



**RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS – Version 4**

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<b>HEADTEACHER:</b>	Emma Wright
<b>NAME OF ASSESSOR/S:</b>	Senior Leadership Team
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<b>Version 1</b>	<b>Completed June 1<sup>st</sup> 2020 and reviewed by WBC</b>
<b>Version 2</b>	<b>Completed September 1<sup>st</sup> 2020 and reviewed by WBC</b>
<b>Version 3</b>	<b>Completed December 1<sup>st</sup> 2020 following updated WBC Guidance Note 43 – Working Safely During Covid-19</b>
<b>Version 4</b>	<b>Completed March 1<sup>st</sup> 2021 following updated PHE Guidance on Face Coverings in School Corridors</b>

<b>REF NO</b>	<b>TASK / WORK / OPERATION</b>	<b>DO HAZARDS EXIST?</b>	<b>WHAT ARE THE HAZARDS?</b>
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.

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WBC AND DfE GUIDANCE IS CIRCULATED REGULARLY TO ALL STAFF WHICH SHOULD BE READ AS SOON AS POSSIBLE



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
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

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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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

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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**.

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

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	<ul style="list-style-type: none"> <li>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.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Existing Statutory Risk Assessments are strictly adhered to</li> <li>Full time site manager will continue to follow Statutory inspection routines</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>The Caretaker's hours of work will be extended to ensure a member of the site management team is available from 6.30am to 6.30pm each day</li> </ul>	1 x 2 = 2	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>We have a range of communications: phone, website, email, text, facebook etc</li> <li>When communicating with parents, a range of methods are used to contact including text and phone call</li> <li>Staff notice board informs procedures, staff meetings, weekly SMT meetings, emails, facebook, website, informal conversations, staff on entrances at the beginning/end of day for brief conversations</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>Letters will no longer be sent to parents and all communication will be electronic</li> <li>Parents will be told to contact school via email and telephone if they need to speak to their teachers</li> <li>Protective screen in the office</li> <li>Children shown how to stand with a reasonable safe distance when lining up on day 1 – this will continue to be adhered to throughout the school day</li> <li>Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against</li> </ul>	1 x 3 = L	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>the risk of COVID-19 in school. This is required before the school opens or more pupils attend. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school</p> <ul style="list-style-type: none"> <li>• Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens</li> <li>• Should a classroom shut down due to isolation, teachers will use work packs and also live lessons via zoom/teams to deliver lessons. This is an interim measure until Google Classrooms is resourced across school including staff training</li> <li>• Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school</li> <li>• Carry out an exercise to update staff on additions to and deletions from the risk assessment – Thursday 3<sup>rd</sup> September and demonstrate the control processes to be followed to reduce the risk of covid-19, this includes the risks that</li> </ul>			

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							may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens <ul style="list-style-type: none"> <li>• Carry out an exercise to update staff on additions to the risk assessment – Wednesday 16<sup>th</sup> December</li> <li>• Continued suspension of residential visits. Day trips permitted with the agreement of the Headteacher</li> <li>• Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins</li> <li>• Ensure regular 1-1 or time to talk sessions are 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</li> <li>• Share regular communication of mental health information and open door policy for those who need additional support</li> </ul> See <a href="#">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a>			
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>• Lack of staff available to teach or</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>• We have a system of calling</li> </ul>	<b>2 x 5 = 10</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Staff to be informed that</li> </ul>	<b>1 x 4 = L</b>	<b>L</b>

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	carry out required tasks in school				before 7am if the person will not be coming in which gives leaders enough time to organise cover and communicate with parents should the need arise <ul style="list-style-type: none"> <li>In any instance where parents have been unable to be contacted and children have turned up at school, provision has been made to isolate them in their existing bubbles until parents come to collect them</li> </ul>			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 <ul style="list-style-type: none"> <li>Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, senco, first aiders / fire wardens, caretaking and cleaning staff</li> <li>Ensure arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) consider homeworking options or tasks that restrict interaction with other is school)</li> <li>Consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)</li> </ul>		
<b>Lack of Fire Wardens &amp; First Aid Provision</b>	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>All staff are emergency first aid trained</li> <li>We have a high number of fire wardens and designated first aiders in school</li> <li>The frequency of emergency evacuation drills, ensure everyone is aware of the procedure</li> <li>Ensure posters displayed detailing first aid/fire warden</li> </ul>	<b>2 x 2 4</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school</li> <li>Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See PPE later in</li> </ul>	<b>1 x 2 = L</b>	<b>L</b>

