

Completed By: Miss J. Cope		RTW Risk Assessment following Covid 19				Date of last review 4.1.22						
Head Teacher / Responsible Person: Miss Jodie Cope		RTW Risk Assessment following Covid 19				Workplace/location: Ash Green Primary COVID19						
Hazard		Current Risk Rating		Action plan		Residual Risk Rating						
Details of hazard	Who is affected and how?	What controls are already in place	Likelihood	Severity	Risk Rating (LxH)	By whom when	By whom when	Residual Likelihood	Residual Severity	Residual Risk Rating (LxH)		
<b>In general:</b>												
Infection of Coronavirus in the school or through work activities with consideration of bubbles and sizes.	Employees, pupils visitors, customers, contractors entering the school and/or becoming infected by Covid19	<ul style="list-style-type: none"> <li>employees with symptoms or have come into contact with infected person are asked to self isolate and testing available.</li> <li>Where open plan spaces are usually operated, spaces will continue to be split in year group bubbles.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>It is no longer recommended that it is necessary to keep pupils in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume (in the first instance via TEAR during part of Autumn 1), and you no longer need to make alternative arrangements to avoid mixing at lunch.</li> <li>Implement measures for staff/pupils who display symptoms in accordance with Government guidelines, continuing to follow government guidance/trust and school policy. Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you cannot maintain 1m contact with people you don't normally meet. This includes public transport and dedicated transport to school.</li> <li>Encourage social distancing protocols in line with guidance where practicable and reasonable.</li> <li>Encourage hand hygiene for staff/pupils.</li> <li>Where possible relocate desks for cleaning staff so that toilets and other communal areas can be cleaned at regular intervals such as the end break times and lunchtimes. Classroom staff and teachers oversee cleaning procedures during breaktimes, where possible. This would include equipment that could be touched by many people (rallies, tables, sport equipment, door and window handles, toys, teaching and learning aids). Rotas have been reviewed, there will be 15 minutes at the end of each lunchtime for L1s to support with cleaning procedures, including toilets. All staff are responsible for keeping their areas clean alongside cleaning procedures. Deep cleaning now should be part of and remain part of regular practice.</li> <li>Where possible relocate desks for cleaning staff so that toilets and other communal areas can be cleaned at regular intervals such as the end break times and lunchtimes. Classroom staff and teachers oversee cleaning procedures during breaktimes, where possible. This would include equipment that could be touched by many people (rallies, tables, sport equipment, door and window handles, toys, teaching and learning aids). Rotas have been reviewed, there will be 15 minutes at the end of each lunchtime for L1s to support with cleaning procedures, including toilets. All staff are responsible for keeping their areas clean alongside cleaning procedures. Deep cleaning now should be part of and remain part of regular practice.</li> <li>Hand sanitiser: This includes before entering and leaving school and at regular intervals during the day. Parents to be informed that there is no expectation for children to wear a face covering when on the school premises. This includes during pick up and drop off of any children.</li> <li>Operation of a one way system in place including key members of staff on entry and exit points. A clearly mapped route system in and around school is also in place to reduce staff contact/crossing of bubbles.</li> <li>Parents to be informed that there is no expectation for children to wear a face covering when on the school site.</li> <li>Children will wear their own uniform, however on the day that children do PE, they will come to school in their PE kit and remain in those garments for the duration of the day. This has been communicated with parents.</li> <li>On the days that adults are teaching PE they will be expected to remain in their kits for the duration of the day (this has been communicated with the team).</li> </ul>	JC	September	2	4	8	<p><b>Stepping up measures in the event of an outbreak:</b></p> <ul style="list-style-type: none"> <li>Additional measures whole school: <ul style="list-style-type: none"> <li>Isolated breaks and lunches</li> <li>Increased cleaning throughout the day and at the end of the school day</li> <li>Disposable plates</li> <li>Lunches delivered to cohorts in classrooms</li> <li>Changing TA hours to cover lunch</li> </ul> </li> <li>Additional measures within 'outbreak classes': <ul style="list-style-type: none"> <li>Teacher clubs held in different rooms</li> <li>Week on / off interventions</li> <li>Music provision in cohorts</li> <li>No clubs</li> <li>No trips</li> <li>Limited staff movement</li> </ul> </li> <li>Additional measures for staff: <ul style="list-style-type: none"> <li>Staffing LFT daily for 10 days/pcr if contact – encouraged to PCR after 4/5 days</li> </ul> </li> </ul>
