




RA 029 Full Opening of school v10 April 2021

School : Brookdale Primary School	Date assessment Undertaken 18/5/2021	Assessment undertaken by : Jeanne Fairbrother Mr R Brown
Activity or situation: Schools /Settings – operations	Review date: Weekly review or as guidance is updated	Signature: 

Opening of schools 8th March 2021

All primary school pupils should return to face-to-face education on 8 March.

Secondary schools can operate a phased return of pupils in the week commencing 8 March to allow for testing that week. To prepare for opening to all pupils, schools should review and update their coronavirus risk assessment.

This risk assessment is based on the **system of controls** outlined in the DfE's [Schools coronavirus \(COVID-19\) operational guidance](#) & [Actions for schools during the coronavirus outbreak](#) . It covers the following schools:

- early years settings
- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- independent schools

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'

- DfE (2021) 'Face coverings in education'

1) Hazard / Activity	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
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown. • School website is kept up to date with any important information regarding the running of school local arrangements. • Behaviour policy communicated to staff, parents & pupils, available on the school website. • Weekly staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • RA 029 Full Opening School 8th March published to website shared with unions, LA, governors. 	1x2=2	
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. e.g. First aid, medicines etc • 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 DfE, Gov.uk and public health advice. • School follows advice from HS advisers. • Risk assessment revised and shared with staff • Staff and pupils –follow <u>Hands, Space, Face</u> 	1x2=2	

Opening after reduced occupancy	Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.	<ul style="list-style-type: none"> The headteacher ensures all usual building checks are undertaken by the site manager to make the school building safe. 	1x2=2	
Heating & Ventilation	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> The school is kept well ventilated, & a comfortable teaching environment is maintained. mechanical ventilation systems – <ul style="list-style-type: none"> Mechanical ventilation has been checked to ensure it conforms to current guidance. School can continue using most types of mechanical ventilation as normal and these are set to full fresh air Ventilation within single rooms can be operated as normal and supplemented by an outdoor air supply. This is the case of the computer suite. in the event of loss of heating school can use recirculation units for heating that do not draw in a supply of fresh air provided there is a supply of outdoor air e.g. windows and doors left open. All mechanical systems are maintained in line with manufacturers' instructions. Natural ventilation – <ul style="list-style-type: none"> by opening windows School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation. School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) If fire doors are required to be held open Door Guards will be installed Thermal comfort 	1x2=2	

		<ul style="list-style-type: none"> ▪ To balance the need for increased ventilation while maintaining a comfortable temperature, school will, if appropriate to the area: <ul style="list-style-type: none"> • open high level windows in preference to low level to reduce draughts • increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • provide flexibility to allow additional, suitable indoor clothing. ▪ rearrange furniture where possible to avoid direct drafts ▪ School will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p>		
Fire safety– failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> • The fire alarm and emergency lighting has been serviced in according to guidance. • Alarm checked weekly. • Emergency lighting tested monthly. • The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. • Fire drills are held once a term • Social distancing is followed on evacuation and at assembly point. • The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. • All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. • The school fire risk assessment is kept up-to-date to changes in the building. 	2x2=4	

Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> • Before 8th March school will ensure every tap, shower, and toilet are fully run or flushed for 2 mins. Records kept in water logbook. • All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • Monthly water checks take place. 	1x2=4	
Equipment – failure of equipment due to lack of inspection, maintenance, servicing & statutory inspection.		<ul style="list-style-type: none"> • All staff reminded to carry out pre-use visual checks of their areas, playground, equipment. • Caretaker carries out daily visual whole site checks. • All areas and equipment that have been taken out of use are checked • 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. • All annual servicing, maintenance and any statutory checks have taken place ensure safety and compliance with legislation. e.g. water checks, fire alarms, gas, boilers, lifts, stair lifts, automatic doors 	1x2=2	
Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. • Contact points and frequently touched surfaces are being cleaned more frequently. • All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use • Satisfactory cleaning regime in place to decontaminate equipment & toys. • Classroom cleaning is enhanced & disinfecting kits in place. • Dining areas are cleaned between use by different pupil 'bubbles'. Full cleaning kits are available and lunch time is well timetabled to factor in cleaning down. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys 	1x2=2	