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					contact information. <ul style="list-style-type: none"> <li>In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures)</li> </ul>			risk assessment <ul style="list-style-type: none"> <li>Once at assembly points social distancing must be complied with Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school</li> </ul> See GN 25 – First Aid via MSS  <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u>		
<b>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID-19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>		x		<ul style="list-style-type: none"> <li>Risk assessment requested from School Transport and adhered to</li> <li>Immediately wash hands when arrive in the school building</li> </ul>	3 x 4 = 12	M	<ul style="list-style-type: none"> <li>Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting</li> <li>Ensure parents and children and young people are aware of the recommendations set out in the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> (including avoiding peak times) when planning their travel</li> <li>Advise children and young people to remain 2 meters apart on school transport where possible</li> <li>Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand</li> </ul>	1 x 2 = L	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								sanitiser <ul style="list-style-type: none"> <li>• Ensure that school transport arrangements cater for any changes to start and finish times</li> <li>• Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul>		
<b>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Only one member of staff to be at the porch at any one time to access the signing in/out system</li> <li>• Signs/posters to remind people of social distancing rules</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Wipes at the entrance of school to use the signing in screen</li> <li>• Ask staff to wash their hands or sanitise on arrival and prior to leaving the school</li> <li>• Place handwashing posters in washroom facilities around school</li> <li>• Advise staff to adhere to safe distancing measures when entering and exiting the building</li> <li>• Place social distancing posters in prominent positions around school</li> <li>• Place hand sanitiser in reception area for visitors and in strategic placement around school for staff. The hand sanitizer used is the normal one which is used in school</li> </ul>	1 x 2 = L	L
<b>Mixing of parents and carers / children and</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Instruct pupils to sanitise their hands on arrival and</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• During the first few days, staff will be on</li> </ul>	1 x 2 = L	L

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<b>young people and non-adherence of social distancing measures during the drop off and collection times</b>	to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				prior to leaving the school <ul style="list-style-type: none"> <li>• Place posters showing children how to wash hands in washroom facilities</li> <li>• Provide help to children and young people who have trouble cleaning their hands independently.</li> <li>• Place hand sanitiser in reception area or entrances for visitors and in strategic placement around school for staff and pupils where limited washing facilities available (supervision may be required for younger pupils)</li> <li>• Where children are using sanitiser, this is supervised at all times. Children are not allowed to bring in and use their own sanitiser</li> </ul>			the gates to ensure parents are adhering to distancing measures and are using the correct gates <ul style="list-style-type: none"> <li>• Tell parents that if their child needs to be accompanied to the school only one parent should attend</li> <li>• PA announcements to remind people of social distancing measures</li> <li>• Staff on playgrounds will discourage waiting in the playground or outside the school gates</li> <li>• Use different entrance /exit points for children</li> <li>• Advise children and young people to form a queue outside of the entrance to the school and adhere to safe distancing measures</li> </ul>		
<b>Unable to maintain social distancing measures in the classroom</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Consider which lessons or classroom activities could take place outdoors</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments</li> </ul>	<b>3 x 2 = 6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>• Assess the size of the classroom to ensure the space can accommodate the numbers of staff and pupils use ensuring social distancing can be accommodated, this should also take into account any SEND pupils who may require addition staff support.</li> <li>• Ensure good supply of gloves and cleaning products are available within each classroom</li> <li>• Where possible</li> </ul>	<b>1 x 2 = L</b>	<b>L</b>

