



Part: 2 Distribution and revision

Risk Assessment

Part: 1 General Detail

Work activity	Re-opening of schools for the Autumn Term	Area of work	
Department	CJCS - Education	Section	
Manager		Risk assessor(s)	

	Name:	Date:	Reason for review	Revision No.
Submitted by:	Nicola Dunn	September 2020		0
Approved by:	Brian Price	September 2020		0
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Approved by:	Brian Price	November 2020		1
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Approved by:	Brian Price	January 2021		2

This risk assessment template can be used to help premises and activity controllers to develop a specific risk assessment in relation to COVID-19. Below is a risk assessment template with a list of potential hazards and suggested risk control measure. The items listed below are not fixed or exhaustive and the risk assessor is advised to add or make changes where required. Using the template the assessor is instructed to work through the list and identify any existing controls that are already in place; describe how additional controls will be introduced, using the prompts; and evaluate the remaining risk level, using the risk calculation matrix.

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking. People can also become infected by touching infected surfaces and then touching their face. Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

When risk assessing for COVID-19:


- identify what work activity or situations might cause transmission of the virus;
- think about who could be at risk;
- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

Likelihood↓	Severity →				
	Insignificant	Minor	Moderate	Major	Catastrophic
Remote					
Unlikely					
Possible					
Likely					
Highly Likely					

Use the matrix to assess the level of risk.

1. Look at the likelihood and the severity
2. Identify the level of risk
3. Apply the appropriate control measure from the action/control measure box.

Control Measure	
Trivial Risk	No actions needed- operation can continue, continued improvement is essential
Tolerable Risk	Improvement actions are required, operation can be carried out but with additional precautions
Moderate Risk	Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented
Unacceptable risk	Operation must not be started/continued and improvement action must be implemented before operation is started/continued

Remote		Less likely to occur	Insignificant	Minor injury
Unlikely		Minor	Minor injury (requiring first aid)	
Possible		Moderate	RIDDOR reportable moderate injury that results in an absence of 7 days or more	
Likely		Major	RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.	
Highly Likely		More Likely to occur	Catastrophic	Fatal Injury/Illness permanent disability

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
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Close proximity of individuals and groups on the school grounds i.e. outside of the main school building	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<p>Please describe additional control measures that are already in place.</p> <ul style="list-style-type: none"> • Staff will be informed to keep social distance (2 metres apart) from other persons where possible. • Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side • Where possible the maximum amount of school entrances and exits will be used to minimise contact between people and groups when entering and exiting the building • Staff will wear masks in communal areas such as the corridor and main entrance • Signs will be placed to inform that entrances and exits must be kept clear at all times • Where possible staggered start and end times will be maintained 	Tolerable Risk	<ul style="list-style-type: none"> • Staff will be provided with written guidance about keeping social distance (2 metres apart). • Staff will stand behind children at least 1.5m away. Staff are not to stand face to face with pupils. • Clear signage to be displayed around the school grounds to advise of the need to maintain social distancing when dropping off /collecting pupils. • Each group will have designated exits and staggered starts and end times. Class 2 leave through the French doors, Class 4 leave through their back door, Class 3 down the corridor, EY through 	

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			<p>to reduce interactions between groups</p> <ul style="list-style-type: none"> • Groups (bubbles) will be maintained when entering and exiting the school and using the school grounds – for information on bubbles see the Groups section • Parents will be advised to maintain social distancing when on the school grounds and wear face coverings • Clear signage to be displayed around the school grounds to advise people of the need to maintain social distancing when dropping off /collecting pupils. • Parents/guardians will be advised to have a single person drop off and collect pupils to reduce the number of people on the school grounds • Parents and guardians will still not enter the school grounds unless it is essential – the use of 		<p>their own door.</p> <ul style="list-style-type: none"> • Display notices to ensure all exits/entrances are kept clear at all times. • Stagger start times and end times to the school day to limit the amount of parents/carers on the premises at any one time. Parents will be provided with a letter informing them of the drop off and pick up times and points outside of the playground. Parents will be strongly advised that only a single parent/carer can drop off and collect pupils. • Parents and carers will receive information via email and social media. • If a pupil arrives late, they will need to go to the back of the queue until all other 	

