

# Overview

Whilst statutory restrictions are being lifted by the government in Step 4 of their roadmap relating to COVID 19, it is recommended best practice to maintain practical health, safety & hygiene control measures for an extended period of time due to the existing risk and rise of covid cases across the City and surrounding area, predominantly caused by close contact between individuals. This document is a template that can be used to help School Leaders to develop a task-based risk assessment in relation to COVID-19 after STEP 4 of the government’s road map.

Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by School Leaders and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

School Leaders are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees. Employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment. Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub

Help and Support is available with the development of your risk assessment through the [HROD-Safety@sunderland.gov.uk](mailto:HROD-Safety@sunderland.gov.uk)

# Risk Assessment

<b>Work Activity/ Hazard:</b>	<b>Schools &amp; EYFS C-19 Operational Risk Assessment STEP 4 (v.1)</b>	<b>Directorate</b>	Children’s Services: Together for Children	<b>Section:</b>	Education & Childcare settings: Schools
<b>Date of Assessment:</b>	19 <sup>th</sup> July 2021	<b>Date to be Reviewed:</b>	September 2021		

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

- 1 – 2 No Action
- 3 - 6 Monitor
- 8 - 12 Action
- 15 - 16 Urgent Action
- 20 - 25 Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
<p><b>Schools COVID-19 Operational Risk Assessment after STEP 4</b> (based on government guidance issued July 2021)  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf</a></p>									
<p>Spread of COVID-19</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>▪ Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</li> <li>▪ When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults will be told to 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>▪ People who have 1 or more symptom of Covid, have tested positive or a member of their household (or support/childcare bubble) has Covid-19 symptoms must not come into school. Persons who are ill must stay home and follow current government guidance on self-isolation.</li> <li>▪ If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home to begin isolation - the isolation period includes this day. They will be advised to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</li> <li>▪ Children taking a routine vaccination</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ School will inform Local Authority of any positive cases in school.</li> </ul>			

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		<p>may suffer a mild fever. Teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething - and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</p> <ul style="list-style-type: none"> <li>▪ If COVID-19 is suspected the child should start isolating and get tested.</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 will 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.</li> <li>▪ Depending on age &amp; needs suitable adult supervision may be required. 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</li> <li>▪ When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</li> <li>▪ Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m cannot be maintained (such as for a very young child or a child with complex needs)</li> </ul>				<ul style="list-style-type: none"> <li>▪ Stocks of PPE are constantly checked and replenished wherever possible, depending on supplier availability.</li> <li>▪ Gloves are ordered 'latex free' in order to protect staff from irritations</li> </ul>			

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		<ul style="list-style-type: none"> <li>▪ Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test &amp; Trace</li> <li>▪ Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</li> <li>▪ Washing hands before and after eating.</li> <li>▪ Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</li> <li>▪ Provide bins and empty contents at regular intervals</li> <li>▪ Pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice</li> <li>▪ Sufficient handwashing facilities are available. Where there are no facilities nearby, hand sanitisers are provided.</li> <li>▪ Active engagement with NHS Test &amp; Trace.</li> <li>▪ The Isolation room/area used will be cleaned before re-use. A trained person/contractor wearing suitable PPE will clean immediately or where possible the room/area will be locked up/allow no access for 72 hours before cleaning</li> </ul>							

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<p>Vulnerable workers</p> <p>Underlying health issues, Pregnancy, unvaccinated persons</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>▪ All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</li> <li>▪ Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>▪ Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</li> <li>▪ Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a specific Vulnerable Person Risk Assessment to ensure suitable &amp; safe working arrangements.</li> <li>▪ Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</li> <li>▪ Refer to current government guidance to your Occupational Health Team for additional advice.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ Individual risk assessments will be carried out if necessary and agreed with staff member.</li> </ul>			