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>Pupils to bring own water bottle in and take home each night</li> <li>Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies)</li> </ul>			classrooms will be arranged in a way to keep safe distancing. <ul style="list-style-type: none"> <li>Where possible, classrooms will have forward facing seating</li> <li>Consider seating students at the same desk each day if they attend on consecutive days. (avoid face to face working where possible)</li> <li>PPE will be used for very specific tasks where staff are in very close contact with children e.g support with self-care</li> <li>Staff are permitted to wear PPE where they feel it's appropriate</li> </ul>		
<b>Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID -19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Limited movement around corridors</li> <li>Limited numbers at toilets at sinks</li> <li>Wherever practicable, handwashing will be supervised. Children will be allowed to use each toilet but queuing will be outside</li> <li>Where possible, lunchtime routines will follow safe distancing measures</li> <li>Ensure that pupils and staff are aware of safe distancing and the importance of it as they move around school</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>Revise the timetable to reduce movement around the school or building</li> <li>Where possible, children use the same classroom or area throughout the day, and ask teachers to move to them</li> <li>Where more than one space is used, tables and equipment will be wiped down</li> <li>Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time.</li> <li>Children will eat in the classroom</li> <li>Accessing rooms directly from outside where possible</li> </ul>	1 x 2 = L	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<ul style="list-style-type: none"> <li>Where possible, individual bubbles will not access corridors at the same time</li> </ul>			

<p><b>Higher risk of contamination if pupils and staff use shared equipment and resources</b></p>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Limit the amount of shared resources in use</li> <li>• Pupils bring their own water bottles into school. Water bottles are taken home and replenished each day by parents</li> <li>• Increased opportunities for hand sanitisation (wash/gel)</li> <li>• Review of Risk Assessments and COSHH sheets for the use of cleaning products. Staff to receive information on safe use</li> <li>• Games and sports amended to reduce sharing equipment and contact</li> <li>• Clean shared materials and surfaces more frequently</li> <li>• Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Where possible stationery and other equipment will be allocated to each pupil– Individual stationary packs. However where equipment is shared, it will be cleaned where practicable</li> <li>• Bubbles will ensure their own resources will kept within their own bubble</li> <li>• Younger pupils won't play in sand or water trays and will be given individual pots of playdough</li> </ul>	1 x 2 = L	L
<p><b>Higher risk of contamination if pupils and staff use shared spaces</b></p>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Where possible, spaces will not be shared however this is unavoidable in maintaining a broad and balanced curriculum e.g. PE. The hall is the largest room in school and will be used for most shared time including little links and PE</li> <li>• Where ever possible pupils are outside</li> <li>• Staggered visits to the toilet</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Signs/posters to be placed around the playground</li> <li>• Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Staff are asked to use caution when sharing spaces and consider safe distancing at all times.</li> <li>• Staff have been reminded in the update meeting to wipe</li> </ul>	1 x 2 = L	L

								equipment before and after use and also wash hands		
<b>Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Ensure that outdoor activities are supervised to ensure that social distancing measures are maintained – in particular for smaller children</li> <li>• Outdoor equipment can be used as hands will always be sanitised after playtimes</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> </ul>	1 x 2 = L	L
<b>Mixing of pupils during break and lunch times and maintenance of social distancing measures</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Supervised visits to the toilet and handwashing</li> <li>• Social distancing considered in seating arrangements</li> <li>• Supervision of pupils on the playground</li> <li>• Ensure that children and staff adhere to safe distancing where possible</li> <li>• Clean tables and chairs used for lunch before lessons</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Stagger break and lunch times so that different cohorts of pupils don't mix</li> <li>• Children will not be allowed to move around the building during lunch and break times make sure that they do in the groups they are already in</li> <li>• Halls/dining areas will not be in use</li> <li>• Children should eat their lunch in their classrooms</li> </ul>	1 x 2 = L	L
<b>Mixing of staff and pupils whilst providing school meals</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Cleaning products and hand sanitiser are available for use by the school meals staff</li> <li>• All utensils will be placed in the dish washer</li> <li>• Lunches will be provided in throw away containers</li> <li>• School meals staff are able to adhere to safe distancing</li> <li>• Staff need to adhere to the social distancing rules in staff room. Use of staff room / kitchens or equipment to identify if there is a need to retain and use or whether to remove. If equipment is retained i.e. kettles, fridges microwave - these all must be cleaned thoroughly after each use</li> <li>• Employees should consider</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• 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</li> <li>• Pupils will not move outside their classroom to eat their lunch</li> <li>• Tables will be disinfected by staff after use – staff have agreed to this</li> <li>• Enhanced cleaning regime will be required in staff room / kitchen areas used by staff</li> </ul>	1 x 2 = L	L