Infection of Coronavirus in the school or through work activities with consideration of bubbles and sizes.	Employees, pupils visitors, customers, contractors entering the school and/or becoming infected by Covid19	Asymptomatic testing strategy to help break the chains of transmission of coronavirus (COVID 19) by identifying asymptomatic positive cases. Testing does not end and will not replace the governments current testing policy for those with symptoms.	5	4	20	<ul style="list-style-type: none"> <li>Rapid asymptomatic testing in place to identify positive cases more quickly and break the chains of transmission. Testing of staff will happen twice a week (Sunday evening and Wednesday evening). Staff have received lateral flow testing training and have signed to accept receipt of home testing kits. Where staff choose to participate, they are committing to self-administer the test and provide their results. The school ensures that staff provide their results (positive, negative or void) to NHS Test and Trace via the self-report.gov.uk page. There is no longer a requirement for results from self-testing will also be shared with the school on a weekly basis and all staff are accountable for ensuring NHS reporting happens in a timely manner. Any staff who choose to decline to participate can still attend school or nursery, those who do choose to decline to participate in this testing programme should follow the newly updated national guidelines on self-isolation and anyone should get tested if they show symptoms. All staff will be supplied with at-home lateral flow device test kits which they will be able to use twice weekly 3-4 days apart (Sunday and Wednesday) before coming into work. The LFD's display results within 30 minutes and do not require laboratory testing. Testing is not mandatory for individuals and they will not need to produce a negative test result, or provide proof of having taken a test, to return to work in person, however, testing is strongly encouraged by the school. The testing supports the detection of the virus in asymptomatic individuals who would not otherwise have been tested. Tests are only for type reporting on school/nursery site that might unknowingly infect others. Staff have been issued allocated test kits to collect their test kits. Testing remains important in reducing the risk of transmission of infection within schools. Schools will only provide tests for face weekly asymptomatic testing for staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from a local pharmacy or ordered online. Schools may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated (double-jabbed)</li> <li>they are below the age of 16 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>L2 All Updated and review Aug 21</li> <li>NHS</li> <li>Re-Opening/Step4/Final Planning/Aug21 4</li> <li>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</li> <li>They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>If someone in my household tests positive, can I come to school?</li> <li>Yes, children and staff of household members who test positive can continue to attend school if they have no symptoms, but we would strongly advise that they also get a PCR test. The person who has tested positive will self-isolate for 10 days. Staff should also take a daily lateral flow test covering the same ten day period.</li> <li>If someone in the class tests positive, what happens?</li> <li>All other children and staff in the class can continue to attend school if they have no symptoms, but we would strongly advise that they also get a PCR test. The person who has tested positive will self-isolate for 10 days and close contacts should receive a call from NHS test and trace advising them to get a PCR test. Staff should also take a daily lateral flow test covering the same ten day period.</li> </ul>	JC	September	2	4	8	
Reception area / public spaces communal areas	As above	Reception has glass sliding windows and floor space in front marked for parents / visitors to stand. Staff talk to visitors / children through the glass.	5	4	20	<ul style="list-style-type: none"> <li>Class shared in place to support protection of office staff from any external visitors/members of the public who may visit the site. The screen also acts as a physical barrier to support social distancing.</li> <li>Visits to the academy can be resumed and any visitor to the site must be made aware of the school and trust policy for managing COVID-19. Visits includes: new admissions, settling children new to the setting and the attendance of organised performances.</li> <li>Any mandatory external visitor/contractor on site is encouraged to wear a face covering in all communal areas until only 1 in 1 of main reception protocols.</li> <li>One-way system around building, through explicit markings and signage alongside staff members on entry and exit points to support this process.</li> <li>In limited space (corridors) there should be marked waiting areas to allow people to pass. Class teachers and adults in charge will also be responsible for ensuring this happens. To continue.</li> <li>Discourage waiting in communal areas for contractors, alongside the use of a face covering.</li> <li>Cleaning regime in place - focus on the screen, doors and hand surfaces such as reception desk, seats, rails etc. - this will continue. Deep enhanced cleans remain part of every day practice.</li> <li>beginning and the end of the day and parents not allowed to touch them. Parents are discouraged to enter the school building unless mandatory and this has been communicated through formal letters.</li> <li>Classroom door to be kept open at the</li> </ul>	JC	September	2	4	8	
Fire Evacuation No staff to go in to the office.	As above	Evacuation plans Fire warden appointed alongside entry/exit permitted routes and all key groups having their own designated fire assembly point	2	4	8	<ul style="list-style-type: none"> <li>Review evacuation plans, assembly areas and fire warden provision. Fire wardens have been reviewed and all bubbles are aware of their fire assembly points. Alongside this, all bubbles have their own personalised fire register in the event of an emergency and designated exit routes and this communicated with the wider staff team. Reviewed and now part of every day routine practice.</li> </ul>	AWDM	September	1	3	3	
