



RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

TRUST:	
SCHOOL:	Culcheth Community Primary School
HEADTEACHER:	Mrs A Dodd
NAME OF ASSESSOR/S:	Mrs A Dodd
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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place



WARRINGTON
Borough Council

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20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING G	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 	✓	✓		The school building has not been closed, all checks have continued and have been recorded.	1	L	Continue all regular maintenance as per regulation	1	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	✓	✓		<p>Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school.</p> <p>Regular updates given to include any changes made for managing the risks from COVID-19 in school.</p> <p>Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens.</p> <p>Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school.</p>	2X 3	L	<p>Continue to update parents regularly</p> <p>Provide opportunities for parents to contact school via email or phone to discuss any worries</p> <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p> <p>DfE guidance shared with parents</p> <p>Consultation with staff to answer any questions and discuss the plan</p>	2X2 =4	L



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					<p>Carry out an induction with staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school fully re-opens.</p> <p>Staff to remind children of procedures each day and to be vigilant to ensure that all safety procedures are followed</p> <p>All residential school visits are cancelled for this whole school year All school visits cancelled until MAY 2021</p> <p>Arrangements for pupils with SEN and disabilities have already been discussed plans drawn up – risk assessments written for individual children with EHCP.(Jan 21)</p> <p>Regular communication of mental health information has been shared since school closure and open door policy for those who need additional support. Training on mindfulness and well being (online recorded bespoke training) has been delivered on June 1st to all staff. Staff have also had training from Graham Chatterley on mental health support for all (also online)</p>			<p>Full staff training day 3.9.2020</p> <p>Regular reviews, updates and checks made daily by senior management</p> <p>Risk assessments for SEN and D pupils to be shared with parents and carers</p> <p>Regular reviews of mental health issues in school. Referrals to CAHMS to be made if appropriate or support given through Mental Health nurse for school.</p>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Staffing levels	<ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in school 	✓	✓		<p>Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</p> <p>Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Senco, first aiders / fire wardens, caretaking and cleaning staff.</p> <p>Individual arrangements are in place for members of staff who have been identified as vulnerable or may be more susceptible to effects from COVID -19</p> <p>Contingency plans for staffing have been prepared</p> <p>Staff to stay at least 1m distance from each other at all times and 2m+ whenever possible, including in the staff room and in meetings. Staff to wear masks if they feel that they cannot stay at the required distance from each other</p>	6X 2= 12	M	<p>If many staff became ill, plans for classes able to attend would be adjusted to ensure that groups of children did not mix (as per Government guidelines)</p> <p>Covid infection plans to be followed if any staff member tests positive (including track and trace)</p> <p>Some plans for returning may need to be adjusted so that all safety measures can be fully implemented</p> <p>Additional staff recruited to ensure that school is adequately covered if we have outbreaks of illness.</p>	3X2=6	L
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	✓	✓	✓	<p>Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school.</p> <p>Ensure posters displayed detailing first aid/fire warden contact information.</p> <p>Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See PPE later in risk assessment.</p> <p>In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-19 procedures).</p>	6X 2	M	<p>Additional staff have been trained to be fire wardens to ensure that there are always sufficient wardens on site, even in the event of several absences.</p>	3X2	L



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Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<ul style="list-style-type: none"> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel 	3X 9	H	<p>Information to be sent in the more detailed class letters to parents so that adults are aware</p> <p>Ensure thorough handwashing as children enter the building</p>	3X2	L
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<p>Stagger arrival and departure times</p> <p>All staff to wash their hands on arrival and prior to leaving the school</p> <p>Place handwashing posters in washroom facilities around school.</p> <p>Advise staff to adhere to the social distancing measures and remain a minimum of 2 metres apart at all times including when entering and exiting the building</p> <p>Place hand sanitiser in reception area for (essential) visitors and in strategic placement around school for staff.</p>	3X 2	L		3X2	L
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Tell parents that if their child needs to be accompanied to the school only one parent should attend Stagger arrival and departure times for all pupils at start and end of day Use different entrance /exit points for children Instruct pupils to wash/ sanitise their hands on arrival, before break and 			<p>Monitoring of daily starts and finishes to ensure that all areas of the school are kept free of groups of people</p> <p>Adjust plans if congestion occurs – regular monitoring</p> <p>Parents reminded to ‘pick up and go’ at the end of the day</p>		