					bringing their own pack lunch and drinks. These should be kept with personal belongings <ul style="list-style-type: none"> <li>• 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</li> </ul>					
<b>Mixing of pupils/staff during visits to toilets and hand washing facilities</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Advise pupils and staff to wash their hands for 20 seconds using warm water and soap</li> <li>• Place poster within the building on handwashing procedures to be followed.</li> <li>• Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available</li> <li>• Ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time</li> <li>• Ensure adequate supply of paper towel or hand blowers are in good working order</li> <li>• All bins in school should have a lid. Replacement as required. Ensure they are emptied more frequently and waste is disposed of safely</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Toilets are in full use for staff and children however, queues must not form within the toilet room</li> <li>• Stagger access to toilets and hand washing facilities</li> </ul>	1 x 2 = L	L
<b>Unable to maintain social distancing measures during contact sport and physical education lessons</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• PE will happen outside where possible</li> <li>• Any shared equipment is cleaned after use</li> <li>• Where possible, reduce the amount of contact in sports in line with the most recent guidance</li> </ul>	2 x 3 = 6	L		2 x 3 = 6	L
<b>Pupils and staff are at higher risk of severe illness if they do not</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• A risk assessment will be undertaken for those staff or children who are in the</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• The risk assessment will ensure that appropriate control measures are in</li> </ul>	1 x 2 = L	L

<p>maintain social distancing / follow medical advice</p>	<p>person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>clinically vulnerable group, including those who are pregnant. This will ensure that appropriate control measures are put in place</p>			<p>place to keep all individuals safe</p>		
<p>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</p>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<p>x</p>	<p>x</p>		<ul style="list-style-type: none"> <li>• Ensure that staff are aware of the process for sending home pupils or staff if they become unwell with a new covid-related symptoms</li> <li>• Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li> <li>• If a child is awaiting collection:             <ul style="list-style-type: none"> <li>- Move them to a room where they can be isolated behind a closed door</li> <li>- Depending on the age of the child and with appropriate adult supervision if required</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>- 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</li> <li>- Clean the affected area</li> </ul> </li> </ul>	<p>2 x 3 = 6</p>	<p>L</p>	<ul style="list-style-type: none"> <li>• Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new Covid-related symptoms</li> <li>• If a child is awaiting collection:             <ul style="list-style-type: none"> <li>- 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)</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk</li> <li>- If a member of staff has helped someone who was unwell with symptoms, 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</li> </ul> </li> </ul>	<p>1 x 2 = L</p>	<p>L</p>



					with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people					
<b>Visitors do not adhere to social distancing measures put in place</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Limit the number of visitors at any one time</li> <li>• No parents in the building</li> <li>• If visitors do not adhere to the rules, they will be asked to leave</li> <li>• Encourage potential visitors to contact the school remotely rather than visiting the school</li> <li>• Provide a specific time window for essential visits to school</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Office Staff and Site Manager to record of all visitors, including mobile phone numbers to help in the event of TEST &amp; TRACE. Visitors will be asked to complete a Log Book and School staff will doubly confirm the mobile phone number is correct before the visitor enters the building</li> <li>• Updated advice states that Track and Trace Records should be kept for 21 days before details are securely disposed of</li> </ul>	1 x 2 = L	L
<b>Delivery of inbound good - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Ask deliveries to be left at the entrance</li> <li>• Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Ensure that incoming goods are cleaned if appropriate.</li> <li>• It may be possible to isolate some items for 72 hours but most will need to be handled with safety measures in place</li> </ul>	1 x 2 = L	L
<b>Cleaning - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Agreed schedule with the Cleaning Service</li> <li>• Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic</li> <li>• Checks to be made that adequate supply of paper towels or hand</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Additional cleaning required by bubble staff</li> <li>• Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>• Where appropriate,</li> </ul>	1 x 2 = L	L