		<ul style="list-style-type: none"> • Toilets are cleaned regularly. • If suspected case of COVID 19 follow the COVID-19: cleaning of non-healthcare settings guidance • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 		
Unaware of steps to take in the event of suspected or confirmed case in school - infection control	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> ○ they have one or more COVID-19 symptoms ○ a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms ○ they are legally required to quarantine, having recently visited countries outside the Common Travel Area ○ they have had a positive test ○ have been in close contact with someone who tests positive for COVID-19 ○ They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> ▪ the start of their symptoms ▪ the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) • If anyone in the school becomes unwell with a new, continuous cough, 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 ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 	2x2=4	

		<ul style="list-style-type: none"> • School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the NHS test and trace process • Manage and report confirmed cases of COVID-19 amongst the school community. • Contain any outbreak by following local health protection team advice below: <ul style="list-style-type: none"> ○ Cheshire & Merseyside PHE contact 0344 225 0562 ○ Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) ○ PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere. • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 		
Failure to manage a confirmed case in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 either a positive LFD or PCR test • School understands close contact is <ul style="list-style-type: none"> ○ anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 – a LFD or PCR test ○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test : <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) 	2x2=4	

		<ul style="list-style-type: none"> ○ travelled in the same vehicle or a plane • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). • The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 		
Suspected case in school.	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • If a child is awaiting collection, they will be moved, to the Resource room. • Contact will be made with pupils parents via the School Office. Emergency contact details are kept on SIMs and as a paper copy. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • Emergency assistance is called immediately if the pupil's symptoms worsen. • PPE stock is available to all staff 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 maintained i.e. such as for a very young child or a child with special needs • A toilet (use of nearest toilets to the resource room, with those then closed to all other pupils. has been identified to be used if required whilst awaiting collection. If used this will be cleaned and disinfected using 	2x2=4	

		<p>standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • 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) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. 		
Rapid-result testing LFT	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. • See RA 043 LFD Mass Testing of Staff & students – Early Years & Primary Schools • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. 	1x2=2	
Test & Trace staff & pupils unaware of school procedures in place	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. 	2x2=4	

- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Anyone in school who displays symptoms is encouraged to get a PCR test.
- If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.
- Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C). Tests are kept in the school office.
- The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.
- Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.
- Kits are not given directly to pupils but are instead given to the pupil's parent or carer.
- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:
 - Everyone they live with who has symptoms tests negative.
 - Everyone in their support bubble who has symptoms tests negative.
 - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.
 - They feel well.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.

		<ul style="list-style-type: none"> • Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. 		
Hand & Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available and hand sanitiser is available across school. Each classroom is equipped with hand sanitiser and hand washing facilities. The hall is equipped with hand sanitiser stations. The entrance hall has hand sanitiser. • School will use hand driers or paper towels. • Pupils will hand sanitise/wash their hands on entry to school, after each playtime, before lunch, before and after using a shared space e.g. hall, ICT suite. • Following the guidance on hand cleaning pupils & staff <ul style="list-style-type: none"> ▪ 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 • School promotes the ‘catch it, bin it, kill it’ approach. • Pupils taught to use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) • Disposable tissues in each classroom. • Each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • Help is available for children and young people who have trouble cleaning their hands independently. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. encourage young children to learn 	2x2=4	

		<p>and practise these habits through games, songs, and repetition.</p> <ul style="list-style-type: none"> • Lidded bins for tissues are emptied throughout the day. • Adequate sanitiser 'stations' are located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. 		
<p>Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. <p>Groups of pupils and 'bubbles'</p> <ul style="list-style-type: none"> • School will implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. These bubbles will be the classes within school. • 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. • Where possible the integrity of the bubble is maintained. • All groups or 'bubbles' will be kept apart from other groups where possible. • Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. • Bubbles are the size of a full class and pupils do not mix with those outside of their bubble with the exception of Acorns wrap around care. • Older children will be told to maintain 2m distance within the group when possible. • Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for wraparound care. 	<p>2x2=4</p>	

Reduce mixing within education or childcare setting by:

General Measures in the classroom:

- Staff & older 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. Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils.
- Keep 2 m from colleagues.
- 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 within Key Stage 2 classrooms.
- Classrooms have been adapted and furniture removed to make space.
- Teachers stay at the front of the class where possible.