Outdoor Play areas / Playgrounds Parent / carer collection areas	As above	Existing controls in place and will be regularly reviewed at appropriate intervals and in line with government guidance.	2	4	8	<ul style="list-style-type: none"> <li>No longer an expectation for classes to remain in bubbles on the playground, in an outdoor and well ventilated space.</li> <li>Clear paths to prevent slips, trips and falls.</li> <li>Parents continue to be encouraged to leave older children at the school gates if possible, all parents to follow the one way system (during autumn 1).</li> <li>Implement social distancing protocols in crowded spaces in line with newly updated guidance although much of this is now part of every day practice/routine.</li> </ul>	JCMS	September	1	4	4	
Playground equipment	As above	Existing controls in place and will be regularly reviewed at appropriate intervals and in line with government guidance.	2	4	8	<ul style="list-style-type: none"> <li>Annual structural inspection performed. Inspection undertaken before use</li> </ul>	MSPE	September	1	5	5	
First Aid arrangements	As above	First aid provision determined by risk assessment First Aiders appointed	3	4	12	<ul style="list-style-type: none"> <li>First aid arrangements ensure suitable provision including the paediatric first aiders.</li> <li>Review number of trained first aiders if necessary - CPD lead has further strengthened this oversight.</li> <li>Consider alternative arrangements to cover shortfalls in first aid provision - all classes having their own first aid kit to use throughout the day and during break and lunchtime.</li> <li>First aid equipment / sick bucket, sanitizer for classrooms to limit movement around the school (to remain in place).</li> </ul>	MS	September	1	4	4	
Suspected / confirmed Covid19 outbreak arrangements and response to new infections.	As above	Infection Control Procedure and outbreak management.	5	4	20	<ul style="list-style-type: none"> <li>Control and assessment of area affected (eg. enhanced cleaning measures/avoid using this space whilst deep cleaned/prevent adult/child working in that space).</li> <li>Follow new guidance on trace and trace reporting. Schools will only need to do contact tracing up to Step 4. From Step 4, close contacts will be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing As with positive cases in any other setting. NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>Review infection control procedures if necessary and in line with newly updated Government guidance (August 21). Follow school level and trust level policy when managing any level of anticipated outbreak.</li> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated (double-jabbed)</li> <li>they are below the age of 16 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</li> <li>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household</li> <li>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</li> <li>The household (including any siblings) should follow the PHE stay at home guidance for households with possible unconfirmed coronavirus (COVID-19) infection</li> <li>If a pupil is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people.</li> <li>NB: To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: <ul style="list-style-type: none"> <li>Put it in a plastic rubbish bag and tie it when full</li> <li>Place the plastic bag in a second bin bag and tie it</li> <li>Put it in a suitable and secure place marked for storage for 72 hours</li> </ul> </li> <li>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.)</li> <li>If a member of staff has helped someone who is unwell with a sore, continuous cough, or a high temperature, or loss of taste and/or smell, they will not need to go home unless they develop symptoms themselves (and in which case, they should arrange a test), or the child/child subsequently tests positive (and in which case, they should arrange a test), or the child/child subsequently tests positive (and in which case, they should arrange a test), or the child/child subsequently tests positive (and in which case, they should arrange a test).</li> </ul>	JC	September	2	4	8	

Workstations / services / external providers and out of school activities	Employees, contractors	SLT is responsible / included in developing a service risk assessment for their work area	5	4	20	<ul style="list-style-type: none"> <li>Staff to work in line with government guidance and review - face coverings are not mandatory but encouraged.</li> <li>Head teacher / SLT to review staff rotas to ensure there is adequate numbers of workstations to staff</li> <li>Workstations cleaned down by staff before and after use and to continue as part of good practice.</li> <li>No sharing of equipment - any contractor/external body is accountable for ensuring their equipment is thoroughly cleaned before and after use.</li> <li>System of controls set out in the protective measures for holiday clubs/after school clubs and any other out of school clubs for children during the COVID 19 pandemic.</li> <li>Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. COVID 19 policies are shared on launch of any external collaboration.</li> </ul>	Out of school activities (including wrap around care) may continue to operate if their primary purpose is providing registered childcare. Risk assessments in place that implement the system of controls set out in the protective measures for holiday clubs/after school clubs and any other out of school clubs for children during the COVID 19 pandemic. It is important that children to continue to remain fit and active and wherever possible.	All staff	September	2	4	8
Break out areas / staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>Signs on communal areas remain in place to limit use and promote social distancing, including staffrooms, main office and break out areas - this will continue as good practice and a staple of COVID 19 management.</li> <li>All doors and windows to continue to be kept open where possible to encourage flow of air and high ventilation.</li> <li>Use of staffrooms can resume - all staff are accountable in managing COVID 19 and should look to continue encourage social distancing in crowded spaces, face masks (optional) and holding others to account to support safe mixing.</li> <li>Furniture still cleaned down daily with bleach</li> <li>Rota for staff time in to clean these areas or use made of outdoor spaces by staff</li> </ul>	<ul style="list-style-type: none"> <li>All staff to be responsible for holding others to account over COVID 19 guidance/outbreak management.</li> </ul>	Cleaners	September	1	4	8
