

**RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

## Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 11 May 2020

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

* Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime in place before school opens.
* Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
* Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
* Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
* Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
* Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
* Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
* Implement social distancing measures where possible, minimising contact through smaller classes or group sizes, and altering the environment as much as possible, such as changing the layout of classrooms.
* Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools (NEU/GMB/Unison/Unite).](https://unitetheunion.org/media/3087/coronavirus-workplace-checklist_0.pdf)

**Taken from the government guidance – Guidance of full opening of: schools from 2nd July**

We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

* a requirement that people who are ill stay at home
* robust hand and respiratory hygiene
* enhanced cleaning arrangements
* active engagement with NHS Test and Trace
* formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

* grouping children together
* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff as much as possible

When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school

Information has also been used in the production of the risk assessment from the [Joint Union Checklist for September (NEU/GMB/UNISON/Unite commentary and checklist](https://neu.org.uk/media/11476/view)

This risk assessment has been written based on a generic model risk assessment for schools covering the risk posed by the Covid- 19 Coronavirus. All of the following control measures have been considered and implemented to reduce the risk factor to a tolerable level.

This risk assessment has been shared with Governors, the Local Authority and all staff within the school and will be placed on the school website to ensure parents/carers can also see the control measures being implemented within school to protect their child.

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| SCHOOL: | Twiss Green Community Primary School |
| HEADTEACHER: | Lesley McGann |
| NAME OF ASSESSOR/S: | Lesley McGann, Darren Wood, Katy Fuller |
| CONTACT DETAILS: | TEL: 01925 762346EMAIL: twissgreen\_primary\_head@warrington.gov.uk |

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| REF NO | TASK / WORK / OPERATION | DO HAZARDS EXIST? | WHAT ARE THE HAZARDS? |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | N | Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | N | Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | N | Lack of staff available to teach or carry out required tasks in school. |
| 04 | Fire Wardens and First Aiders | N | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from school | Y | Unable to maintain social distancing measures and mixing of pupils on home to school transport |
| 06 | Arrival and departure of school staff | Y | Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in the classroom |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if pupils and staff use shared equipment and resources |
| 11 | Use of shared spaces | Y | Higher risk of contamination if pupils and staff use shared spaces |
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of pupils during break and lunch times and maintenance of social distancing measures |
| 14 | Provision of school meals  | Y | Mixing of staff and pupils whilst providing school meals |
| 15 | Access to toilets and hand washing facilities | Y | Mixing of pupils/staff during visits to toilets and hand washing facilities |
| 16 | Physical education lessons and contact sports | Y | Unable to maintain social distancing measures during contact sport and physical education lessons |
| 17 | Supporting clinically vulnerable pupils and staff | Y | Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice |
| 18 | Managing symptomatic pupils and staff | Y | Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance |
| 19 | Managing visitors and temporary staff  | Y | Visitors do not adhere to social distancing measures put in place |
| 20 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection |
| 21 | Cleaning | Y | Ineffective infection control and increased risk of infection |
| 22 | PPE | Y | Lack of PPE when having to undertake a task where social distancing measures cannot be met. |
| 23 | RIDDOR | Y | Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 |
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**RISK SCORING**