Measures elsewhere

- Movement around school is kept to a minimum
- Timetables adjusted to keep groups apart moving around school by -
- No large assemblies or gatherings involving more than one group
- Breaks staggered –
 - F2 fluid timing of playtime, will be separate to KS1
 - KS1 10.30am-10.45am, playground split in half, one half for Yr1 and one half for Yr2
 - 2.30pm-2.45pm – as above for KS1
 - Yr3 and Yr5 – 10.30am-10.45am, playground split in half, one half for Yr3 and one half for Yr5
 - Yr4 and Yr6 – 10.50am-11.05am, playground split in half, one half for Yr4 and one half for Yr6
- Lunch breaks as follows –
 - F2 – 11.45-12.45, eat at the fall side of the hall. Play in the middle section of the playground.

		<ul style="list-style-type: none"> ➤ Yr1 – 12.00pm-1.00pm, eat at the Japanese garden side of the hall. Play at the Yr1 end of the playground. ➤ Yr2 – 12.10pm-1.10pm, eat in the canteen end of the hall, play at the gazebo end of the playground. ➤ Yr 3 and 5 -Lunch in classroom 12.15 – 12.45 Will order lunch in the morning at register. Lunch brought to KS2 on trolley at 12.15. 12.45-1.15 will have zoned area of the playground. ➤ Yr 4 and Yr6, 12.15pm-12.45pm playtime in the KS2 playground. 12.45pm enter the hall for lunch as separate classes. Yr 6 eat by the Japanese garden end of the hall with Yr 4 eating in the canteen end. 1.00pm-1.15pm, KS1 playground is available for those who have finished dinner. Yr6 to have the middle zone and Yr4 to use the Year 1 end. ➤ The above arrangements for KS2 will alternate week by week. <ul style="list-style-type: none"> • Groups kept apart as much as possible and surfaces and tables cleaned between each group. • Minimise touching of frequently touched surfaces and contact points • Rooms accessed directly from outside. F2-Yr4 to use their external classroom doors. Yr 5 and 6 to use the external door onto the KS2 playground, stagger the time in which they are in the corridor and on the stairs. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 		
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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"> • Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) and maintain 2 m social distancing. • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. • 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) • Staggered starts and finish times to keep groups apart as they arrive and leave school. – • A one way system will be used for drop off and pick up times. Entrance on to the school site will be via Norwood Drive. Exit will be via the main gates. • Drop off time – 8.40am-8.50am -KS2 and siblings 8.50am-9.00am – F2 and Ks1 • Pick up time – 3.10pm-3.20pm – KS2 and siblings 3.20pm – 3.30pm – F2 and KS1 • The one way system and size of the external site mean a 15 minute window will allow for social distancing with the additional use of external classroom doors. • Entrance points – F2-Yr4 via their external doors, Yr5 via the corridor door next to Yr3, Yr6 via the external door on the KS2 playground. • 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. • School encourages walking or cycling to school where possible. 	1x2=2	
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Resources – increased risk of transmission	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<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 or leaving for 48hrs (72hrs for plastics). • Classroom based resources, such as books and games, can be shared within the bubble and are cleaned regularly, along with all frequently touched surfaces. • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit including wipes. Wipes are also provided in the computer suits. • Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning & rotation. • No unnecessary sharing. • Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups 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 groups. • 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. <p>Outdoor equipment</p> <ul style="list-style-type: none"> • Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. • Each bubble has a bag of their own outdoor play equipment to be used during playtimes and lunchtimes. • Outdoor playground equipment & resources will be cleaned more frequently by cleaning high traffic touch points frequently. This includes cleaning regimes for: 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	
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		<ul style="list-style-type: none"> ○ playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames. ○ semi enclosed playhouses or huts for small children ○ enclosed crawl through 'tunnels' or tube slides ○ exercise bars and machine handles on outdoor gym equipment ○ entry and exit points such as gates. ○ seating areas such as benches and picnic tables ○ refuse areas/bins. <ul style="list-style-type: none"> • Breakfast & After school clubs' clean indoor & outdoor equipment regularly. • Site manages/caretaker visually inspects play equipment daily. • Caretaker carries out formal recorded inspection. • An annual service and maintenance identified has been carried out prior to reinstatement. • The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 • It has been formally shared with all middays & staff supervising. • Site manager/caretaker has attended Routine Inspectors Course • Pupils reminded of playground rules . 		
Face coverings		<ul style="list-style-type: none"> • Visitors are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms and when having face to face meetings. • All staff (except those medically exempt) are to wear face coverings when outside of their bubble base. This includes wearing them in corridors, in staff rooms, when in another classroom. Face coverings do not need to be worn in the ICT suite and hall if only with their own bubble. • Face coverings should be worn if supervising another bubble outside. 	1x2=2	