Communal areas	As above	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>Enhanced cleaning of furniture to resume.</li> <li>Limit the number of staff (where possible) using any one space. In the event of large gatherings eg. staff meetings, opt for use of large hall spaces (KS1 / KS2), face coverings optional and open doors/windows and spacing.</li> <li>Increased cleaning during the day be optional.</li> <li>One way system in place and signs on doors to avoid crowding indoors.</li> </ul>	6. Communal areas have been decluttered to support cleaning procedures. Face coverings are no longer mandatory but continue to	Cleaners	September	2	4	8
Kitchens	As above	Existing controls in place	3	4	12	<ul style="list-style-type: none"> <li>Kitchen will continue to be cleaned regularly by the kitchen team, focusing on handles, taps, hard surfaces.</li> <li>Staff encouraged to wash their hands after using the facilities in the washrooms.</li> <li>Kitchen staff only to enter kitchen area.</li> <li>Food deliveries will be to a minimum and delivery notes will not be signed.</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen to provide disposables for school packed lunches.</li> <li>All children will eat lunch in the school hall on a rota basis.</li> </ul>	Kitchen	Daily	2	4	8
Toilets	As above	No control except for availability of urinals, WCs and wash hand basins	5	4	20	<ul style="list-style-type: none"> <li>Consider foot operated door mechanisms fitted to prevent handling of doors encourage this from staff and children.</li> <li>WCs should be flushed with seat covers down</li> <li>Paper towels provided in all toilets</li> <li>Enhanced cleaning regime for door handles, bolts, taps and anything other objects that could be touched by hands.</li> <li>Hand sanitizer to be provided.</li> <li>Hand sanitizer when leaving the toilets</li> <li>Extra soap ordered to ensure we do not run out</li> </ul>	<ul style="list-style-type: none"> <li>Extra Signs in toilet re washing hands</li> <li>Reminders on how to ensure that hands are washed thoroughly and dried correctly</li> </ul>	JC/AW	September	2	4	8
Stairwells	As above	Existing controls in place	5	4	20	<ul style="list-style-type: none"> <li>Landings as waiting areas to ensure physical distancing and staff to be responsible for ensuring this is promoted. Any adult in stairwells/communal spaces may wish to wear face coverings (optional).</li> <li>Enhanced cleaning of door handles, handrails, push plates etc.</li> </ul>			September	2	4	8
Photocopiers	As above	Located in accessible area - existing controls in place but higher number of staff	5	4	20	<ul style="list-style-type: none"> <li>Review use of photocopiers in line with social distancing guidelines eg. staff to not congregate in main office area and numbers restricted in line with social distancing guidance.</li> <li>Staff encouraged to wash their hands after using the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Staff not to wait in groups to use the equipment but to come back when clear</li> </ul>	JC	July	1	4	8
Travelling at work / Car parks	As above	Existing controls in place	3	4	12	<ul style="list-style-type: none"> <li>Wash hands as soon as enter the building using sanitizer</li> <li>Remain vigilant social distancing preventative measures at all times</li> </ul>		JC	September	1	4	8
Contractors	As above	Existing procedure in place	5	4	20	<ul style="list-style-type: none"> <li>Confirm with contractors that they will observe physical distancing and that they will wear a face covering at all times, unless exempt in line with government guidance.</li> <li>Ensure that contractors submit risk assessments identifying suitable measures for social distancing and control of infection</li> <li>Appointment system for contractors to appear on site</li> <li>Staff to be mindful of social distancing rules whilst contractors are at work - limiting contact with</li> <li>Provide the contractor with any specific social distancing rules and/or control of infection protocols at the time of arrival or prior to any works being undertaken including sharing of COVID 19 policies.</li> </ul>		MS/PE	September	1	4	8
Visitors	As above	Existing procedures for visitors to school already in place	5	4	20	<ul style="list-style-type: none"> <li>Visitors have been asked to stay at home if they have any covid19 symptoms and to adhere to the government guidance on social distancing and hand washing.</li> <li>Posters to be displayed to reinforce guidance.</li> </ul>		JC	September	1	4	8
COSHH Cleaning products and materials	As above	Cleaning team are responsible for the procurement of cleaning products and materials.	2	4	8	<ul style="list-style-type: none"> <li>Where additional cleaning products / materials are used, contact the city council's cleaning team or external cleaning contractor who can assess any hazards that might be caused by the mixing of products.</li> <li>The city council's cleaning team will help with any products that are hazardous to health and ensure a suitable COSHH assessment is developed - to continue.</li> </ul>		MS	September	1	4	8
Corridors and spaces which are open plan	As above	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>Limit the number of crossovers in open plan spaces - this is further supported by staggered break times and lunchtimes and one way permitted routes across school, obliged to wear a face covering - unless exempt in line with government guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Any adult passing through corridors and spaces which are open plan encouraged to but not</li> </ul>	JC/AW	September	2	4	8