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

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

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

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| **HAZARDS** | **POTENTIAL HARM** | **PERSONS AT RISK**(tick as appropriate) | **EXISTING CONTROL MEASURES** | **RISK RATING** | **L/M/H** | **MITIGATING ACTION INTRODUCED** | **NEW RISK RATING** | **RESIDUAL RISK** |
|  |  | **STAFF** | **PUPILS** | **VISITORS** |  | **L x S =RR** |  |  | **L x S = RR** | **L/M/H** |
| **Building and Systems not maintained prior to opening** | * **Lack of statutory inspection, testing, servicing** could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.
 | **✓** | **✓** | **✓** | All electrical equipment has been inspected within the last 5 years.Water hygiene management takes place on a regular basis.Regular testing of fire alarms, also takes places. Caretaker and staff carry out visual inspection of all equipment at the beginning of each lesson. | **2x4=8** | **L** | Inspections, maintenance and servicing is up to date. (Files with Office Manager’s – including hot and cold water systems, gas safety, fire safety, kitchen equipment etc. Water hygiene measures in line with the legionella risk assessment have been maintained because the school has been open constantly since 24th February. ([See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS](http://www.myschoolservices.co.uk/Page/199))A visual inspection of the building was carried out on Friday 29th May and will be revisited on 1st September to identify any hazards that could pose a risk to users of the building.[See Managing School premises, which are partially open, during the corona outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) | **2x2=4** | **L** |
| **Lack of communication with parents/carers and staff members** | * **Parents/carers may feel anxious about their child returning back to school or may not want child back to school** due to lack of information on the controls in place to manage the risk of Covid-19.
* **Staff may feel anxious about returning to school** due to lack of information provided or the expectation placed on staff on returning back into the workplace.
 | **✓** | **✓** | **✓** | Detailed letters have been shared with parents/carers and staff outlining the procedures that will be put in place when school is opening up to YR, Y1 and Y6. These have been sent directly via email, posted on the website and T2P reminders sent. There is a designated Covid -19 tab on the school website and parents are sent T2P when this is updated.Updated letters to be sent by 7th August. | **2x4=8** | **L** | Parents/Carers have been kept up to date with the measures we are taking to protect pupils against the risk of COVID-19 in school. Regular updates will also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. All staff (including catering and mid-day assistants) will receive the information about measures the school are taking to ensure their health and safety once school opens. Concerns to be discussed with staff prior to opening and feedback provided on the controls in place. This should include any safety reps in school (SP and EM).Induction to be carried out with staff and the control processes will be demonstrated in order to reduce the risk of covid-19, including the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens. Daily briefing sessions to be carried out with pupils to ensure awareness of procedures implemented in school.Off site visits will not be undertaken.Arrangement for SEND pupils have been discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. Regular sessions to be held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.Regular communication of mental health information and open door policy will be available for those who need additional support.See [GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19). | **2x2=4** | **L** |
| **Staffing levels** | * Lack of staff available to teach or carry out required tasks in school
 | **✓** | **✓** | **✓** | Staffing is in line with the latest guidance: staff that move between bubbles will need to follow strict hygiene levels, including handwashing between bubbles. | **2x4 =8** | **L** | Staff will be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. HT will ensure that adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENCo, first aiders / fire wardens, caretaking and cleaning staff.Arrangements are in place for members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Staff with underlying health conditions). Homeworking has been offered as an alternative. There are two members of staff who are deemed to be vulnerable and unable to work at home – individual RAs have been written for them (JN and SP).Contingency plans have been developed to deal with change in staffing levels (teaching, cleaning, caretaking, etc.). | **2x2=4** | **L** |
| **Lack of Fire Wardens & First Aid Provision** | * **Unable to provide adequate first aid or able to supervise fire evacuation procedure.**
 | **✓** | **✓** | **✓** | 3 First Aiders will be in school at all times and 2 Fire Wardens- appropriate cover in place for the needs within school. | **2x4 = 8** | **L** | Posters are on display detailing first aid/fire warden contact information.Extra equipment (including PPE) is in place to provide first aid or to use defibrillator safely. (Mouth to mouth resuscitation is not advised). See PPE later in risk assessment. In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the Covid-19 procedures). Once at assembly points social distancing will be complied with.Assembly points will allow for social distance once outside the school. See GN 25 – First Aid via MSS.[See Guidance on Covid-19 in relation to carrying out CPR and resuscitation](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) | **2x2 =4** | **L** |
| **Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport** | * **Direct transmission of COVID-19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Parents and children have been asked to walk or cycle to school, if at all possible.  | **2x4=8** | **L** | [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) is available for parents and children on the school’s website.Children who arrive in cars are leaving the car park and entering the school site on foot. | **2x2=8** | **L** |
| **Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Arrival and departure times will be staggered.Staff have been asked to wash their hands on arrival and prior to leaving the school.Staff have been instructed to adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building. |  |  | Parents have been asked to check temperature of child before coming to school.Handwashing posters are displayed in washroom facilities around school.Social distancing posters are on display in prominent positions around school.Milton spray is available in all areas of the school including the staff toilets.. | **L** | **L** |