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			<p>technology will be maintained for contacts and meetings</p> <ul style="list-style-type: none"> • Face coverings must be worn in the main entrance • Temporary/disposable face coverings will be disposed of in a closed bin • Reusable face coverings will be stored in a plastic bag to be taken home at the end of the day • Staff will be instructed to remove the face covering safely, by not touching the front of the face covering • Pupils and staff must wash their hands immediately on arrival at the school 		<p>children are in their rooms. The HT will remain on the yard. If they are late after gates are closed, they will walk through the conservatory to the corridor.</p> <ul style="list-style-type: none"> • Parents and carers will be able to contact staff via email or telephone. If they require a face to face contact, this will be done via Zoom. 	
Close proximity of individuals and groups within the school premises	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or	<p>Contact between individuals will be minimised and social distancing will be maintained wherever possible using the following arrangements:</p> <ul style="list-style-type: none"> • Groups (bubbles) will be maintained 	Tolerable Risk	<ul style="list-style-type: none"> • Staff and parents will have written guidance. • All children will be in class bubbles with their class teacher and TA in the same bubble. • Class bubbles will have 	

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		death	<ul style="list-style-type: none"> Where possible, children will sit at their own tables in the classroom, dining hall and breakfast and after school club. Pupils will have their own pencil cases, whiteboards and pens only for their use. Pupils must limit the amount of equipment they bring into school each day, to essentials such as hats, coats and water bottles. No cakes or prewrapped sweets or cakes. The size of a group will be kept as low as possible to allow normal educational delivery and limit the risk of widespread transmission From January Primary school bubbles are open to critical worker and vulnerable children Bubbles will not mix or interact where possible and any interactions will be kept to a minimum Should a significant mixing of 		<p>staggered break times and EY will play in their own area and not on the yard. The field will be partitioned into two spaces and we will use the yard.</p> <ul style="list-style-type: none"> Where possible, pupils will sit one to a table but where numbers are higher, pupils will sit two to a table side by side and all facing forward. Staff have been allocated different designated areas for breaks and lunches to ensure the numbers in rooms and using tea boilers and microwaves are kept to a minimum. Staff will clean designated areas after use. Lunch times are staggered so only half of the staff will be eating at any one time in different rooms. Only one group will be in the cloakroom and children will go 	

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			<p>bubbles take place or pupils/staff move from one group to another this will be recorded for test and trace purposes</p> <ul style="list-style-type: none"> • Staff will be informed to keep social distance (2 metres apart) from other persons where possible. • Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side • Where staff cannot maintain social distancing measures, such as early years or delivering first aid, risk mitigation measures should be used. • Staff will be informed to avoid close face to face contact and minimise time spent within 1m of anyone • PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids 		<p>one at a time to collect coat and line up 2m apart. Where contact is required with parents/carer, this will be carried out by telephone or if it is absolutely necessary to meet with a member of staff, this will happen 2m apart in the meeting room with all windows and doors open.</p> <ul style="list-style-type: none"> • First aid will be administered to children and adults by another member of the bubble. All areas will have a first aid box so that they are immediately on hand and one will be taken out on the playground by a member of staff. • Vulnerable children and key worker children will have access to wrap around care including breakfast and after school club. • All furniture, tables and chairs 	

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			<ul style="list-style-type: none"> For interactions where social distancing cannot be reasonably maintained, such as those with complex needs or where close contact is required, group sizes will be reduced as low as practical Non-essential visitors will not be on site. For those who need to attend, (e.g. legionella, fire checks), masks will be worn. 		<p>that are not needed will be removed from classrooms and placed at the back of the dining hall.</p> <ul style="list-style-type: none"> There will be staggered break and lunch times, class groups all have their own exit routes. There will only be one class group in the corridor, children will be chaperoned to and from breakfast and ASC. Two halls will be used for lunch time. Parents will be reminded that they only need to come to the office if it is absolutely necessary. Dinner money will be sent in with the child to the class teacher and a member of staff will drop it at the office. 	
Shielding staff or pupils			<ul style="list-style-type: none"> Under the current national lockdown, children will learn remotely until February half term, except for vulnerable children and the children of critical workers 	Moderate risk	<ul style="list-style-type: none"> The school should discuss concerns with staff and parents for those who have previously been shielding 	Tolerable risk

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			<p>who may still attend school.</p> <ul style="list-style-type: none"> Clinically extremely vulnerable children and young people should not attend school or other educational settings Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. school will make appropriate arrangements for children to be able to continue their education at home. School will Support children and young people to learn remotely until February half term. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. Clinically extremely vulnerable are strongly advised to work from 			

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			<p>home because the risk of exposure to the virus in your area may currently be higher. If you cannot work from home, then you should not attend work.</p> <ul style="list-style-type: none"> Those pupils or staff who are still required to shield will be supported to remain at home Those pupils or staff who may be required to self-isolate or shield following a rate rise will be supported to remain at home 			
Clinically vulnerable staff or pupils			<ul style="list-style-type: none"> Clinically extremely vulnerable children and young people should not attend school or other educational settings from 5th January 2021. Under the current national lockdown, children will learn remotely until February half term, except for vulnerable children and the children of critical workers who may still attend school. Clinically extremely vulnerable children and young people should 	Tolerable risk	<ul style="list-style-type: none"> Clinically vulnerable staff will have their own risk assessment carried out by the HT. Pregnant staff will not administer first aid or aid toileting with younger children. 	