		<ul style="list-style-type: none"> • Midday supervisors will wear face coverings in the hall. • Kitchen staff will wear face coverings when serving the children. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate. • Face visors or shields are not worn as an alternative to face coverings. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to: <ul style="list-style-type: none"> ○ Clean hands before and after touching a face covering. ○ Store face coverings in individual, sealable plastic bags. ○ Avoid wearing damp face coverings. • Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings and face visors. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. 		
PPE - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School has identified that most staff in school will not require PPE beyond what they would normally need for their work. • PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Risk assessments in place for pupils with complex needs. 	1x2=2	

		<ul style="list-style-type: none"> • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. • All staff completed 'PPE putting on & taking off' training. • School have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. 			
Clinically extremely vulnerable Children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Shielding guidance remains in place for clinically extremely vulnerable individuals. • Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare. • Relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 	1x2=2		
Clinically extremely vulnerable Staff at increased risk of contracting Covid 19 Employees who have been identified as clinically extremely vulnerable .	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff are advised not to attend work until 31st March 2021 & should follow shielding guidance • School has carried out a risk assessment for these staff. • School has completed risk assessments for staff who are working from home shielding. • Staff living in a household with someone who is clinically extremely vulnerable can still attend work. 	1x2=2		

		<ul style="list-style-type: none"> Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. 		
<p><u>Clinically vulnerable</u> staff and children at increased risk of contracting COVID 19</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> School has completed a risk assessment on each member of staff identified as clinically vulnerable. Staff should stringently follow all measures in place in school for their safety See RA 029 Full Opening of school 8th March. Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents. Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. 	1x2=2	
<p><u>Pregnant employees</u> at increased risk of contracting COVID 19</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. Pregnant women are not advised to be vaccinated against COVID-19. 	1x2=2	

<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Work continues to build our understanding of what these baseline factors are and the increased risks they pose.</p>	<p>Staff or pupils - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school 8th March School will continue with an equitable approach to risk management recognising that staff may have a variety of baseline risks. Risk assessment have been carried out for staff and pupils in this category including BAME staff and pupils in school. 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 where it is not possible to work from home. O.H. advice will be sought where appropriate. EAP & counselling will be offered where appropriate 	<p>1x2=2</p>	
<p>Staff mental health - Anxiety and stress</p> <p>Employee's with potential stress / anxiety caused by COVID-19 lockdown</p>	<p>Staff – anxiety and stress</p>	<ul style="list-style-type: none"> EAP available for staff as required. Review individual staff /pupil risk assessments and monitor. Regular one-to ones with staff Reasonable adjustments if required. Staff well-being training booked with Thumbs Up 	<p>2x2=4</p>	
<p>Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown</p>	<p>Pupil -anxiety, stress or low mood</p>	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the SENCo. See Wellbeing for Education Return programme. Well-being becomes a focus of the first through weeks through offering creativity and physical education. 	<p>2x2=4</p>	

		<ul style="list-style-type: none"> Sessions have been booked through Thumbs Up offering well-being support and advice prior to coming back to school and upon return. 		
First aid – increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>First aid</p> <ul style="list-style-type: none"> Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves apron or other suitable covering Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available All staff completed 'PPE putting on & taking off' training. <p>After delivering any first aid</p> <ul style="list-style-type: none"> Ensure staff safely discard disposable items and clean reusable ones thoroughly Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. <p>CPR guidance:</p> <ul style="list-style-type: none"> Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation. Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (see specific guidance from the Resuscitation Council UK) 	1x2=2	

Transport	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Children, young people and staff can continue to use public transport where necessary. School will everyone to walk, cycle or scoot wherever possible and safe. Where children, young people and staff need to use public transport, they should follow the safer travel guidance. 	1x2=2	
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.	Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles'	<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. 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 but must comply with school's measures for minimising risk School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed. 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. 	2x2=4	