| **Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Parents have been told that if their child needs to be accompanied to the school only one parent should attend.Children and parents have been informed about forming a queue outside of the entrance to the school and remain 2 metres apart.Children will be instructed to wash their hands on arrival and prior to leaving the school. Parents have been asked to inform school if their children are allergic to any of the handwash being used in school. | **2x4=8** | **L** | Arrival and departure times have been staggered for different cohorts of pupils.Different entrance /exit points are available for children and they have been shared with parents via the school website.Markings are in place on paths and playgrounds.Posters showing children how to wash hands are on display in washroom facilities.Help will be given to children and young people who have trouble cleaning their hands independently.Hand sanitiser will not be used – emphasis will be placed on thorough handwashing. (Supervision may be required for younger pupils). | **2x2=4** | **L** |
| **Unable to maintain social distancing measures in the classroom** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Classrooms have been measured in order to ensure the space can accommodate the numbers of staff and children. The needs of SEND children have been taken into consideration.Classrooms have been rearranged to ensure that social distancing measures can be maintained.Unnecessary items have been removed from classrooms.In KS2 there will be a laptop provided for pairs of children. In KS2 children will be sitting in the same place as much possible each day.In KS 1 there will be some continuous provision and movement around the classroom environment. When moving from one area to another, children will wash their hands and surfaces will be cleaned during the day.Pupils to bring in own water bottle.A good supply of gloves and cleaning products will be available within each classroom.Windows within classroom will be open to enable ventilation ( but only if it safe to do so). | **2x4=8** | **L** | Seating arrangement two metres apart. (Face to face has been eliminated).As many lessons/activities as possible will take place outdoors.Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have all been removed.Each class will have its own designated sinks. Milton spray, soap and water and tissues will be available in the shared bay areas.It is unlikely that social distancing cannot be implemented but PPE will be available (this will be appropriate for the task). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information has been provided on the safe use and fit of PPE to ensure appropriate protection provided.Individuals with any medical condition that may be affected, e.g. hay fever, allergies will be considered. | **2x2=4** | **L** |
| **Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | The timetable has been revised in order to reduce movement around the school or building.Break and lunch times will be staggered in KS2 (Y3/4 eat first, Y5/6 outside first).KS1 children will have lunch between 12:00 – 12:45 in order to maintain teaching time because of earlier finish.Morning break Y3&4 10:25 – 10:40Y5&6 10:40 – 10:55 each class to stay within their own designated zone. Field will be used wherever possible.In KS1 each bubble will remain in their own playground zone, but can be out at the same time.Teachers and TAs out at the same time will cover each other for short breaks. (ie. No playground rota)Start and finish times will also be staggered so that all children are not moving around the school at the same time. KS2 All classrooms will be entered and exited directly from outside where possible. | **2x4 = 8** | **L** | Children will be using the same classroom throughout the day, and teachers will stay with them.Children have been asked to bring a packed lunch and eat in the classroom to reduce movement around the school.One-way circulation will be used. Only one ‘bubble’ will exit the bay area at any one time.Floor markings will be used in some internal communal areas.When children are moving within the building they will be supervised at all times. Ensuring social distancing measures are being followed.  | **2x2 =4** | **L** |
| **Higher risk of contamination if pupils and staff use shared equipment and resources** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Use of shared resources will be limited. Children will only be bringing lunch boxes, book bags and water bottles into school.Any shared materials and surfaces will be cleaned regularly. | **2x4=8** | **L** | All children to have their own stationery and folders within their own trays.Checklists will be completed.Practical lessons will only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it. | **2x2=4** | **L** |
| **Higher risk of contamination if pupils and staff use shared spaces** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Follow current Government advice regarding classroom setup: forward facing tables, teaching from the front, staff to avoid close contact for over 15 minutes, minimise furniture and ‘clutter’.The hall may be used for no more than 1 bubble at any time. KS1 staff will use the main staffroom. Staff from LKS2 will use the library. Staff from UKS2 will use breakfast club at lunchtime and choose one of the other 2 rooms at other times, but be consistent. Staff who move from different bays and admin staff will choose a staffroom and be consistent. (If unsure, please speak to a member of the SLT).Toilets remain allocated by bay. | **2x4=8** | **L** | If the hall is being used it must be thoroughly cleaned between different groups including floor and floor, frequently touched surfaces.Staggered breaks will enable areas to be cleaned following the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).3 separate staffrooms have been created in order to avoid cross-contamination between the 4 groups of children.  | **2x2=4** | **L** |
| **Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Use of outdoor areas for breaks, lunch times and outdoor activities will be staggered.All outdoor activities will be closely supervised to ensure that a degree of social distancing is encouraged – in particular for smaller children (ie. Avoid touching). | **2x4 = 8** | **L** | Outdoor equipment will not be used, unless we are able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) TAs have agreed to tasks not within their usual remit eg. Regular cleaning using Milton. RAs have been developed for the task including safe use of any chemicals / access to appropriate MSDS sheets and following any COSHH guidance. | **2x2=4** | **L** |
| **Mixing of pupils during break and lunch times and maintenance of social distancing measures** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Break and lunch times will be staggered so that different cohorts of pupils don’t mix.If children need to move around the building during lunch and break times they will do so in their small groups. Packed lunches will be provided instead of hot meals. | **2x4=8** | **L** | Children will be eating their lunch in their classrooms. | **2x2=4** | **L** |
| **Mixing of staff and pupils whilst providing school meals** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils. | **2x4=8** | **L** | School meals staff are able to keep two metres apart in the kitchenCleaning products and soap and water are available for use by the school meals staff.Equipment in the 3 staffrooms e.g. kettles, fridges microwave - all must be cleaned thoroughly after each use.Staff to bring their own pack lunch and drinks. These should be kept with personal belongings.Utensils such as plates, cups, knives, forks and spoons to be removed from staff room. Staff to bring own utensils in and retain with personal belongings. Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. Enhanced cleaning regime will be required in staff room / kitchen areas used by staff.Checklist completed at end of task. | **2x2=4** | **L** |