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					lunch and prior to leaving the school ✓ Place posters showing children how to wash hands in washroom facilities ✓ Provide help to children and young people who have trouble cleaning their hands independently. ✓ Place hand sanitiser in reception area or entrances for visitors and in strategic placement around school for staff and pupils where limited washing facilities available			to stop congestion.		
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ Reposition seating arrangement. No face to face seating in the classroom- for Y2 upwards. ✓ Provide outdoor learning where possible ✓ Remove unnecessary items from classrooms and other learning environments ✓ Children will sit at the same desk each day ✓ Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments. ✓ Pupils to bring own filled water bottle. ✓ Ensure good supply of gloves and cleaning products are available within each classroom. ✓ Open windows within classroom to enable ventilation at all times.	3X 2	L	Social distancing to occur where possible – although children will be sitting next to each other – they can stay a distance from others during breaks and when using the bathroom	2X2	L
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ Revise the timetable to reduce movement around the school or building ✓ Make sure that pupils use the same classroom or area throughout the day, and ask teachers to move to them ✓ Children to eat meals in school hall in bubbles – tables and chairs to be cleaned between sittings. Staggered lunchtimes so that minimum number of children are in the school hall. ✓ Stagger break and lunch times and start	3X 2	L	This will be monitored, especially as school return full time Adjustments will be made as daily reviews are made by SMT (see new timetable)	2X2	L



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					and finish times so that all children are not moving around the school at the same time. ✓ Ensure that pupils and staff remain at least 1 metre apart whilst moving around the building. ✓ Accessing rooms directly from outside where possible ✓ Establish one-way circulation(by timetabling) to keep groups apart as they move through the setting where spaces are accessed by corridors. ✓ Consider measures required to accommodate any specific pupil that may need assistance to move around school (Provide support member of staff, limit number of staff contact, PPE, limit movements where possible)					
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Limit the amount of shared resources in use and have regular cleaning of all resources used (eg multilink) ✓ Limit the exchange of take-home resources between children, young people and staff ✓ Prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a zipped bag to store it in ✓ Clean shared materials and surfaces more frequently ✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it 	3X 2	L		2X2	L
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Use halls and external sports facilities for exercise at half capacity or less ✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups 	3X 2	L	This will be monitored and reviewed, especially as more groups of children are back in school	3X2	L



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	with contaminated surfaces				between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance ✓ Stagger the use of staff rooms and offices to limit occupancy ✓ Regular cleaning of all public areas by both cleaning staff and teaching staff ✓ Regular handwashing or use of sanitiser if required					
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> • Stagger the use of outdoor areas for breaks, lunch times and outdoor activities • Do not use outdoor equipment unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	3X 3	M	<ul style="list-style-type: none"> • This will be monitored and reviewed, Small climbing frame can be used if there are sufficient staff to clean thoroughly between groups – monitor Each bubble has a bag of their own equipment to use during breaks that is thoroughly cleaned after use and not shared by any other groups. Gym equipment to be cleaned between groups (Juniors) 	2X2	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ Stagger break and lunch times so that different bubbles of pupils don't mix ✓ Ask pupils to clean their hands before break and lunch ✓ If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in ✓ Ensure that staff remain 2 metres apart ✓ Clean tables and chairs used for lunch after use ✓	2X 2	I	This will be monitored and reviewed, especially as more groups of children are back in school Children will be eating in the school hall on a staggered rota to allow for thorough cleaning between bubbles.	2X2	L
Mixing of staff and	• Direct transmission of COVID -19	✓	✓	✓	Examples of mitigating action which could be					L