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Infections or Positive testing within school	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</li> <li>▪ From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>▪ Instead, children 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. Educational Settings encourage all individuals to take a PCR test if advised to do so.</li> <li>▪ Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>▪ Contact Public Health for advice &amp; support where there is a positive case within the school.</li> <li>▪ If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures</li> </ul> <p><b>Asymptomatic testing</b></p> <ul style="list-style-type: none"> <li>▪ Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ Outbreak contingency plan has been shared with staff and governors.</li> <li>▪ Staff continue to take LFT's twice weekly.</li> <li>▪ The Headteacher and SLT will ensure that staff know to take the test reading at 30 minutes (no longer), a strong positive result can be reported at 20 minutes, however, a negative result must be reported at 30 minutes.</li> <li>▪ Staff are advised to watch out for weak positive samples – the line of T can be faint.</li> <li>▪ Staff are advised that if their result shows no line at C on the test, the test is void.</li> <li>▪ Staff are advised if they are unsure or need support, they can ask someone else in the household to check the result. If unable to determine, staff could send a photo of the result to the Headteacher to check.</li> <li>▪ A second test may be required if the result of the first test cannot be determined or is Void.</li> <li>▪ Any staff who are unsure will ask for support from the Headteacher or member of SLT.</li> <li>▪ Staff have additional test devices to repeat the test in the event of a Void or unconfirmed result. If a test is Void a 2<sup>nd</sup> will be taken. If 2 Voids are received consecutively, staff must inform School in case of a faulty batch, they must book a PCR test and still self-isolate pending their PCR test result.</li> <li>▪ All tests should be reported to NHS Track and Trace and to school, whether negative,</li> </ul>			

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		<p>up or down in future depending on local circumstances.</p> <ul style="list-style-type: none"> <li>▪ Over the summer, staff should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice 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 your local pharmacy or ordered online.</li> <li>▪ Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> <li>▪ There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>▪ Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</li> <li>▪ Whilst awaiting the PCR result, the individual should continue to self-</li> </ul>							

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		<p>isolate.</p> <ul style="list-style-type: none"> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</li> </ul>							
Lack of adequate cleaning regime	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Enhanced Cleaning Programme to remain in place with site cleaning teams and cleaning contractors.</p> <p>Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p>	1	5	5	<ul style="list-style-type: none"> <li>Cleaning staff/Site Supervisor have increased responsibility to ensure thorough cleaning of all areas is regularly carried out.</li> <li>Frequent cleaning of all hard surfaces using anti-bacterial cleaner (COSHH assessed)</li> <li>Cleaning staff will follow their own risk assessments and COSHH assessed cleaning products.</li> <li>Site Supervisor carries out all COSHH assessments relating to cleaning consumables.</li> <li>Any staff using cleaning equipment have been briefed on their safe use.</li> <li>High volume areas will be regularly sanitised.</li> <li>Office telephones will be wiped down after each use.</li> <li>Meeting room will be wiped down after use by staff.</li> </ul>			
Inadequate Ventilation	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while maintaining a comfortable temperature</p> <p><b>Natural ventilation</b> – opening windows (in</p>	1	5	5	<ul style="list-style-type: none"> <li>Increase ventilation when rooms are not in use by opening all windows.</li> <li>In response to the question of using the heating in school the following advice was received from H&amp;S at LA:</li> </ul> <p><b><i>The risk of spreading Covid-19 via heating and ventilation systems is relatively low providing the following protocols are followed:</i></b></p>			

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		<p>cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air <b>NOTE:</b> fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p>				<ul style="list-style-type: none"> <li>▪ <i>Frequent inspection</i></li> <li>▪ <i>Well maintained systems– replace the filters regularly</i></li> <li>▪ <i>Vacuum the filter regularly</i></li> <li>▪ <i>Regular space cleaning regime is in place</i></li> <li>▪ <i>Hand hygiene advice is followed</i></li> <li>▪ <i>Social distancing is followed and occupancy levels are kept in line with your revised risk assessments</i></li> <li>▪ <i>Fresh air is maximised -normally through opening windows but not obviously compromising security of the site</i></li> <li>▪ <i>This advice was shared with all staff on 28/9/20 and staff will be reminded of protocols at weekly staff meetings.</i></li> <li>▪ <i>Site supervisor will continue to ensure all inspections and servicing is carried out frequently.</i></li> </ul>			
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>▪ Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>▪ Face coverings are no longer legally required on public transport.</li> <li>▪ Staff advised to continue wearing face masks in areas outside of the classroom.</li> <li>▪ Parents encouraged to continue wearing face masks when on the school premises.</li> <li>▪ We will continue to encourage social distancing of 1m plus with additional suitable controls from pupils, other members of staff, visitors.</li> <li>▪ PPE is to be worn where intimate care is</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ If we have an outbreak in school, a director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). This will be included in the “Outbreak Management Plan”</li> </ul>			