| **Mixing of pupils/staff during visits to toilets and hand washing facilities** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Toilets will be supervised strictly in order to limit the number of children who use the toilet facilities at one time.Access to toilets and hand washing facilities to be staggered.Staff to keep two metres apart.Children and staff to wash their hands for 20 seconds using warm water and soap. | **2x4=8** | **L** | Posters in place on handwashing procedures to be followed.Adequate supply of soap and water available, this will be replenished throughout the day to ensure constant supply available.Adequate supply of paper towels will be available. | **2x2=4** | **L** |
| **Unable to maintain social distancing measures during contact sport and physical education lessons** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Children can play sports or games together in line with the guidance: outside where possible, large indoor spaces, avoid shouting, aim for individual equipment which should be cleaned, frequent handwashing before and after lesson. | **2x4=8** | **L** | Children to be provided with designated play equipment for each bubble which will be cleaned at the end of the day by TAs.  | **2x2=4** | **L** |
| **Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Staff and pupils considered to be clinically extremely vulnerable should follow individual medical advice in line with ‘Guidance on Shielding and protecting people who are clinically extremely vulnerable from Covid 19’ (Gov.uk 14th July 2020).Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the have been advised to take extra care in observing social distancing.If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, Government guidance suggests they should attend. | **2x4=8** | **L** | Meetings have taken place involving parents, SENCo, class teacher and SLA re child in Y2 who will continue with home learning.Individual RAs for relevant clinically vulnerable staff to ensure risks are appropriately identified / mitigated where possible. (SP and JN)There is one family where one parent is extremely vulnerable. They will be alerted as soon as a child/adult in the same bubble is sent for testing because of Covid 19 symptoms. | **2x2=4** | **L** |
| **Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Ensure that staff are aware of the process for sending home children or staff if they become unwell with a new, continuous cough or a high temperature, or lose of taste or smell and advise them to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). | **2x4=8** | **L** | If a child is awaiting collection:* Move them to a room (the Computer Suite) where they can be isolated behind a closed door
* Depending on the age of the child and with appropriate adult supervision if required
* If possible, open a window for ventilation
* If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
* Call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk | **2x2=4** | **L** |
| **Visitors do not adhere to social distancing measures put in place** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Encourage potential visitors to contact the schools remotely rather than visiting the schoolLimit the number of visitors at any one time.Provide a specific time window for essential visits to school.Maintain a record of all visitors, including contact details.Test and trace contact details to be collected on entry. | **2x4=8** | **L** | Visitors who do come into school are asked to wash their hand upon entering and they are supervised at all times, ensuring that a 2m distance is being maintained.. | **2x2=4** | **L** |
| **Delivery of inbound good - ineffective infection control and increased risk of infection** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Ask deliveries to be left at the entrance, or inside as appropriate.Restrict non-business deliveries, for example, personal deliveries to workers | **2x4=8** | **L** | Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.Ensure that incoming goods are cleaned if appropriate | **2x2=4** | **L** |
| **Cleaning - ineffective infection control and increased risk of infection** | * **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)
* **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces
 | **✓** | **✓** | **✓** | Agreed schedule with the Cleaning ServiceCleaning Services has adopted the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  | **2x4=8** | **L** | Additional cleaning requirements and hours agreed with provider.Appropriate PPE should be provided for staff with responsibilities for cleaning (See PPE)Deep cleans of the building are put into place where there is a confirmed case of COVID-19.Frequently touched surfaces are cleaned frequently with detergents and bleachToys, books, desks, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal.Spaces are well ventilated using natural ventilation (opening windows).Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Procedure should be produced and shared with staff regarding the closing procedures of fire doors, a copy of the procedure should be placed with the fire risk assessment and included in the fire evacuation procedure. Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.Checks to be made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands.Soap and hot water available in reception area for visitors and in strategic placement around school for staff and pupils (supervision may be required for younger pupils).Rubbish bins are emptied throughout the day – bins with lids with operated foot pedals available for tissues.Cleaning products and gloves to be made available for use in specific areas of school.Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. | **2x2=4** | **L** |
| **PPE** | **Lack of PPE when having to undertake a task which requires social distancing measures that cannot be met.** | **✓** | **✓** | **✓** | Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk considers using protective screens, PPE, keep time to a minimum, **etc.** Where PPE is identified as required; an adequate supply of these must be provided and available for use. | **2x4=8** | **L** | Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely.Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See [GOV.UK guidance regarding personal protective equipment.](https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan)Face Coverings will not be considered. Handwashing should be continued throughout the day. | **2x2=4** | **L** |
| **Reporting of injuries, Diseases and Dangerous Occurrences to the HSE** | **Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19** | **✓** | **✓** | **✓** | All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety andResilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. [**See HSE guidance re RIDDOR and Coronavirus (COVID-19)**](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) | **2x4=8** | **L** | More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS. | **2x2=4** | **L** |