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			<p>not attend school or other educational settings</p> <ul style="list-style-type: none"> Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend out-of-school settings during the period this advice is in place. Where a meeting with a GP or specialist clinician has not taken place, the public health advice is that the child is still clinically extremely vulnerable and should not attend the setting. Where a pupil is unable to attend school because they are complying with clinical or public health advice, school will immediately offer them access to remote education. School will keep a record of, and monitor engagement with this activity. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable 			

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			<p>themselves, can still attend out-of-school settings.</p> <ul style="list-style-type: none"> • Parents of clinically extremely vulnerable children will have received a letter confirming this advice. • Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past. • Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. • Clinically extremely vulnerable are strongly advised to work from home because the risk of exposure to the virus in your area 			

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			<p>may currently be higher. If you cannot work from home, then you should not attend work.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. • Schools should ensure that they have a regular updated list of pupils health conditions • Further information can be found in section 9 of https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing 			
Potential spread of infection	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or	<ul style="list-style-type: none"> • Children will be placed into groups, which will be kept separate and social distancing will be maintained. • Desks are arranged so that pupils are not directly facing each other from Year 3 upwards. Pupils will 	Tolerable risk	<ul style="list-style-type: none"> • Additional measures and risk assessments may be required for children with complex needs who may struggle with respiratory hygiene • Class 1 will be served lunch at 	Tolerable Risk

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		death	<p>be discouraged from moving around the classroom.</p> <ul style="list-style-type: none"> • Children have their own pencil cases with equipment in that is used only by them. • Each bubble will have their own designated area of the field/yard. • Good ventilation will be maintained in all rooms. Windows and door will be opened. • Those who are unwell are instructed to stay at home – the controls for those who develop symptoms will be followed • PPE is provided as required and PPE controls will be followed • Staff pupils and visitors will be advised to wash their hands on arrival • Robust hand washing measures will be continued and reinforced • Where staff need to move between classes and year groups in an emergency, they should try and keep their distance from pupils and other staff as much as 		<p>11:45 and sit in the dining hall, Class 2 at 12:00 and sit in main hall, Class 3 12:30 and sit in dining hall when class 1 have left and area has been cleaned and Class 4 will be served at 12:40 and sit in main hall.</p> <ul style="list-style-type: none"> • Children will bring their own water bottles to school. Staff will refill these when required. Staff will fill cups in the dining hall. • Each bubble will have their own spray bottles provided by school. Hand sanitiser is located in the HT office. • One member of staff in the photocopier room. Staff to wipe the photocopier after each use. • Cash will be sent in with the children and taken to the office by a member of staff. School administrator will wear gloves. 	

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			<p>they can, ideally 2 metres from other adults.</p> <ul style="list-style-type: none"> • Pupils will clean their hands regularly including: <ul style="list-style-type: none"> ○ On arrival at school ○ When returning from breaks ○ When changing rooms ○ Before and after eating • Hand wash/sanitiser stations are available throughout the school for staff, pupils and visitors • Small children and those with complex needs will be supervised to ensure hands are cleaned properly • Arrangements are in place to ensure that equipment brought from home is kept to a minimum • Reinforcement of Catch it, Bin it, Kill it – staff will remain vigilant and will help children where required • An adequate supply of tissues and covered bins are available • Shared equipment is reduced and 		<ul style="list-style-type: none"> • pupils will limit the amount of equipment they bring into school each day, to essentials such as hats, coats and water bottles. They will not be allowed to bring any other items from home such as artefacts or food. 	

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			<p>any shared equipment will be backed up with cleaning procedures – such as wipes for photocopiers</p> <ul style="list-style-type: none"> • Cash handling is kept to a minimum and cashless payment utilised where possible. Admin will use gloves and wash hands thoroughly after handling cash. • First aid will be administered in line with https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm • Children should not bring any items in from home. Anything that comes to school from a home needs quarantining for 72 hours and staff who have touched the item need to thoroughly wash their hands for at least 20 seconds with soap and water. • All staffroom surfaces must be cleaned after use. Handles on the fridge, cupboards, dishwasher, tea boiler must be cleaned after 			

