

## 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. All 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>	<ul style="list-style-type: none"> <li>Education &amp; Childcare settings: Schools</li> </ul>
<b>Date of Assessment:</b>	6 <sup>th</sup> September 2021	<b>Date to be Reviewed:</b>	Ongoing		

<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	4	3	2	1
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

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**Schools COVID-19 Operational Risk Assessment after STEP 4** (based on government guidance issued July 2021)

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](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](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)

Spread of COVID-19	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior)</li> <li>• you're below the age of 18 years 6 months</li> <li>• you've taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for</li> </ul>	1	5	5				
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		<p>medical reasons</p> <p>NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.</p> <p>If anyone in your 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 must be sent home to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p> <p>Children taking a routine vaccination 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>							

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		<p>If COVID-19 is suspected the child should start isolating and get tested.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative arrangements are to be made by the school.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Depending on age &amp; needs suitable adult supervision may be required.</p> <p>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</p> <p>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</p>							

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		<p>routinely worn, should be worn.</p> <p>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)</p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test &amp; Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins. Hand sanitiser continues to be widely available and everyone is encouraged to use it at break points in the school day.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>Pupil with symptoms should not attend</p>							

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		<p>the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Your decision would need to be carefully considered in light of all the circumstances and current public health advice</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test &amp; Trace.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning</p>							
<p>Vulnerable workers</p> <p>Underlying health issues,</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p>	<p>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</p>	1	5	5	<p>CEV staff have individual risk assessments and meet with Headteacher on a fortnightly basis to review.</p> <p>All CEV staff are double vaccinated.</p>	1	5	5

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Pregnancy, unvaccinated persons	Contracting Coronavirus	<p>who have been advised by their GP or clinician not to attend.</p> <p>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.</p> <p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p> <p>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.</p> <p>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</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p>							
Infections or Positive testing within school	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are</p>	1	5	5	<p>Threshold advice from Public Health is followed:</p> <ul style="list-style-type: none"> <li>▪ 5 pupils, staff who are likely to have mixed closely test positive within a 10 day period or</li> <li>▪ 10% of pupils or staff who are likely to have mixed closely test positive within a</li> </ul>	1	5	5

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		<p>contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>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.</p> <p>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.</p> <p>Contact Public Health for advice &amp; support where there is a positive case within the school</p> <p>If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures</p> <p><b>Asymptomatic testing</b> 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 up or down in future depending on local circumstances.</p>				<p>10 day period.</p> <p>Positive cases are reported directly to Public Health should these thresholds be reached Public Health advice is followed by the school to minimise risks.</p> <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> </ul> <p>School staff continue to test twice weekly.</p>			



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		<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p><b>Confirmatory PCR tests</b> 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. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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</p>				Currently awaiting delivery of new supplies of LFT kits.			
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. 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> </ul>	1	5	5

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						<ul style="list-style-type: none"> <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>Mechanical ventilation</b> – adjust to increase the ventilation rate where possible and be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p><b>Natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened</p>	1	5	5	<p>Classroom windows are opened prior to pupils entering school and are left wide open if conditions allow. Alternatively q</p> <p>If conditions are not appropriate for windows to be left open constantly in classroom they are opened at breaktimes and lunchtimes and after school ends for the day.</p> <p>Arrangements will be reviewed as the weather becomes cooler with the flexibility to allow additional suitable indoor clothing and the rearrangement of furniture where possible to avoid direct draughts.</p> <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	1	5	5

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		<p>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</p> <p><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>							
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings will no longer be legally required for staff and visitors either in classrooms or in communal areas however school has agreed as a whole staff to continue to wear face coverings in communal areas of school and outside when welcoming children and dismissing them.</p> <p>During any potential outbreak in school the director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt). To be included in the “Outbreak Management Plans”</p> <p>Social distancing of 1m where possible will still to be encouraged.</p> <p>Early Years settings may take further advice from Public Health on current guidance relating to face coverings</p> <p>PPE is to be worn where intimate care is</p>	1	5	5	Staff have agreed that they will continue to wear face coverings in busy/communal areas of the school, when dealing with visitors and when outside dealing directly with parents.	1	5	5

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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	It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing Assemblies and Lunchtime arrangements have resumed –avoidance of mixing is no longer required. School have an “Outbreak Management Plan” which may be necessary in the event of local areas having to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. 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. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area.	1	5	5	Pupils still sit within their own year group during breakfast club.  Pupils remain within their own Key Stage as far as is possible.  Weekly assemblies continue to take place via Zoom to reduce large gatherings.  Weekly staff meeting takes place in the school hall to allow staff to maintain social distancing of at least 1m.	1	5	5
Contact due to layout or available space	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Social distancing is encouraged where possible, i.e. maintain social distancing of 1m plus with additional suitable controls from pupils, other members of staff, visitors. Considerations will be given to, where possible, maintaining layouts or	1	5	5	Staff meetings are held in the school hall rather than the meeting room to allow staff to spread out.  Large groups/gatherings are discouraged in school. Weekly assemblies take place via	1	5	5