Footpaths	As above	No existing controls other than spacing outside office	5	4	20	<ul style="list-style-type: none"> <li>Marking of paths close to buildings if there is the potential for queuing, e.g. parent pick up / drop off times - supported by clear and direct signage - to remain in place. Staff operating door duties to prevent queues.</li> <li>Communication to direct parents to the correct classrooms on the floor / in windows with one way system to support.</li> <li>Identify spacing for the Office area/main reception</li> </ul>		AW	September	1	4	8
COSHH Hand Sanitiser	As above	Existing controls for staff / pupils / contractors already in place	3	4	12	<ul style="list-style-type: none"> <li>Handwashing should remain a priority at regular intervals throughout the school day.</li> <li>Posters in place to promote hand washing - all staff toilets and pupils to make own</li> <li>Class teacher to be in charge of hand sanitizers for pupils and to issue regular reminders.</li> <li>Classrooms to have own supply of anti bac soap and paper towels for staff to use at regular intervals as deemed necessary.</li> <li>Older pupils to be able to bring in small hand sanitizer in</li> </ul>		ALL	September	1	4	8
Lack of social distancing in the classroom resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	2	4	8	<ul style="list-style-type: none"> <li>Hygiene reminders shared in children on first day back.</li> <li>(Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>Staff to model expectations many times a day and linked to school behaviour system - lots of praise for adherence</li> <li>Lessons planned for individual of pairings or group work) - all work set to be of individual nature, this will continue.</li> <li>Feedback - marking policy to be used.</li> <li>Children to have an allocated space here they access provision.</li> <li>Bags and coats hung up.</li> </ul>		JC/AW	September	1	4	8
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	3	4	12	<ul style="list-style-type: none"> <li>Staggered playtimes</li> <li>Reduced playtime equipment - hard surfaces and can be easily cleaned.</li> <li>Staff supervision throughout</li> <li>To be reviewed end of Autumn 1 term</li> </ul>		ALL	July	1	4	8
Lack of social distancing when eating lunch resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	3	4	12	<ul style="list-style-type: none"> <li>All children will have lunch in the school hall - on a rota system.</li> </ul>		JC	September	2	4	8
Contact of shared resources	As above	There have been some controls in place	3	4	12	<ul style="list-style-type: none"> <li>Tables, door handles and other surfaces cleaned with anti bac</li> <li>Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>All personal resources kept in pupils' own tray alongside the table</li> </ul>		JC/ ALL	September	1	4	8
Emotional distress of children	Children of all ages	Current nurturing school approach but moving forward some of these resources will not be available	3	4	12	<ul style="list-style-type: none"> <li>Children to have class teacher and TA they know (if possible under vulnerable staff guidance) in the first instance</li> <li>Small numbers of children to support their emotional need</li> <li>PSHE curriculum to be delivered to support children's well-being</li> <li>Use of SENCO and Home School Link Worker to support vulnerable pupils</li> </ul>		JC	September	3	3	8

Emotional distress of staff	All staff on and off site	Current support for staff but there have been fewer pupils and staff on site. An increase will cause increased stress & anxiety for staff	3	4	12	<ul style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Opportunities given to discuss concerns and shared control measures</li> <li>3. Sharing of support helpline</li> <li>4. Leaders available daily to share concerns with and this includes open door days with HT</li> <li>5. Risk assessments regularly reviewed</li> <li>7. Set time for planning and preparation within the week esp for those with children in school</li> <li>8. Key staff have individualised risk assessments in place</li> <li>9. Ensuring that staff are kept up to date with developments - checking e-mails regularly and new policies and procedures (NSET etc).</li> </ul>	JC/AW/KPLJ	September	3	3	9
Behaviour of children who refuse to follow rules and put other at risk of transmission	All above	Currently children causing concern not in school currently but are returning from 1st June and re likely to cause disruption and put others at risk	5	4	20	<ul style="list-style-type: none"> <li>1. Individual risk assessments drawn up for children giving cause for concern</li> <li>2. Risk assessment and gradings shared with parent / carer</li> <li>3. Support from other agencies if possible</li> <li>4. Risk assessment agreed with parent on individual needs basis and if deemed appropriate</li> <li>5. Home / School support for parent / carer by school and other agencies</li> </ul>	SLT	September	1	4	4
IT Support and equipment	Above	No controls in place currently	5	4	20	<ul style="list-style-type: none"> <li>1. Staff requiring support to use message, TEAM message or e-mail</li> <li>2. Server not to be entered other than IT technician / contractors</li> <li>3. Air con to be turned off if others enter</li> <li>6. Staff laptops to be taken home, cleaned before leaving and cleaned before returned.</li> </ul>	JC	September	2	4	8
Registration	Above	Controls in place to ensure that this is electronic.	4	4	12	<ul style="list-style-type: none"> <li>1. Registers to return to usual reporting via sims.</li> </ul>	AW	September	2	3	3
Toilets	Above	No controls in place currently	5	4	20		JC	September	1	4	4

X	The Consequence	1 – 4	Low (Acceptable)	No further action required
1-	Insignificant (no injury)	5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review.
2-	Minor (minor injury needing first aid)	10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team etc.