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			<p>every use. No crockery, food, rubbish should be left lying around.</p> <ul style="list-style-type: none"> Two rooms are available for breaks. 2 metres distance must be maintained in staffrooms. All staff must wear masks or visors in corridors and office areas. 			
<p>Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas</p>	<p>Staff Pupils Contractors Visitors</p>	<p>Risk of infection and spread of infection of COVID-19.</p>	<p>Hartlepool Borough Council has produced an outbreak guide for schools to follow the guide to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523404</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of or change to smell & taste) in an education setting they must be sent home and advised to follow the governments - staying at home</p>	<p>Moderate Risk</p>	<ul style="list-style-type: none"> pupils will be placed in the conservatory while waiting for collection from parents/carer The child will use the KS2 toilet if needed, and the toilet area and conservatory will be deep cleaned. Staff will wear gloves, face shield or mask and gloves. Children will evacuate the room and relocate to the dining hall. The infected classroom will be deep cleaned. <ul style="list-style-type: none"> If a child becomes unwell 	<p>Tolerable Risk</p>

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			<p>guidance</p> <ul style="list-style-type: none"> • All site users will be instructed not to attend site if they have symptoms • Children, (including siblings or other members of the household) or staff should be sent home and advised to book a test. Following a positive test, they isolate for ten days. Their fellow household members should isolate for 10 days. • If the individual cannot go straight home they will be moved to a ventilated isolation room – supervision will be provided if required • A separate bathroom will be used for anyone who becomes symptomatic • PPE will be provided for staff to use if close contact is required – see PPE section for PPE use • Staff assisting someone who is 		<p>with Coronavirus symptoms (a new and continuous cough, high temperature or anosmia (loss or change in normal taste or smell), parents will be contacted immediately. The child will be taken to the conservatory where they will wait until someone collects them.</p> <ul style="list-style-type: none"> • The pupil will be placed in the conservatory whilst waiting for collection from parents/carer. The KS2 toilet will be used if needed, and those toilets will be cleaned immediately after. Staff will be given the PPE provided by HBC to accompany the child to the conservatory and wait with them until they are collected. • All pupils and staff will 	

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			<p>unwell or cleaning the area after use will be instructed to clean their hands for 20 seconds</p> <ul style="list-style-type: none"> • The classroom/area where the person become unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant. • In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler. • If available the school will issue a home testing kit to parents/guardians • Staff and pupils will be advised to order a test immediately at https://www.nhs.uk/conditions/coronavirus-covid-19/ or call 119 • If your test result is positive, you must continue to self-isolate for 10 days from when your symptoms started, or when your test was taken. 		<p>leave the area via the quickest route and all of that area will be cleaned. Signs will be displayed so that no one enters the area.</p> <ul style="list-style-type: none"> • Once outside, all pupils who have been in the bubble with the child with symptoms will be sent to wash their hands one at a time and use the anti bacteria spray. • Parents/carers of the symptomatic child will be informed by telephone. Contact details will be collected and updated as soon as notification of change. If the parent or carer cannot be contacted or if the alternate contact cannot collect due to shielding, the next person on the list will be 	

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			<ul style="list-style-type: none"> • If the test is negative you can stop isolating as long as: <ul style="list-style-type: none"> • you are well • no-one else in your household has symptoms • if anyone else in your household has symptoms they have also received a negative test result • you have not been advised to self-isolate by NHS Test and Trace • you have not arrived into the UK from a non-exempt country within the last 14 days • Anyone in your household who is isolating because of your symptoms can also stop isolating. • If your test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms 		<p>contacted.</p> <ul style="list-style-type: none"> • If a member of staff has come in to contact with someone who is unwell, staff should wash their hands for at least 20 seconds after contact. • Staff will be supplied with adequate PPE and provided with instructions on the safe use and disposal (please see the PPE section of the risk assessment). • In an emergency, call 999 if the pupil is seriously ill or injured. If COVID-19 is suspected, inform the call handler. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms or 	

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			<ul style="list-style-type: none"> • If someone tests positive they will be required to continue to self-isolate for 10 days from the start of symptoms and only return to school if they no longer have symptoms other than a cough or anosmia • If the person tests positive for coronavirus the NHS test and trace will contact the individual via email or text to instruct how to share details with people they have had contact with. • The NHS will contact persons or the parents and guardians of a person under 18 and will advise them to self-isolate for 10 days. • The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation. • The school should contact the 		<p>the person tests positive.</p> <ul style="list-style-type: none"> • The affected area will be deep cleaned. Disposable cleaning materials should be used and staff should use gloves and aprons. • Public areas that a symptomatic person has passed through will be cleaned as normal • Parents will be informed by letter via email that a person with symptoms has presented at school. • All site users should be advised not to attend the school if they are displaying symptoms of coronavirus https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Those who have been in contact with a person with 	

