

COVID-19 Risk assessment –January 2021

Subject of Assessment	January closure to the majority of children, opening on 5 th January 2021				
Assessed by	Anna Morris/Jo Ferns	Date	5.1.21	Review date	Ongoing – latest revision date detailed in the footer
Details of workplace/activity	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school. Pupils participating in remote learning from home.		Persons Affected <i>(Who may be harmed)</i>		
			Pupils, Employees, Contractors and Visitors.		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> The school has closed to the majority of pupils following new lockdown restrictions introduced on Tuesday 5th January. The school will only be open to children of critical workers and vulnerable children; Parents/carers have been informed that they must follow the government guidance and stay home where possible; The school has informed parents/carers, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	Medium	/

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)

- Parents/carers of critical worker and vulnerable children have received guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members' instruction and should not congregate outside the school;
- Parents/carers issued specific school protocols for school attendance for them to explain to their children;
- Parents/carers of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;
- Staff are briefed and consulted on school procedures and the plans for re-entry of critical worker or vulnerable children as well as remote learning for children at home;
- Employees have had sufficient training and briefing regarding infection control and school protocols;
- Staff are up to date on other related guidance and support in relation to themselves through stress and wellbeing policy, services provided by our insurance providers and the following guidance:
<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents/carers-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>
- In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils;

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	<ul style="list-style-type: none"> • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There is communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms through CPOMs- this is easily accessible; • Weekly monitoring by site team recorded and communicated to staff where needed; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and remote learning), have taken place, including discussing whether additional training would be helpful; • COVID-19 guidelines are published on the school's website; • Parents/carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting critical worker and key worker children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures; • Whenever possible, meetings will take place remotely via video conferencing or phone, and letters are also used for communications; • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are 		

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		<p><u>clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> Extremely critically vulnerable staff are must not come into work and can work from home; Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made; The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate; Specific risk assessments for new and expectant mothers are completed; Staff that travel abroad during holidays to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will have to self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home. Staff need to carefully consider when they take their holidays to avoid this situation as any time spent in quarantine because of a holiday will be unpaid; the school needs staff in attendance to run at full capacity and this is an expectation for all from September 1st. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Drop off:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each year group have been identified, this information has been cascaded to parents/carers. 	Medium	/

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	<ul style="list-style-type: none"> • Parents/carers are not permitted on the school site; • Parents/carers are asked to not congregate outside the school entrance gates; • Start times have been staggered for each year group to reduce the risk of transmission between bubbles; • Start times are designed to enable one group of parents/carers to leave the vicinity before the next group arrive; • Parents/carers are reminded to leave the vicinity once their children have entered the school site; • Only one parent/carer per child is permitted at drop off or collection times; • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. • A one-way system for parents/carers arriving and leaving has been introduced for Key Stage 1 & Key Stage 2 • Parents/carers have been strongly encouraged to wear face coverings • SLT will wear masks whilst on gate duty <p>Entry to the school:</p> <ul style="list-style-type: none"> • Pupils will be collected in the playground by their Teacher; • Parents/carers are NOT permitted to enter the school site; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school. All occupants are required to wash their hands 	Medium	

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		<p>with hand sanitiser on entry to the school;</p> <ul style="list-style-type: none"> • Good hand washing signage to instruct pupils how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. • Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents/carers. • The pathway outside the school entrance gates has been demarcated to enable parents/carers to remain 2m away from other parents/carers during drop off of pupils; • Parents/carers are asked to not congregate in the vicinity for longer than 5 minutes before the designated school finish time for their child; • Finish times have been staggered for each year group in order to prevent large numbers of parents/carers/carers in the vicinity; • Finish times are designed to enable one group of parents/carers and pupils to leave the vicinity before the next group arrive; • Parents/carers are reminded to leave the vicinity once their children have been collected; • Only one parent/carer per child is permitted to drop 	Medium	/

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		<p>off/collect;</p> <ul style="list-style-type: none"> • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. • A one-way system for parents/carers arriving and leaving has been introduced in key stage 1 and Key Stage 2 • Parents/carers have been strongly encouraged to wear face coverings • SLT will wear visors whilst on gate duty <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will be collected at the school gate entrances by their parent; • Parents/carers are NOT permitted to enter the school site; • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage to instruct pupils how to do this effectively is displayed. 	Medium	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>There will be no large gatherings such as assemblies or collective worship with more than one year group/‘bubble’.</p> <ul style="list-style-type: none"> • Critical worker and vulnerable children year group 	Medium	/