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pupils whilst providing school meals	<p>virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<p>introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> School meals staff are able to keep two metres apart in the kitchen Cleaning products and hand sanitiser are available for use by the school meals staff Consider use of staff room / kitchens or equipment to identify if there is a need to retain and use or whether to remove. If equipment is retained i.e. kettles, fridges microwave - these all must be cleaned thoroughly after each use. Employees should consider bringing their own packed lunch and drinks. These should be kept with personal belongings. 			<p>Kitchen staff remain in the kitchen</p> <p>Monitor use of staffroom – ensure staff have reasonable areas to relax at lunch/ break etc</p>		
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<ul style="list-style-type: none"> Ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time Stagger access to toilets and hand washing facilities/ use sanitizer and sanitising wipes too Advise staff to keep two metres apart Advise pupils and staff to wash their hands for 20 seconds using warm water and soap Place poster within the building on handwashing procedures to be followed Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. Ensure adequate supply of paper towels Bins emptied regularly 	3X 2	L	<p>This will be monitored and reviewed, especially as more groups of children are back in school</p> <p>Soap adjusted to sensitive soap following parental concerns</p>	3X2	L
Unable to maintain social distancing measures during contact sport and	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - 	✓	✓	✓	<ul style="list-style-type: none"> sports or games played together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing- 	3x 2	L	See school's individual plan for playtimes and use of PE equipment which reflects current guidance.	3X2	L



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physical education lessons	hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings			PE activities changed to ensure that they are covid safe		
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <ul style="list-style-type: none"> ✓ Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible. ✓ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting. ✓ If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. 	2X 2	L	Review staff individual circumstances regularly. Staff told to speak to HT if they have any concerns	2X2	L
Risk of infecting pupils and staff if symptomatic pupils	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. 	✓	✓	✓	<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home children, parents or other staff if they become unwell with a new, 	3X 3	M		3X2	L



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and staff are not managed in line with the guidance	person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces				continuous cough, loss of smell or taste or a high temperature and advise them to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> . ✓ If a child is awaiting collection: - Move them 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 - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. ✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u> .			Mrs Dodd to monitor children who are unwell. Children to be kept in 'reading room' Only Mrs Dodd to see to unwell children to minimise risks to other staff. If Mrs Dodd is not available, Mrs Wright will deputise, then Mrs Rodgers. All staff must wear full PPE – kept in HT office		

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					✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ Test and trace to be followed					
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ Encourage potential visitors to contact the schools remotely rather than visiting the school ✓ Limit the number of visitors at any one time ✓ Provide a specific time window for essential visits to school ✓ Maintain a record of all visitors, including contact details	3X 2	L	Minimise visitors to only absolute essential visitors Visitors must provide phone numbers to school office and records kept for 3 weeks (minimum) All visitors must sanitise hands and stay at a distance of 2m+ from all staff and pupils. Staff training to be remote as far as practicable.	2x2	L
Delivery of inbound goods - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	✓ Ask deliveries to be left at the entrance ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Restrict non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate	3X 2	L		3X2	L
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate): ✓ Additional cleaning requirements agreed with cleaning staff ✓ Appropriate PPE should be provided for staff with responsibilities for cleaning ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ Frequently touched surfaces are cleaned	3x 2	L	Toilets and bins to be cleaned/emptied at regular points in day and recorded on cleaning sheets All classrooms given cleaning kit and staff advised how and when to use it	2X2	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING G	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					frequently with detergents and bleach ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school. ✓ Checks to be made that adequate supply of paper towels available to dry hands. ✓ Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and pupils (supervision may be required for younger pupils). ✓ Check rubbish bins are emptied throughout the day Cleaning products and gloves to be made available for use in specific areas of school. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.					
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.	✓	✓		✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely. ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.	3X 3	M	Ensure that PPE is available and in place for the return of pupils to school If PPE runs out or is unavailable in school, contact LA or local schools to source replacement PPE. School should not open if PPE unavailable Large supply of PPE in HT office (unlocked during school day)	2X1	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>See GOV.UK guidance regarding personal protective equipment.</p> <ul style="list-style-type: none"> ✓ Face Coverings will be used when there is a chance of contact within 2 metres – eg at the start/ end of the day if parents/ carers wish to speak to staff (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms). ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) 			At present, we are not advocating face covers. We will stay in line with current guidance and make changes as required		
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	✓	✓	✓	<p>Include any measures currently in place. All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA.</p> <p><u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u></p> <p>More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.</p>	2X 2	L	<p>All senior management and Site manager to be aware of regulations covering coronavirus and current reporting procedures.</p> <p>Public health England contact numbers to be readily available for SMT and school office staff</p>	2X2	L