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				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			parents, carer or member of staff no later than 48 hours after the person has been sent home for an update regarding the test and results and the persons welfare.		<p>symptoms, but is not displaying symptoms themselves does not have to self-isolate; however they must be advised to:</p> <ul style="list-style-type: none"> ○ Avoid individuals who are at high risk, from pre-existing medical conditions ○ Take extra care in social distancing and hygiene measures ○ Adhere to any advice issued from the NHS test and trace team 	
Site user tests positive for COVID-19	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death. School closure and major	Hartlepool Borough Council has produced an outbreak guide for schools to follow the guide includes a single point of contact to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523404 if they are made aware of a	Moderate Risk	<ul style="list-style-type: none"> ● Hartlepool Borough Council has produced an outbreak guide for schools ● Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 	Tolerable Risk

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				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
		disruption in school services.	<p>confirmed case.</p> <ul style="list-style-type: none"> The local health protection team will carry out a risk assessment to confirm who has been in close contact with an infected person Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive, will be sent home and advised to self-isolate for 10 days from the period of direct contact <p>Close contact is defined as:</p> <ul style="list-style-type: none"> anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: face-to-face contact including 		<p>10 days.</p> <ul style="list-style-type: none"> Where the person tests positive they will be contacted by the NHS test and trace team who will gather contact information for anyone the individual has come into contact with. PHE will contact the school Parents will be contacted using the letter supplied by HBC to advise that parents/careers of children in the bubble that they need to isolate their children 	

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				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<p>being coughed on or having a face-to-face conversation within one metre</p> <ul style="list-style-type: none"> • been within one metre for one minute or longer without face-to-face contact • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane • A template letter has been provided by Hartlepool Borough Council to send to parents and staff– the health protection team will provide advice on who should be sent home and who should be notified. • Household members of those sent home will be advised not to self-isolate unless they or someone in their household 			

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				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			develops symptoms			
Wider outbreak			<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected the school will notify the local outbreak management team and will follow all advice given. PHE may need to be contacted. 	Tolerable risk	<ul style="list-style-type: none"> In some cases the local outbreak management team may recommend a larger number of pupils will need to self-isolate The business continuity plan will be updated. Risk assessments will be carried out for vulnerable pupils who may be sent home to self-isolate 	
Lack of information for testing and tracing purposes			<ul style="list-style-type: none"> The details of visitors within the school premises will be recorded and retained for 21 days. Visitors include contractors, parents attending meetings or anyone visiting premises who has been in contact with another person 	Tolerable risk		
Fire and alarm systems	Staff Pupils Contractors Visitors	Resulting in burns. Injury or death	<ul style="list-style-type: none"> Fire doors must not be held open. If they are to be held open a hold open devices that releases the door on the alarm sounding must 	Tolerable Risk		

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				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<ul style="list-style-type: none"> be used Fire evacuation procedures will be reviewed and updated where necessary and communicated to staff Social distancing and group separation is not required during emergency evacuation When safe to return to the school groups will be organised, separated and reoccupying will be socially distanced 			
First Aid	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> The school will identify and review risk assessments for children who may have a particular needs, in relation to first aid. An assessment will be conducted for pupils who may pose an additional risk, including those who require direct care or support First aid will be carried out in line with https://www.hse.gov.uk/coronavir 	Moderate Risk	<ul style="list-style-type: none"> First aid will be administered by adults in the same bubble as the injured person. Staff administering first aid will wear aprons, gloves and face covering if necessary. Medicines in school and first aid lead (ZC) will: <ul style="list-style-type: none"> lead a meeting to inform all staff of children with health needs. 	Tolerable Risk

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				Unacceptable Risk		Unacceptable Risk
			us/first-aid-and-medicals/first-aid-certificate-coronavirus.htm		<ul style="list-style-type: none"> ○ identify and review risk assessments and health care plans for children who may have a particular needs, in relation to first aid. ○ assess pupils who may pose an additional risk, including those who require direct care or support ● First aid certificates have been extended for 3 months but refresher guidance should be supplied to first aiders ● Conservatory (medical room) will be reviewed to maintain social distancing and state the hygiene process for cleaning the rooms. 	
Cleaning arrangements	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may	<ul style="list-style-type: none"> ● Enhanced cleaning is in place, including: ● Additional cleaning of rooms and areas that are shared by different 	Tolerable risk	<ul style="list-style-type: none"> ● Revised guidance will be issued at the end of the summer term – this guidance will need to be reviewed and 	