3-	Moderate (up to 3 days absence)	17 - 25	Very High (Unacceptable)	Do not undertake the activity, implement immediate improvements
4-	Major (more than 3 days absence)			
5-	Catastrophic (death)			

EYFS

Details of hazard	Who is affected and how?	What controls are already in place	Likelihood	Consequence	Risk Rating LUMWH	Further actions required	By whom	when	When reviewed	Consequence	Risk Rating
Classrooms / Office space	As above		5	4	20	<ul style="list-style-type: none"> <li>Space planning to encourage upto 2m physical distancing where possible when people are seated (applies to walkways as well as desks). Use of identified desks / chairs only (remove additional chairs). The layout of the classroom will reflect government guidance.</li> <li>Discourage movement in, out and around offices (toilets and refreshment breaks only).</li> <li>One-way system to get in and around rooms (to be reviewed end of Autumn 1 term)</li> <li>Increased fresh air (opening all windows) where possible, teachers encouraged to keep windows open to ventilate areas/spaces (to continue).</li> <li>Frequent cleaning of desks, throughout the day - cleaning regime in place and each class with their own cleaning pack and contamination bag.</li> <li>Hand sanitizer freely available for people to use - children and staff.</li> <li>EYFS Staff to monitor children's use of toilets, ensuring social distancing.</li> <li>Consider one way system around the school using walkway and outside - safety concerns - this further supported by permitted route maps for classes.</li> <li>Agree instructions with children concerning going and returning to toilet, to be completed on first day induction by all class teachers.</li> <li>When moving class around the school - encourage space between children - one adult at back raising the distance is maintained - regular practice this in the first few days induction.</li> <li>Only 1 member of staff allowed by the photocopier at a time and in communal areas, face coverings to be worn.</li> <li>All children to eat within their own bubble.</li> <li>No children allowed in the office area and not allowed to take messages around the school.</li> <li>No expectation for children to have own individual resources.</li> <li>Tape markings placed in the corridors to help the children understand hands, face, space.</li> </ul>	JC and all staff	July	2	4	8
Reception area / public spaces communal areas	As above	Reception has glass sliding windows and floor space in front marked for parents / visitors to stand. Staff talk to visitors / children through the glass	5	4	20	<ul style="list-style-type: none"> <li>Cleaning regime in place - doors and hard surfaces such as handles, photocopier desk, seats, rails etc. - this will continue.</li> <li>Classroom door to be kept open at the beginning and the end of the day and parents not allowed to touch them.</li> </ul>	JC	July	2	4	8
Fire Evacuation	As above	<ul style="list-style-type: none"> <li>Fire warden appointed alongside entry/exit permitted routes and all key groups having their own designated fire assembly point</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Review evacuation plans, assembly areas and fire warden provision. Check that fire wardens are reviewed and that all classes are aware of their fire assembly points. Alongside this, all bubbles have their own personalised fire register in the event of an emergency and designated exit routes and this communicated with the wider staff team. -Review EYFS fire marshals (MS to oversee).</li> </ul>	AWDM	July	1	3	3
Outdoor Play areas / Playgrounds Parent / carer collection areas	As above	Existing controls in place	2	4	8	<ul style="list-style-type: none"> <li>Ensure playgrounds are safe places childcare, or where they are offering childcare activities and extra curricular clubs may resume.</li> <li>Clear paths to prevent slips, trips and falls.</li> <li>All parents to follow the one way system until further review (enter on The Lea, exit on Meadowside).</li> <li>Any equipment used outside e.g. dinosaurs, to be thoroughly cleaned at regular intervals using Milton. Drawstring bags to be utilized and hung outside to allow all resources to dry properly after cleaning.</li> </ul>	JC/MS	July	1	4	4
Playground equipment	As above	Existing controls in place	2	4	8	<ul style="list-style-type: none"> <li>Annual structural inspection performed. Inspection undertaken before use</li> <li>Where equipment is being used - this is to be thoroughly cleaned after use and kept within the one class bubble. See cleaning protocols as above.</li> </ul>	MSPE	July	1	5	5
First Aid arrangements	As above	<ul style="list-style-type: none"> <li>First aid provision determined by risk assessment</li> <li>First Aiders appointed</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Review first aid arrangements ensure suitable provision including the paediatric first aiders. All EYFS team and LTs are paediatric first aid trained.</li> <li>Review number of trained first aiders if necessary (CB / AHT oversight).</li> <li>Consider alternative arrangements to cover shortfalls in first aid e.g. attending to first aid needs on the playground, with the use of first aid bags.</li> <li>provision - all classes and adults having their own first aid kit to use throughout the day and during break and lunchtime.</li> <li>First aid equipment / sick bucket, sanitizer for classrooms to limit movement around the school.</li> </ul>	MS	July	1	4	4