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	<p>bubble sizes are restricted to 20 pupils;</p> <ul style="list-style-type: none"> • Pupils are kept in groups/bubbles as they cannot socially distance themselves at all times; • The year group bubble will not interact with other groups within the school; • Hand washing is completed on entrance to the class and between specific activities; • Pupils are allocated resources and are not encouraged to share; • Individual pupil desks will be assigned in Year 2-6 where possible; • Individual pupil sets of resources to be produced; • Individual and very frequently used equipment such as pencils and pens are not shared; • Staff and pupils have their own items; • Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; • Outdoor equipment is more frequently cleaned; • The school limits the amount of equipment pupils bring to school to only essentials such as lunch boxes, hats, coats, books, stationery and mobile phones, pre-agreed resources to support additional needs; • Mobile phones will only be permitted for those children who have parental permission to walk to and from school alone. These must be handed to the class teacher and 		

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		<p>stored in a locked cupboard.</p> <ul style="list-style-type: none"> • Pupils are regularly reminded not to touch their or other pupils faces; • Classroom furniture has been reduced. Movable/interactive displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces; • Classrooms in Years 2-6 are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on; • The outside area will be used where relevant and possible; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated year group; • The same staff (where applicable) are assigned to a class each day. This is likely to be a member of support staff as class teachers will be administering remote learning for the children learning at home (as well as critical worker and vulnerable children in school); • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • Behaviour policy states consequences for children deliberately ignoring above measures. 		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	<ul style="list-style-type: none"> • Staggered lunch breaks are designated for each year group bubble. Pupils will stay in these groups during lunch; 	Medium	/

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<ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<ul style="list-style-type: none"> • Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one pupil will use a clean lunch space before it is cleaned again. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • External doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture is not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each year group bubble to reduce the need to pass one another in open spaces; • Where possible pupils will move with their group only and will not mix with other groups; • Staff will generally manage pupil movement but keep a suitable social distance from pupils and other staff. • Behaviour policy states consequences for children 		

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		<p>deliberately ignoring above measures.</p> <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate year group bubble. • Pupils are only permitted to complete suitable activities with their year group bubble; • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is not permitted; • Daily inspection and enhanced cleaning programs are in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated year group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 	Medium	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Staff and parents/carers are encouraged to use education resources such as e-bug and PHE schools' resources; • Hand washing stations are positioned at each pupil, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located within each classroom; • Hand washing sinks are located within each toilet 	Medium	/

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		<ul style="list-style-type: none"> provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> • Entry and exit from the school; • After using the toilet; • When returning from breaks • On entry to the dining hall; • Before and after eating; • On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Any tissues must be disposed in the COVID-19 swing bins provided; • Toilets and wash stations have single-use paper towel or hand-dryers for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; 	Medium	/

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		<ul style="list-style-type: none"> ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms will be cleaned at lunch breaks and after school; • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and disinfectant fogging- the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings</u>. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • Meetings will take place via Zoom or Microsoft teams; • PPA should be taken at home and year group teams should meet via zoom or Microsoft Teams; • School offices are either reduced in occupation and desks 	Medium	/

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		<p>are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</p> <ul style="list-style-type: none"> • Children must not enter school offices even if with an adult; • The staff room has been assessed, a maximum number of staff occupancy per room has been placed on the door 6 staff at any one time with only 2 staff sat at each table; • Staff are encouraged to bring a packed lunch, keeping a suitable distance of at least 2 metres from other occupants and using sensible judgment about timing to allow more staff to have time to eat- this may include moving to outside areas to complete breaks; • Pupils will practise social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance. 		
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling pupil's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note 	Medium	/

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	<p>there is a three-month additional time allowed for requalification due to current restrictions);</p> <ul style="list-style-type: none"> • The school has a specific room/area dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with and must wear disposable mask, visor, gloves and apron. • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • https://www.gov.uk/government/publications/covid-19- 		

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	<p><u>personal-protective-equipment-use-for-non-aerosol-generating-procedures</u></p> <ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to pupils should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the 		

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	<p>normal waste;</p> <ul style="list-style-type: none"> • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
<p>10. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents/carers; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents/carers are not permitted to enter the school; • Parents/carers have been informed to call the school office or email if they have any questions or concerns; • If parents/carers need to drop off items for pupils or collect home learning packs, they should be left at the school's main entrance for staff to collect; • For those who have to enter the school reception, screens have been installed to reduce the risk to school staff; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; 	Low	/