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		lead to ill health or death	<p>groups</p> <ul style="list-style-type: none"> Frequently touched surface will be cleaned on a regular basis Toilets will be cleaned regularly and thoroughly by the caretaker and cleaners, including flushers, handles, soap dispensers, toilet paper dispensers and handles. Robust measures will be in place to encourage pupils to wash their hands after using the toilet Government guidance on cleaning will be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Cleaning materials, such as disposable cloths and wipes will be disposed of in lidded bins Waste from cleaning areas where people have been unwell will be double bagged and stored for 72 hours before disposal Hard to clean objects and items will be removed and the use 		<p>followed – the HBC Health, Safety and Risk team will provide additional advice if required</p> <ul style="list-style-type: none"> 2 cleaners and a site supervisor will clean school thoroughly at the end of the day. EY staff will put toys and equipment in Milton overnight Staff in bubbles will carry out additional cleaning of hard surfaces; disposable cloths and disinfectant will be provide. There will be a wipe in and out system for multi touch areas, such as printers, photocopiers, telephones, iPads. Cleaning materials and tissues will be placed in pedal bins throughout the day- all waste should be 	

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				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<p>discontinued</p> <ul style="list-style-type: none"> Isolation rooms that have been used as holding rooms for anyone with symptoms will be deep cleaned; those cleaning the room will be issued with appropriate PPE HBC will provide Ozone machines for infected areas. Anti-viral wipes will be used Cleaners will not enter a room where the bubble has closed for 72 hours or after the room has been deep cleaned with an ozone machine. 		<p>double bagged</p> <ul style="list-style-type: none"> The school administrator and site supervisor are responsible for checking and ordering additional stocks of cleaning materials. The site supervisor and staff will remove play equipment, classroom equipment and other non-washable non-essential items to minimise the spread of infection for example, removing soft furnishings and soft toys, fabric seats and items that cannot be cleaned. Book shelves will be removed or covered, outdoor play equipment will be cordoned off. Any rooms that have been used as holding areas for 	

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				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
					<p>anyone who has displayed symptoms on school premises will be cordoned off and deep cleaned by cleaners.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • soft furnishings, soft toys, and items that cannot be cleaned will be removed. 	
Handwashing and personal hygiene	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • An adequate provision of hand washing areas and hand sanitiser stations is in place and these are appropriately located near to entrance and exits • Staff pupil and visitors will be reminded to wash their hands before leaving home; on arrival at the premises; before and after breaks; before and after lunch 	Tolerable risk	<ul style="list-style-type: none"> • There is an adequate provision of hand washing areas and hand sanitiser stations and they are appropriately located near to entrance and exits. There are hand sanitisers outside of every classroom and main entrance, there are soap dispensers in toilets. • Staff pupil and visitors will be 	

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			<p>time; before and after handling any articles or substances.</p> <ul style="list-style-type: none"> • Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing • Hands must be dried properly • Staff and pupils will be continuously reminded not to touch their faces • “Catch it, Bin it, Kill it” approach will be reinforced across the school • Children will be supervised at all times using hand sanitiser. • COSHH guidance will be followed for hand sanitiser. (See separate sheet) 		<p>reminded to wash their hands before leaving home, on arrival at the premises and before and after handling any articles or substances.</p> <ul style="list-style-type: none"> • Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing • Hands must be dried properly – consideration should be given to using disposable hand towels and not hand driers. <ul style="list-style-type: none"> • Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing • Hands must be dried properly using disposable 	

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					<p>hand towels and not hand driers.</p> <ul style="list-style-type: none"> • Staff and pupils will be reminded not to touch their face • Children will be spoken at the start of every day about hygiene and how to keep their hands clean, not to touch their faces, when to wash their hands. • Staff will use the “Catch it, Bin it, Kill it” approach and posters about handwashing and hygiene will be displayed around school. 	
Alcohol gel hand sanitiser	Staff Pupils Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • Hand washing with soap and water will be used in preference to hand sanitiser. • If used alcohol based hand sanitiser must only be used by children and young people under close supervision. • Alcohol based hand sanitiser will 	Tolerable risk	<ul style="list-style-type: none"> • Moderate risk 	

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				Unacceptable Risk		Unacceptable Risk
		Skin inflammation or burns	<p>not be used or applied near to open flames or sparks such as kitchens or hot works</p> <ul style="list-style-type: none"> • Hand sanitiser will be stored safely and away from sources of ignition • Hand sanitiser must only be stored in original bottle and transferred to a wall mounted dispenser 			
Inadequate provision and use of Personal Protection and PPE	Staff Pupils Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn: <ul style="list-style-type: none"> ○ A fluid resistant face mask ○ Disposable gloves ○ Disposable apron ○ A face shield or eye protection is there is a risk of coughing, spitting or vomiting • Guidance on wearing and acquiring PPE is communicated 	Tolerable risk		