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		provided, or the child is displaying symptoms of covid-19 until collected. <i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i>							
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing.</li> <li>▪ Assemblies and Lunchtime arrangements will resume –avoidance of mixing is no longer required.</li> <li>▪ In the event of local areas having outbreaks it may be necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</li> <li>▪ Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</li> <li>▪ Staff should wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for any staff covering PPA etc.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ Movement around school will continue to be kept to a minimum to avoid busy corridors, entrances and exits.</li> </ul>			

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Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ Layout of classrooms will remain as they are with pupils facing to the front side by side in rows.</li> <li>▪ Staff advised to reduce amount of time spent face to face with pupils.</li> <li>▪ Limit number of children visiting the toilets at any one time.</li> <li>▪ Outdoor areas to be used for PE whenever possible.</li> <li>▪ Coats will be placed on the back of chair and packed lunches under desks.</li> <li>▪ No unnecessary bags should be brought into school.</li> <li>▪ Mobile phones should be left at the main office.</li> <li>▪ PE kit will be worn on allocated PE day</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ Shared equipment will continue to be sanitised between uses.</li> <li>▪ Staff to continue to be encouraged to reduce visits to the photocopier.</li> <li>▪ Movement around school will continue to be kept to a minimum to avoid busy corridors, entrances and exits.</li> <li>▪ Children will play on the yard in individual year groups during breaktimes and lunchtimes.</li> </ul>			
Activities encouraging Spread of Covid	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ Step 4, there will be no limits on the number of people who can sing indoors or outdoors. <b>See Music HUB for mitigations and guidance including specific risk assessment for singing</b></li> <li>▪ Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices</li> <li>▪ Extracurricular provision e.g. breakfast &amp; after school clubs will resume with separate risk assessment including type of activities carried out, enhanced</li> </ul>	1	5	5				

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		<p>cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <ul style="list-style-type: none"> <li>External coaches, clubs and organisations for curricular and extracurricular activities to provide a separate risk assessment and safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</li> <li>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</li> </ul>							
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>Educational day visits and domestic residential education visits may now resume.</li> <li>Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill &amp; Evolve system</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All visits continue to be risk assessed on an individual basis by staff.</li> </ul>			
Messy play - spread of infection	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>Materials can be handled by all children</li> <li>Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</li> <li>Children wash their hands thoroughly before and after messy play</li> <li>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</li> </ul>	1	5	5				

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Expired First Aid certification	Employees, children/learners, contractors, visitors, members of the public, family members  Inadequate care for injuries occurring on site	<ul style="list-style-type: none"> <li>Adequate First Aid provision is in place and certificates up to date for key First Aiders.</li> <li>Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</li> <li>Consider eLearning or Virtual refresher training in the interim period</li> <li><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>	1	5	5				
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</li> <li>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</li> </ul>	1	5	5				
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>Avoid creating busy corridors, entrances/exits</li> <li>Keep to the left in corridors and when using staircases</li> <li>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</li> <li>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces</li> </ul>	1	5	5				

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		<p>often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p>							
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>▪ Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>▪ Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</li> <li>▪ No unnecessary bags should be brought into school, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>▪ Water bottles must not be shared – each child to have their own personal named bottle.</li> <li>▪ Teacher to maintain good personal hygiene practices when marking</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>▪ Frequent cleaning of shared resources, e.g. PE equipment, musical instruments, iPads, laptops, outdoor play equipment</li> </ul>			
Lack of communication	Employees, children/learners, contractors, visitors,	<ul style="list-style-type: none"> <li>▪ Staff briefed at staff meetings about schools plans safety measures, training needs.</li> </ul>	1	5	5				