Suspected / confirmed COVID19 outbreak arrangements	As above	<ul style="list-style-type: none"> <li>Infection Control Procedure</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Enhanced cleaning of area affected. (see above).</li> <li>Rigorous deep clean before reopening</li> <li>Follow NHS Track and Trace Guidance in line with Step 4 (see above).</li> <li>Review infection control procedures if necessary</li> <li>Organise testing for staff / pupils as needed and in line with newly released government guidance.</li> <li>EYFS team to use one way system to access the medical room.</li> </ul>	JC	July	2	4	8

Workstations	Employees, contractors requiring use of workstations	SLT is responsible / included in developing a service risk assessment for their work area	5	4	20	<ul style="list-style-type: none"> <li>Head teacher / SLT to review staff rotas to ensure there is adequate numbers of workstations to staff.</li> <li>Workstations cleaned down by staff before and after use.</li> <li>Vigilant sharing of any equipment including enhanced cleans before/after use and user accountability for rigorous hygiene.</li> </ul>	All staff	July	2	4	8
Break out areas / staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>All doors and windows to be kept open when possible to encourage flow of air and high levels of ventilation.</li> <li>Furniture still cleaned down daily.</li> <li>Rota for staff time in to clean these areas or use made of outdoor spaces by staff.</li> </ul>	Cleaners		1	4	8
Communal areas	As above	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>Furniture can be used but should follow enhanced cleaning (staff overseeing are accountable).</li> <li>Increased cleaning during the day</li> <li>Communal areas have been decluttered to support cleaning procedures.</li> </ul>	Cleaners	Septem	2	4	8
Kitchens	As above	Existing controls in place	3	4	12	<ul style="list-style-type: none"> <li>Kitchen will continue to be cleaned regularly by the kitchen team, focusing on handles, taps, hard surfaces.</li> <li>Staff will wash their hands after using the facilities in the washrooms.</li> <li>Kitchen staff only to enter kitchen area.</li> </ul>	Kitchen	Daily	2	4	8
Toilets	As above	No control except for availability of urinals, WCs and wash hand basins	5	4	20	<ul style="list-style-type: none"> <li>Consider foot operated door mechanisms fitted to prevent handling of doors encourage this from staff and children.</li> <li>WCs should be flushed with seat covers down</li> <li>Paper towels provided in all toilets</li> <li>Enhanced cleaning regime for door handles, bolts, taps and anything other objects that could be touched by hands. All LTs given time (15 minutes) at the end of each lunchtime to clean accordingly.</li> <li>Hand sanitizer to be provided.</li> <li>Extra soap ordered to ensure we do not run out</li> <li>Toilets to be cleaned mid-day by cleaning staff to ensure handles and all surfaces are clean</li> <li>EYFS Staff to monitor children's use of toilets, ensuring social distancing and promoting good hygiene measures.</li> </ul>	JC/AW	June	2	4	8
Photocopiers	As above	Located in accessible area - existing controls in place but higher number of staff	5	4	20	<ul style="list-style-type: none"> <li>Review use of photocopiers in line with social distancing guidelines eg. staff to not congregate in EYFS photocopying areas (KS1 ICT suite &amp; EYFS) and numbers restricted in line with social distancing guidance.</li> <li>Staff encouraged to wash their hands after using the equipment</li> </ul>	JC	June	1	4	8
Traveling at work / Car parks	As above	Existing controls in place	3	4	12	<ul style="list-style-type: none"> <li>Car share only permitted but carefully considered if there is a need for and with appropriate measures in place.</li> <li>Wash hands as soon as enter the building using sanitizer</li> </ul>	JC	Septem	1	4	8
Contractors	As above	Existing procedure in place	5	4	20	<ul style="list-style-type: none"> <li>Ensure that contractors submit risk assessments identifying suitable measures</li> <li>Appointment system for contractors to appear on site</li> </ul>	MS/PE	Septem	1	4	8
Visitors	As above	Existing procedures for visitors to school already in place	5	4	20	<ul style="list-style-type: none"> <li>Visitors have been asked to stay at home if they have any covid19 symptoms and to adhere to the government guidance on social distancing and hand washing.</li> <li>Posters to be displayed to reinforce guidance.</li> </ul>	JC	Septem	1	4	8
COSHH Cleaning products and materials	As above	Cleaning team are responsible for the procurement of cleaning products and materials.	2	4	8	<ul style="list-style-type: none"> <li>Where additional cleaning products / materials are used, contact the city council's cleaning team or external cleaning contractor who can assess any hazards that might be caused by the mixing of products.</li> <li>The city council's cleaning team will help with any products that are hazardous to health and ensure a suitable Coshh assessment is developed - to continue.</li> </ul>	MS	Septem	1	4	8
Corridors and spaces which are open plan	As above	No existing controls	5	4	20	<ul style="list-style-type: none"> <li>Limit the number of crossovers in open plan spaces - this is further supported by staggered break times and lunchtimes and one way permitted routes across school.</li> </ul>	JC/AW	Septem	2	4	8
Footpaths	As above	No existing controls other than spacing outside office	5	4	20	<ul style="list-style-type: none"> <li>Marking of paths close to buildings if there is the potential for queuing, e.g. parent pick up / drop off times - supported by clear and direct signage - to remain in place.</li> <li>Communication to direct parents to the correct classrooms on the floor / in windows with one way system to support.</li> </ul>	AW	Septem	1	4	8