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				Moderate Risk		Moderate Risk
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			<p>to all staff</p> <ul style="list-style-type: none"> • Staff are be instructed that wearing gloves should not be substituted for handwashing • PPE will be provided for direct care in line with PHE guidance • Staff must wear PPE when dealing with suspected cases of COVID • PPE donning and doffing PHE guide note will be issued to staff • PPE donning and doffing guide note • PPE stocks will be counted on a regular basis to ensure that there is an adequate supply • Safe working in education childcare and children's social-care including the use of personal protective equipment PPE <p>PPE used when assisting persons who are symptomatic, for deep cleaning or cleaning up bodily fluids must be double bagged and left for</p>			

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				Unacceptable Risk		Unacceptable Risk
			72 hours before disposal			
Poor mental wellbeing of staff and pupils	Staff Pupils	Acute or long-term mental distress	<ul style="list-style-type: none"> EP, Alliance and SAS Insurance offer support for mental well-being. https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak <ul style="list-style-type: none"> Pupils will receive weekly Zoom sessions with their class teacher and peers in school. Pupils will receive telephone calls from teachers and teaching assistants. Pupils will receive Zoom intervention sessions. 		<ul style="list-style-type: none"> EP, Alliance and SAS Insurance offer support for mental well-being. https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak	

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Violence and aggression toward staff or other parents	Staff Pupils	Work related stress or distress. Injury from physical violence Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> The behaviour policy will be adhered to. Where children are aggressive or violent towards staff, parents will be called and they will be taken off site. <p>The behaviour policy will include exclusion for children purposely spitting at others.</p>	Tolerable risk		
Unaccounted absentees	Pupils, vulnerable children or young people	Safeguarding risks, pupil welfare	<ul style="list-style-type: none"> School to contact home by 9:30. If no contact has been obtained, other family members will be contacted. Then Jackie Webb's team will be contacted. During bubble closures, staff will telephone any children and families they have not 		<ul style="list-style-type: none"> School administrator to contact all absent pupils. Where the family cannot be contacted, DSL/admin/HT to report to Jackie Webb's attendance team Periodic review of absenteeism with Attendance 	

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			<ul style="list-style-type: none"> received work from. Welfare calls will be carried out for all pupils at home isolating. 		Team.	
COVID related, affected or indirect risks	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death Disruption to educational delivery			<ul style="list-style-type: none"> All classes have at least 2 members of staff so if staff have to provide childcare for children that have been sent home from other schools or childcare provisions due to an outbreak, we will provide cover with existing staff in school. We have 1 HLTA in school. 	
Risks to education delivery	Pupils, vulnerable children or young people	Disruption to educational delivery	<ul style="list-style-type: none"> If a bubble closes or there is a local lockdown, work and tutorials will be provided by the class teacher on Seesaw or Tapestry (providing the teacher is not ill). If the teacher is ill, another member of staff will be responsible for providing home learning to 			

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			<ul style="list-style-type: none"> the bubble. Children will do work daily which will be responded to by the teacher throughout the day. (See Remote Learning Policy and Timetable) 			
Pupils behaviour on the return to school prevents social distancing or appropriate infection control	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> A FAQ will be published publicly to detail expected behaviours for pupils at school 		<ul style="list-style-type: none"> Communication regarding social distancing and hygiene to parents and children should be clear. Emails will be sent and social media sites will be updated with information about social distancing. The behaviour policy will be revised Monitoring of social distancing should be a continuing process and any issues will be dealt with by the SLT and parents will be informed 	
Outside areas including play equipment and play furniture	Staff, Pupils, vulnerable children or young	Possibility of infection of Covid19 which may	<ul style="list-style-type: none"> Outdoor equipment will not be used unless it is appropriately cleaned between groups of children 	Tolerable risk	The trim trail will be out of bounds.	

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				Unacceptable Risk		Unacceptable Risk
	people	lead to ill health or death	<ul style="list-style-type: none"> Multiple groups do not use play equipment simultaneously. If outdoor equipment is used it will be used by small groups and will be cleaned before use and between groups. If outdoor furniture or play or equipment, such as a trim trail is to be used, all hand holds and grips must be dried after cleaning to reducing slipping Outdoor areas can still be used for exercise but groups must be maintained 			
Visitors and contractors	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> All essential visitors and contractors will be provided with site rules and will be advised to use hand sanitiser or handwashing areas Visitors will only be permitted if essential Contractors visiting site will provide a risk assessment before work can commence, the risk 	Tolerable risk		