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	members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>Communicate all policy and plans to all parents (drop off and collection times, lunch arrangements, etc), using Twitter, Website, newsletters, flyers.</li> <li>Consult with staff, professional bodies and trade union colleagues on policy and procedures.</li> <li>Communicate with visitors and contractors ahead of opening – signage to be displayed.</li> <li>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</li> </ul>							
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members  Stress, anxiety, panic, depression	<ul style="list-style-type: none"> <li>Promote attendance at school for both staff and pupils</li> <li>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</li> <li>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</li> <li>Review workloads and timetables to ensure a good work life balance in possible</li> <li>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Wellbeing of Headteacher is supported and monitored by Chair of Governors/Vice Chair of Governors.</li> <li>Headteacher signposts staff to wellbeing support.</li> <li>Staff work life balance and wellbeing is constantly monitored by Governors and SLT.</li> <li>Parents will be encouraged to let us know if their family suffers any kind of loss, trauma or incident which may affect their child. Support will be offered.</li> <li>Pastoral Support Worker available to support pupils one morning each week.</li> </ul>			

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Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area.</li> <li>▪ Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools will only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time</li> <li>▪ Key information relating to the case will be collated immediately</li> <li>▪ Escalate outbreaks will be shared with the local health protection team where necessary who will advise if any additional action is required, such as implementing elements of our outbreak management plan.</li> <li>▪ SLT will be aware of action to take in response to a positive case e.g. understanding of NHS Test &amp; Trace process</li> <li>▪ All staff aware of emergency procedures</li> <li>▪ First Aid provision meets the requirements of the school.</li> </ul>	1	5	5				
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>▪ School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</li> </ul>				<ul style="list-style-type: none"> <li>▪ Meals continue to be served in the school hall for Reception and KS1 children in a staggered manner (to avoid crossover).</li> <li>▪ Year 3/Year 4 will sit together in the Hall for lunches as will Year 5/Year 6.</li> <li>▪ Tables will be set out forward facing for children.</li> <li>▪ Adequate cleaning will continue to be implemented during and after service.</li> </ul>			

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Breakfast Club and After School Club	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<ul style="list-style-type: none"> <li>Before and after-school educational activities for pupils can resume, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. plus for vulnerable children.</li> <li>Extracurricular provision e.g. breakfast &amp; after school clubs can resume (separate risk assessment in place which includes – type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, layout of seating, movement around hall)</li> <li>External coaches, clubs and organisations for curricular and extracurricular activities can resume – a separate risk assessment and safe working procedures will be developed and agreed in line with government guidance and local precautions.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Forty place Breakfast Club offered to support parents who need the provision.</li> <li>Frequent cleaning carried out during and after service.</li> <li>Pupils will sit in individual year groups and will be served at their table. (No movement around hall).</li> <li>Pupils will be escorted to their class after finishing breakfast.</li> <li>After school Clubs offered with limits on numbers depending on the activity offered.</li> </ul>			
Fire	Employees, children/learners, contractors, visitors, members of the public, family members  Inhalation of fire/smoke, burns, fatality	<ul style="list-style-type: none"> <li>Regular visual inspections take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</li> <li>Responsible Person will carry out the Periodic Assurance Review (annually or where changes have been made).</li> <li>Fire drills will be carried out Termly</li> </ul>	1	5	5				
Poor housekeeping & building maintenance	Employees, children/learners, contractors, visitors, members of the public,	<ul style="list-style-type: none"> <li>All regular and periodic building checks to make the school safe are in place.</li> <li>Daily visual checks by site &amp; teaching staffing of their respective areas take</li> </ul>	1	5	5				

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	family members  Bruises, fractures, fatal injuries	place – to report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.							

**To be completed by the Individual undertaking the risk assessment:**

**Name:**

**Job Title:**

**Signature:**

**Date:**

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:**

**Job Title:**

**Signature:**

**Date:**