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		<p>adaptations to classrooms to support reasonable distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.</p> <p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Movement around school is limited to essential only to reduce contacts.</p> <p>Avoid creating busy corridors, entrances/exits.</p>				Zoom.			
Activities encouraging Spread of Covid	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Step 4, there will be no limits on the number of people who can sing indoors or outdoors. <b>Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing</b></p> <p>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</p> <p>Extracurricular provision e.g.</p>	1	5	5	<p>Pupils continue to sit within their year group during Breakfast Club in the hall.</p> <p>Extra cleaning takes place during Breakfast Club by staff.</p> <p>After School Clubs are arranged as far as possible in year groups/Key Stages to minimise the risk.</p>	1	5	5

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		<p>Wraparound care; breakfast &amp; after school clubs to provide a separate risk assessment including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>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.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p>							
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school term international visits are permitted</p> <p>Consider and monitor travel list and impacts this may have on pupils and staff. The travel list is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p>	1	5	5	Swimming will restart at the Aquatic Centre for Year 5 pupils.	1	5	5

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		Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill & Evolve system							
Messy play - spread of infection	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Materials can be handled by all children 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. Children wash their hands thoroughly before and after messy play Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group	1	5	5		1	5	5
Expired First Aid certification	Employees, children/learners, contractors, visitors, members of the public, family members  inadequate care for injuries occurring on site	Adequate First Aid provision to be in place If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training. Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity. Consider eLearning or Virtual refresher training in the interim period <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>	1	5	5	Staff First Aid requalification will be carried out during the Autumn Term.  All other named First Aiders/ Paediatric First Aiders qualifications are in date.	1	5	5

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Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care 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	1	5	5	<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>	1	5	5
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Avoid creating busy corridors, entrances/exits Keep to the left in corridors and when using staircases 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 Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.	1	5	5	<ul style="list-style-type: none"> <li>Year groups exit within their Key Stage at the end of each day to avoid congestion.</li> <li>Pupils may enter from 8.40am each day to ease congestion.</li> </ul>	1	5	5
Cross-contamination of resources,	Employees, children/learners, contractors, visitors,	Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly,	1	5	5	<ul style="list-style-type: none"> <li>Frequent cleaning of shared resources, e.g. PE equipment, musical instruments,</li> </ul>	1	5	5



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toys and equipment	members of the public, family members  Contracting Coronavirus	along with all frequently touched surfaces. This includes wraparound care. 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.  Schools to consider their local policy on limiting the amount of equipment pupils they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.  Water bottles must not be shared – each child to have their own personal bottle.  Teacher to maintain good personal hygiene practices when marking				IPads, laptops, outdoor play equipment			
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Talk to staff about schools plans safety measures, training needs. Communicate all policy and plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Consult with staff, professional bodies and trade union colleagues on policy and procedures. Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss enhanced cleaning regimes with	1	5	5	<ul style="list-style-type: none"> <li>Staff briefed at staff meetings about schools plans safety measures, training needs.</li> <li>Communicate all policy and plans to all parents (drop off and collection times, lunch arrangements, etc), using Twitter, Website, newsletters, flyers.</li> </ul>	1	5	5

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 additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		cleaning team and contractors in preparation for opening – clear procedures are in place.							
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members  Stress, anxiety, panic, depression	Promote attendance at school for both staff and pupils 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 Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc. Review workloads and timetables to ensure a good work life balance in possible Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant	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>	1	5	5
Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible Gather and record key information	1	5	5		1	5	5

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 additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		<p>relating to the case immediately</p> <p>Escalate outbreaks to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case</p> <p>Understanding of NHS Test &amp; Trace process</p> <p>Train all staff in emergency procedures</p> <p>First Aid provision to meet the requirements of the setting</p>							
Dining & Catering	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</p>	1	5	5	<ul style="list-style-type: none"> <li>Meals are served in the school hall for all year groups in a staggered manner (to avoid crossover).</li> <li>Tables will be set out forward facing for children.</li> </ul> <p>Adequate cleaning will continue to be implemented during and after service.</p>	1	5	5
Breakfast Club and After School Club	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<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</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> </ul> <p>After school Clubs offered with limits on numbers depending on the activity offered.</p>	1	5	5

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 additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
		and equipment, hygiene practice, supervision, layout of seating, movement around hall) 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.							
Fire	Employees, children/learners, contractors, visitors, members of the public, family members  Inhalation of fire/smoke, burns, fatality	Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made) Fire drills to be carried out Termly	1	5	5		1	5	5
Poor housekeeping & building maintenance	Employees, children/learners, contractors, visitors, members of the public, family members  Bruises, fractures, fatal injuries	All regular and periodic building checks to make the school safe must be in place. Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.	1	5	5		1	5	5

**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:**