IF A MEMBER OF STAFF FEELS SOCIAL DISTANCING ISN'T BEING ADHERED TO IT'S THEIR RESPONSIBILITY TO POINT THIS OUT IMMEDIATELY

WBC AND DfE GUIDANCE IS CIRCULATED REGULARLY TO ALL STAFF WHICH SHOULD BE READ AS SOON AS POSSIBLE

	with contaminated surfaces				blowers available (in good working order) to dry hands <ul style="list-style-type: none"> <li>Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and pupils (supervision may be required for younger pupils)</li> <li>Check rubbish bins are emptied throughout the day – consider using bins with lids with operated foot pedals</li> <li>Frequently touched surfaces are cleaned frequently</li> <li>Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>Spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> </ul>			classroom doors can be open. Additional risk assessment will be available where this may pose a hazard for specific pupils. Additional written 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 <ul style="list-style-type: none"> <li>Assembly points around school</li> <li>Cleaning products and gloves to be made available for use in specific areas of school</li> <li>Increased hours for caretaker who can provide urgent assistance is required in a classroom with cleaning</li> </ul>			
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.	x	x		<ul style="list-style-type: none"> <li>Where PPE is identified as required; an adequate supply of these must be provided and available for use</li> <li>Where safe 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.</li> <li>Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day</li> <li>Avoid touching the face covering whilst being worn</li> </ul>	2	x	L	<ul style="list-style-type: none"> <li>Staff have been reminded on how to put on and remove any PPE provided safely and how to dispose of them safely</li> <li>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</li> <li>If working in close</li> </ul>	1 x 2 = L	L

								<p>contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum</p> <p>See <a href="#">GOV.UK guidance regarding personal protective equipment.</a></p> <ul style="list-style-type: none"> <li>• Face coverings are not required during normal operation</li> </ul>		
<p><b>Reporting of injuries, Diseases and Dangerous Occurrences to the HSE</b></p>	<p><b>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</b></p>	x	x		<ul style="list-style-type: none"> <li>• Existing RIDDOR procedures are adhered to</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&amp;S Service via an SLA</li> </ul> <p><b>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</b></p> <p><b>More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS</b></p>	1 x 2 = 2	L
<p><b>Structure within our setting with effect from 7<sup>th</sup> September</b></p> <p><b>Unable to maintain social distancing measures in the classroom</b></p>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>• Consider which lessons or classroom activities could take place outdoors</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings,</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Children have been organised into class/year bubbles to ensure their safety whilst balancing the curriculum</li> <li>• Where possible, Staff will stay with their own bubble and not mix with others</li> </ul>	1 x 2 = 2	L

	<ul style="list-style-type: none"> <li>Higher risk of contamination if staff share spaces.</li> </ul>				<ul style="list-style-type: none"> <li>soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments.</li> <li>Pupils to bring own water bottle in</li> <li>Ensure good supply of gloves and cleaning products are available within each classroom.</li> <li>Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies)</li> <li>Wherever possible, desks will be forward facing</li> </ul>			<ul style="list-style-type: none"> <li>Staggered playtimes remain in place</li> <li>Where children are in lessons which increase the risk of transmission e.g. PE and music, the curriculum has been adapted to meet requirements</li> </ul>		
<b>Response to infection as of September 7<sup>th</sup> 2020</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID - 19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Continue use of log book to assist the school in tracking/tracing people who visit the building</li> <li>Manage confirmed cases of COVID 19 amongst the school community</li> <li>Contain any outbreak by following any local health protection team advice</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>Engage with NHS Test and Trace process</li> <li>The school has a limited number of test kits which can be distributed (at the discretion of the HT) to those families who are deemed to need them</li> <li>School to participate in local or national lockdown procedures if required.</li> </ul>	2 x 3 = 6	L
<b>Incorrect use of NHS Covid-19 App</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID - 19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>The NHS Covid-19 App <a href="https://covid19.nhs.uk/pdf/introducing-the-app.pdf">https://covid19.nhs.uk/pdf/introducing-the-app.pdf</a> is available to all staff to download</li> <li>Guidance and further information is available via <a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a></li> <li>Staff to be advised to continue to engage with NHS Test and Trace</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>Use of the NHS Covid-19 App to be discussed with staff</li> <li>NHS Covid-19 QS Code posters to be displayed</li> <li>Visitors to be made aware of the QS Code for the building to allow them to scan the code if they</li> </ul>	2 x 3 = 6	L