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		<ul style="list-style-type: none"> • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Meetings which involve children such as speech and language assessments can only take place once the parents/carers of the children have signed an agreement; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Pupil use of toilets outside of early years' is managed by 	Medium	/

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		<p>staff and communicated to pupils;</p> <ul style="list-style-type: none"> • Toilet in use signs are in use; • Toilets are cleaned throughout the day; • Pupils and staff are encouraged to close toilet lids where applicable before flushing. • Two members of staff can use the ladies' toilet situated in the entrance hall at any one time 		
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness, self-isolation or refusal to work following union advice to invoke section 44 and section 100 of the Employment Rights Act 1996 which relate to Health & Safety; • If the school has insufficient staff and is unable to address this through the use of paid supply staff or reorganisation, the headteacher will liaise with the governing body and decide whether full closure of the school is required; • Children are suitably supervised at all times. This is and always will be our greatest priority. 	Medium	/
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire 	Low	/

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		doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.		
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	/
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly points for occupants following social distancing requirements; ➢ Safe exit via the nearest available final exit; ➢ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; ➢ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. 	Low	/

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16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The school adheres to guidelines and procedures provided by TWS procurement as we are part of the TWS schools catering contract with Chartwell's. 	Low	/
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the spring term 	Low	/
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents/carers are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> The following must be recorded under the COVID category on CPOMS: <ul style="list-style-type: none"> Symptoms shown Procedures & timings – what happened and when leading up to the child's collection including isolation, PPE & communications Contacts – those in direct contact who have been face to face with the child for more than 2 minutes, including those not normally with the child Procedures – how the risk assessment was followed A member of SLT will ensure all suspected cases are followed up & received testing, liaising with the family about isolation & the child's return to school. An action will be created underneath the original incident on CPOMS Parents/carers are informed that a responsible adult should be on standby in order to collect their child from 	Medium	/

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</p> <ul style="list-style-type: none"> • The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate as with all children that are learning from home • A contingency plan is in place for a local outbreak, and if the school is asked to close fully, temporarily by HPT or local authority to help control transmission. 		
19	Spread/contraction of COVID-19 due to lack of social distancing measures when transporting a pupil in a member of staff's car	<ul style="list-style-type: none"> • This should only take place when all other options have been explored regarding safeguarding/attendance with parental permission where possible • Adult should always wear a face mask due to the confined space • Windows in the vehicle should be open • Adults and child/ren to wash hands before and after • Child/ren must sit in the rear of car 	Medium	
20	Teaching & learning standards fall and children are at risk of underachieving	<ul style="list-style-type: none"> • A full online remote learning policy is in place for all children whether in attendance or at home. This provides three assignments per day, via Microsoft teams (SeeSaw in EYFS) with 'live' teaching, as well as weekly tutorials with their teacher; • This programme of support is carefully monitored by 	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>teachers with feedback given for assignments completed and returned by 3:30pm each day.</p> <ul style="list-style-type: none"> • Parents/carers have full guidance on how to access Microsoft Teams and support their children if learning at home; • Staff receive regular updates and opportunities to share difficulties with this system so that it can be refined; • A series of monitoring exercises will be undertaken by the Senior Leadership Team to ensure assignments and teaching are of a high quality and that expectations of learning are also high; • Critical worker and vulnerable children are able to participate in remote learning using laptops in school. Their year group bubble adults are with them to support. • A number of laptops and data cards have been secured by the school to support families who cannot access online learning. 		
21	Children facing safeguarding risks due to lack of monitoring and procedures	<ul style="list-style-type: none"> • The school has a two-tiered list of children who are perceived as vulnerable. This includes children who we have safeguarding concerns about; • Members of the safeguarding team make regular check-ins with these families to talk about any concerns they have and how we might help with provision of food, outside agencies, home learning or general mental health and wellbeing. Any contact with these families is logged on CPOMS, the school system for recording safeguarding information and concerns. • Where contact cannot be made by phone, the safeguarding team may undertake home visits or contact social care if necessary. 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
Children may not have enough to eat	<ul style="list-style-type: none"> • The school provides a hot meal for all children attending school. This will be free for children entitled to free school meals and all children who are in KS1 and EYFS; • Children who are not in attendance but are entitled to free school meals will food parcels supplied by our school caterers. This may revert to vouchers in the longer term; • The school actively promotes access to the local North West Foodbank through emails, social media. The school makes referrals on behalf of its families. • The school participates in the food share scheme and provides weekly parcels to vulnerable families. These can be delivered if necessary. 		