wellbeing meetings where possible.	Head teacher and SLT		Information on conference
Contractors / Visitors (including Governors) Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been	3	5	15	Consideration given to contractors on site and assessment made by headteacher if their visit is essential. Contractors and visitors including Governors must complete COVID-19 screening form before entering	Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form. Provide appropriate signage	Head teacher/ Associate HT/caretaker/ Office staff Office staff	New forms/details from 10.08.20	Controls in place since June 20

	exposed to COVID-19				<p>premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils.</p> <p>Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc).</p> <p>One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>Parents informed ahead of whole school opening</p> <p>Signage provided</p>	<p>Head teacher, SLT and SENCO</p> <p>Head teacher</p> <p>Associate Head teacher</p> <p>SLT and teachers on duty</p>		
<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough	3	3	9	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.</p>	<p>Undertake individual risk assessment where required.</p>	<p>Head teacher, Associate Head teacher and SLT</p>	2.9.20	Ongoing since closure to most pupils

					<p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>	Ensure adequate First Aid equipment is available.	First aids in school	Ongoing 3.9.20	Ongoing since closure to most pupils
Lone working	Staff unable to summon help in event of emergency	4	2	8	<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>	Ensure staff contact details up-to-date (last completed December 2019)	SLT and office staff	Continue from 3.9.20	Ongoing since closure to most pupils
Emergency Procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Enough staff on site to effect safe evacuation.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First</p>	Head teacher and Associate Head teacher	Ongoing from 3.9.20	Ongoing since closure to most pupils

					<p>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>Social Distancing 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>Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access should it be required.</p>	<p>Head teacher and Associate Head teacher</p> <p>All supervising staff in the event of evacuation</p>		
<p>Building Maintenance</p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective</p>	3	5	15	<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>Contingency arrangements have been implemented for key staff absences</p>	<p>Caretaker, M Marsden, Head teacher and Associate Head teacher</p>	<p>Ongoing from 3.9.20</p>	<p>Ongoing since closure to most pupils</p>	

	equipment / property due to lack of maintenance.				(e.g. caretakers), so they can continue to be undertaken. Assurances have been sought from external organisations providing FM services that checks are in date. All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.		Associate HT		
Accidents / Incidents Child or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)		2	5	10	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. 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. Consider some of the activities planned to reduce pressure on the NHS. e.g. staff working at height		Senior first aid S Dickinson and all school first aiders- 12 in total	Ongoing 3.9.20	

Review: RA in respond to ' Opening schools for more children and young people: initial planning framework for schools in England'		
Date of RA: 24th May 2020	Reviewed by: M Roberts (Head teacher)	Comments: This document has been shared with staff and Governors prior to LA submittal. It is designed to be a 'working' document and will be reviewed at regular intervals
Date of review: 15th June 2020	Reviewed by: M Roberts	Comments: Minor amendments made
Date of review: 13th July 2020	Reviewed by: M Roberts	Comments: Amendments made in aqua

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

Description	Persons at risk
Non or insignificant injury / illness / loss	1
Minor injury / illness / loss minor first aid required	up to 5
Injury / illness / loss – reportable to the HSE	up to 10
Major injuries / severe incapacity – reportable to the HSE	up to 25
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 considered

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

OFFICE USE ONLY

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