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			<p>assessment will have to include infection controls</p> <ul style="list-style-type: none"> Contractors will be isolated where possible and will not mix with groups – contact between individuals should be kept to a minimum and social distancing should be maintained Those visiting site to carry out direct care or support will not mix across bubbles and social distancing will be maintained where possible If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment 			
Deliveries	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Contact with delivery personal will be kept a minimum and social distancing will be maintained Where possible a pick up and drop off point will be established away from occupied areas Electronic paperwork will be encouraged for signing deliveries 	Tolerable risk		

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				Unacceptable Risk		Unacceptable Risk
			<ul style="list-style-type: none"> in and out Where possible single or consistent groups will be used for deliveries 			
Driving for work/transporting children	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Where possible vehicles will only be used by one person Vehicles will not be shared Car seats will not be removed and placed into multiple vehicles were possible. If a car seat is to be moved to an additional vehicle it will be cleaned with disinfectant – which will be supplied by the school If vehicles have to be used by one or more persons a distance of 2m will be maintained If 2m distance cannot be maintained the following measures will be observed: Handwashing will be carried out before entering the vehicle and on arrival at the destination Hand sanitiser will be provided for additional hand sanitising where hand washing is not available – 	Tolerable risk		

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				Unacceptable Risk		Unacceptable Risk
			<p>see hand sanitiser controls</p> <ul style="list-style-type: none"> • Hand sanitiser will not be left or stored on the dashboard of the car as this poses a fire risk – where possible hand sanitiser will be stored in a glove box • Touch surfaces inside the vehicle will be wiped before and after use using disinfectant cleaner • Travel time and time in the vehicle will be as short as possible and will only include travel to and from the destination • Side to side positioning for people in the vehicle and distancing will be maintained where possible on the back seats or bench seats • Where possible those travelling will use fixed teams or persons from the same bubble • Ventilation will be encouraged by means of open windows • Wearing of a face covering when travelling in multiples is required when social distancing cannot be maintained 			

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				Unacceptable Risk		Unacceptable Risk
			<ul style="list-style-type: none"> • Face covering and masks will be removed before entering the school building – see PPE controls • The transporting risk assessment will be reviewed to ensure compliance • If a child becomes unwell the driver will assess if the car needs to be stopped or the child driven to safe place – the controls for symptomatic persons will be used • For any spilt fluids the car must be deep cleaned and appropriate PPE worn – see PPE controls • Travel records of drivers, assistants and passengers will be maintained for test, track and trace purposes 			
COSHH	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or	<ul style="list-style-type: none"> • COSHH assessments will be reviewed and revised for any additional items brought onto site 	Tolerable risk		

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
		death				
Ineffective risk controls/monitoring performance	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> The health, safety and risk team will conduct an inspection of the school during the Autumn term to ensure all controls are in place and working effectively The risk assessment will be reviewed periodically to ensure that risk controls are effective An internal check list will be used to conduct periodic checks 	Tolerable risk		
Infection risks during physical activity in school	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> Pupils will be kept in consistent groups Activities will be non-contact. Children will be reminded at the start of every lesson not to touch each other or hold hands. Sports equipment will be thoroughly cleaned between each groups use Contact sports will be avoided Outdoor activities will be prioritised Indoor activities will have thorough cleaning and hygiene 	Tolerable risk	Only equipment that can be thoroughly cleaned will be used.	

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<p>procedures and social distancing will be maintained and maximised where possible</p> <ul style="list-style-type: none"> • Pupils and staff will be advised to clean their hands before and after any activity • https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation <p>See additional risk assessment for PE.</p>			
Infection risks during practical activities – such as music	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> • The use of practical lessons or sharing of equipment will be reduced where possible • Pupils and staff will be advised to clean their hands before and after any activity • Pupils will be kept in consistent groups • Equipment will be thoroughly cleaned between each groups use • Singing should take place in the school hall if possible or in a large, well ventilated classroom. 	Tolerable risk	Collective Worship will happen in classrooms only with the same consistent bubbles.	

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<p>Pupils should be 2 m from the teacher and if possible, 2 m apart, although this distance can be relaxed if pupils are working in Class Bubbles or Year Group Bubbles.</p> <ul style="list-style-type: none"> • Pupils should be positioned side by side when singing. • Pupils will be positioned side to side or back to back • Singing and wind instruments will not take place in larger groups • Teacher to be at least 2m from the nearest pupil. • Ventilation is key. Open windows and sing outdoors if weather permits. Larger group singing lessons should be held in rooms that can be ventilated well. 			

Also see:

- Remote Learning Risk Assessment
- Breakfast and after school club risk assessment
- Music risk assessment
- Physical activity risk assessment