					<p>alongside the App being used</p> <ul style="list-style-type: none"> <li>• All staff to be made aware of the features of the App and the processes to follow in regards to the App and any notifications received: <ul style="list-style-type: none"> <li>○ Trace – alerts the individual if they were in close contact with a confirmed case</li> <li>○ Alert – provides the individual with the risk level associated with coronavirus in their local area</li> <li>○ Check In – allows individuals to check into locations via the App and official NHS QR codes</li> <li>○ Symptoms – allows the individual to check symptoms against government guidance and to get advice</li> <li>○ Test – allows the individual to order a free test and to receive results via the App</li> <li>○ Isolate – provides an isolation ‘companion’, which counts down how many days they have to isolate and provides useful links and advice</li> <li>○ Bluetooth must be enabled for the App to work</li> <li>○ If an individual tests positive, the App will ask them to allow others they</li> </ul> </li> </ul>			<p>are using the NHS Covid-19 App</p> <ul style="list-style-type: none"> <li>• It is recommended that any notifications are communicated with Phase Leaders</li> </ul>		
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					<p>have been in contact with to be alerted</p> <ul style="list-style-type: none"> <li>○ The tracing function can be paused</li> <li>○ A reminder can be set to switch the App back on</li> <li>○ The App doesn't work if the phone is switched off</li> </ul> <ul style="list-style-type: none"> <li>• The use of the App doesn't replace the procedures which staff should follow in the event that they test positive. The escalation procedure remains the same</li> <li>• The use of the App doesn't replace the requirement for social distancing</li> <li>• Individuals must report a positive test result to their Phase Leader</li> </ul>					
Not enough consideration being given to staff wellbeing	<ul style="list-style-type: none"> <li>• Lack of support for staff feeling high levels of anxiety could result in ongoing mental health problems and absence from the workplace</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• Senior Leaders will promote mental health and wellbeing awareness to staff during the pandemic and will offer whatever support they can to help</li> <li>• Reference – <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Regular communication of mental health information and open door policy for those who need additional support</li> <li>• Reference – GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</li> </ul>	2 x 3 = 6	L
Response to new guidance for self-isolation periods 11 <sup>th</sup> December 2020	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• School must send home those pupils and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after the contact with the individual who has tested positive</li> <li>• The isolation period will</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Adherence to all guidance from the Chief Medical Officer and Public Health England</li> </ul>	2 x 3 = 6	L

	•				take the day that the contact occurred as Day 0 of the isolation period. The close contact must remain in isolation until Day 11					
Response to new PHE Guidance for the introduction of Face Coverings in Corridors	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID - 19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>• PHE recommends that face coverings should be worn by staff in situations where social distancing between adults is not possible (for example, when moving around corridors)</li> <li>• Children in primary school do not need to wear a face covering</li> <li>• PHE recommend these additional precautionary measures for a limited time during this period of high coronavirus prevalence in the community. These measures will be in place until Easter. As with all measures, this is under constant review</li> <li>• Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering</li> </ul>	2 x 3 = 6	L	<ul style="list-style-type: none"> <li>• Staff instructed to wear a face mask when using the two main corridors in School</li> <li>• Staff informed that Face Visors should not be worn as an alternative</li> </ul>	2 x 3 = 6	L