<p>Staff visiting families in their own homes</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School may need to send a member of staff to make face to face visits . Decided on a case by case basis. • A separate risk assessment must be undertaken each time. • An initial assessment by telephone if possible, is carried out. • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the children's social care services guidance and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> ○ risks to children and young people ○ risks to families ○ risks to the workforce ○ national guidance on social distancing and hygiene ○ statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: 	<p>2x2=4</p>	
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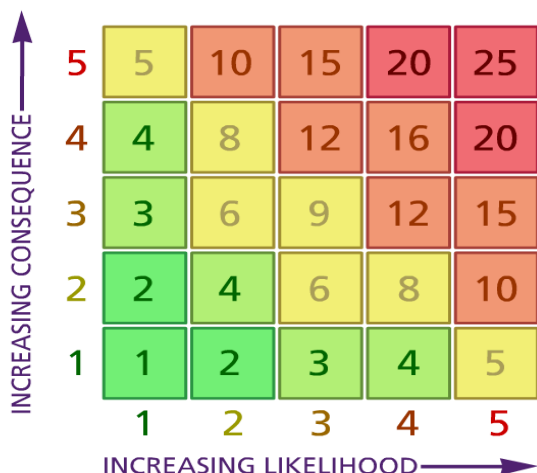
		<ul style="list-style-type: none"> ○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants. • taking PPE & sanitiser as a precautionary measure 		
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Ahead of full opening, the school’s Child Protection and Safeguarding Policy is reviewed to reflect the return of more pupils. • School ensures training is up to date • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	1x2=2	
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"> • The school’s Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately. • The SENCo will work with class teachers to produce individual pupil behaviour plans if required. • 	1x2=2	
Recruitment – risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> • The school continues its recruitment processes, but offers alternatives to face-to-face interviews where possible such as using video conferencing. • Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘system of controls’ that are in place. • School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed • School will write a risk assessment for any recruitment activities 	1x2=2	

Educational visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	Educational day visits can restart from 12 April. <ul style="list-style-type: none"> • All trips will be carried out within COVID-19 safety precautions, like keeping consistent groups • We will ensure all COVID-19 secure measures are in place at the destination. • We will carry out a full and thorough risk assessment (as with all visits) to assess safety • Trips with groups of children to outdoor public places for exercise are not restricted to limits on gatherings • Trips to indoor spaces will be fully risk assessed f with input from parents and carers, and will follow social distancing rules from other groups. 	1x2=2	
Extra- curricular activities - 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 will operate Acorns wrap around care. • Schools will consult the guidance produced for providers who run, after-school clubs, tuition and other out-of-school provision for children, • No other extra-curricular clubs will be run at this moment in time in order top reduce social mixing. 	2x2=4	
Lettings - increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School may open up or hire out school premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities , that offer provision to children of critical workers and/ or vulnerable children. • School will work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. See working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 	1x2=2	
Curriculum – Music & PE	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • A Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning 	1x2=2	

		<p>musical instruments after use. (See RA 023 Music - COVID 19)</p> <ul style="list-style-type: none"> • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) return to recreational team sport framework. • Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. • Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. • External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. • Competition between different schools does not take place. 		
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"> • Where visits can happen outside of school hours, this will be arranged. • A record is kept of all visitors. • Request risk assessments from 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 	1x2=2	

Remote Learning	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> 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. While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. 	1x2=2	
Uniform	Pupils – thermal discomfort due to increased ventilation	<ul style="list-style-type: none"> Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	1x2=2	
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"> Any staff who have not been in school for some time should carry out the Display Screen Self-Assessment on return to school. Make sure their workstation is set up correctly. Adjust chairs, monitor heights all to suit the individual. If some staff are still home-working check with them that there are no issues with their set-up at home. (See RA 028 Home working RA COVID 19) 	1x2=2	
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) The school's kitchen is fully open and all servicing and maintenance of equipment up-to-date. Kitchen staff wear face coverings when serving food to children and adults. Headteacher consults with RPJE (kitchen consultancy) over any further measures necessary. 	1x2=2	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site -	<ul style="list-style-type: none"> The school emergency plan has been revised to cover COVID 19 issues. Contingency plans for an outbreak are in place. Shared with staff and relevant parties e.g. Governors 	1x2=2	

	possible injuries, panic, stress	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 		
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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.