COSHH Hand Sanitiser	As above	Existing controls for staff / pupils / contractors already in place	3	4	12	<ul style="list-style-type: none"> <li>Handwashing should remain a priority at regular intervals throughout the school day.</li> <li>Posters in place to promote hand washing - all staff toilets and pupils to make own</li> <li>Class teacher to be in charge of handsanitizers for pupils and to issue regular reminders.</li> <li>Classrooms to have own supply of anti bac soap and paper towels for staff to use at regular intervals as deemed necessary.</li> <li>All children to be able to bring in small hand sanitizer in</li> </ul>	ALL	Septem	1	4	8
Lack of social distancing in the classroom resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	2	4	8	<ul style="list-style-type: none"> <li>Dependent on the age of the children - remove clutter to increase space if space to do so and store in the hall/enclosed rooms that are not being used - this is to include the removal of soft furnishings, reading corners/calm down areas to also adhere to no soft furnishings.</li> <li>Staff to model expectations many times a day and linked to school behaviour system - lots of praise for adherence in communal areas/handwashing.</li> <li>Classes to have their own resources that can be shared in used by all children with that class, class teachers responsible for maintaining cleaning standards.</li> <li>Teacher and TA are assigned to the children and classes where possible.</li> </ul>	JC/AW	Septem	1	4	8
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	3	4	12	<ul style="list-style-type: none"> <li>Staggered playtimes and allocated play areas for different classes (to be reviewed end of Autumn 1)</li> <li>Playtime equipment - hard surfaces and can be easily cleaned.</li> <li>Staff supervision throughout</li> </ul>	ALL	September	2	4	8
Lack of social distancing when eating lunch resulting in direct transmission of the virus	As above	Some controls in place at the moment but for fewer children and less staff	3	4	12	<ul style="list-style-type: none"> <li>All children will eat lunch in the hall on a rota system.</li> </ul>	JC	June	2	4	8
Contact of shared resources	As above	There have been some controls in place	3	4	12	<ul style="list-style-type: none"> <li>Resources can be used within EYFS classes and cleaned appropriately.</li> <li>Tables, door handles and other surfaces cleaned with anti bac</li> <li>Resources on tables ready for lesson</li> <li>Children encouraged to wash hands / use hand gel before lessons during the day</li> <li>Marking can take place as normal.</li> </ul>	JC/ ALL	June	1	4	8
Emotional distress of children	Children of all ages	Current nurturing school approach but moving toward some of these resources will not be available	3	4	12	<ul style="list-style-type: none"> <li>Children to have class teacher and EYP they know (if possible under vulnerable staff guidance) in the first instance</li> <li>Small numbers of children to support their emotional need</li> <li>PSHE curriculum and lots of PSED activities to be delivered to support children's well-being.</li> <li>Use of SENCO and Home School Link Worker to support vulnerable pupils</li> </ul>	JC	September	3	3	9
Emotional distress of staff	All staff on and off site	Current support for staff but there have been fewer pupils and staff on site. An increase will cause increased stress & anxiety for staff	3	4	12	<ul style="list-style-type: none"> <li>Inclusion in risk assessment process - input into hazard identification and control measures</li> <li>Opportunities given to discuss concerns and shared control measures</li> <li>Sharing of support helpline</li> <li>Leaders available daily to share concerns with</li> <li>Risk assessments regularly reviewed</li> <li>Planned time for planning and preparation within the week esp for those with children in school</li> <li>Ensuring that staff are kept up to date with developments - checking e-mails regularly and new policies and procedures</li> </ul>	JC/AW/ KPLJ	September	3	3	9
IT Support and equip	Above	No controls in place currently	5	4	20	<ul style="list-style-type: none"> <li>Where possible use of iPADS to be limited/restricted - work to be of an individual nature</li> <li>PADS / laptops to be cleaned at the end of every day and only one user</li> <li>Staff laptops to be taken home, cleaned before leaving and cleaned before returned.</li> </ul>	JC	September	2	4	8
Registration	Above	Controls in place to ensure that this is electronic.	4	4	16	<ul style="list-style-type: none"> <li>Registers to return to usual reporting via sms.</li> </ul>	AW	September	2	3	8

5 EYPs to support with settling children into the new classroom routines and supporting leaving their main carer.

Intimate care and the	As above	Infection Control Procedure	5	4	<p>Staff to continue to wear full PPE based on the nature of the intimate care needed, sourcing (provided by school) the correct PPE and cleaning equipment to take on this role effectively.</p> <p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 while in our settings, a face mask should be worn by the supervising adult. If a distance of two metres cannot be maintained, if contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements. Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>□ Additional PPE for COVID-19 is only required in a very limited number of scenarios: ✓ if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary</p> <p>Parents understand that additional clothing can be brought into school to support with toileting needs.</p> <p>Any staff partaking in intimate care procedures to ensure that they take full accountability in</p>	September		
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