



Location or Upton, Wirral, Merseyside, CH49 6LJ address	Date assessment undertaken 10.09.21	Assessment undertaken by: Jeanne Fairbrother , AND Upton Hall School FCJ Kerrie Spiby
Activity or situation Reopening school after Summer	Review date : 11.10.21	Signature: K L Spiby

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action;
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Overview

- This risk assessment is to assist our school think about the main hazards on our site(s) when reopening their schools to all students to ensure it is Covid safe.
- We have made this a reflection of what we are doing in school.
- As events unfold and change it will require modification and review. We will rename and date each subsequent version.
- Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.
- We realise the impact of Coronavirus (COVID 19) on certain groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment

COVID-19 has made changes we could not expect, and we did not plan for. With lockdown restrictions eased, normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.

The DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.

The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'

<p>Communication -to staff, parents, pupils and all parties on site</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<ul style="list-style-type: none"> • Follow PHE guidance for schools • Clear communication has been sent to parents and pupils with a link on the school website. • School website is kept up to date with any important information regarding the running of school local arrangements. • Revised Risk Assessment shared with staff • Hold staff re- induction to all staff. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	<p>2X3=6 Adequate</p>	<p>Parents sent a letter regarding the plans to return to school after the summer holidays.</p> <p>Staff informed of the plans for a return to school and how the logistics would work prior to their return.</p> <p>Parents reminded of the return to school plans in the summer holidays, a week before the return.</p> <p>Staff reminded of the return to school plans in the summer holidays, a week before the return.</p> <p>Staff followed a presentation on Inset day by the Director of Business & Finance.</p>
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- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers – **The Director of Business has met with new hygiene suppliers to ensure all resources have been received and installed.**
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this – **All housekeeping staff have been retrained for the school reopening. This included all PPE and new cleaning materials.**
- All staff have been provided with 2 machine washable face masks and a selection of disposable gloves to ensure safe traveling on public transport
- AS copy has been sent to all local trade unions
- Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- Risk assessment published to school website as per HSE guidance.
- Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- School has involved parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers

All housekeeping staff have sat through the presentation before returning to school. This will include the correct use of PPE and revised cleaning schedules. This will be represented on Inset day. **ACTION PLAN**

The school will be closed to all non-essential visitors.

All students have been emailed their amended timetable and location of all classes. Students and staff will be shown the new one way system.

The school minibus has been made available to any staff who do not drive.

		<ul style="list-style-type: none"> • Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary. • Housekeeping staff will be on site all day, with detailed cleaning rotas for all classroom, toilets and also outside spaces. 		
Failure of measures to prevent spread of Coronavirus (COVID 19) in school	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 either a positive LFD or PCR test • The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. • The School monitors whether the controls in place are effective. • The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. 	3X2=6	
Opening after reduced occupancy	Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.	<ul style="list-style-type: none"> • The headteacher ensures all usual building checks are undertaken by the site manager/caretaker to make the school building safe. 	3X2=6	

<p>Infection control – Risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school • Pupils, staff and other adults advised clearly not to come into the school if they have tested positive in the last 10 days • Hand driers reinstated. • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly: <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the ‘catch it, bin it, kill it’ approach ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitise all the frequently touched surfaces. ○ provide disposable tissues in each classroom ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • ensure that help is available for children and young people who have trouble cleaning their hands independently 	<p>2X3=6</p>	<p>All staff and students will be asked if they have Covid symptoms before entering any of the school buildings.</p> <p>The school has 25 automated hand sanitisers located at entry and exit points throughout the school and foam dispensing hand sanitising in all classrooms in use.</p>
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- ensure that lidded bins for tissues are emptied throughout the day
- where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units
- Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly
- Young pupils & those with complex needs are supervised when using of hand sanitiser
- Wipes are available
- Assemblies are only held in year groups
- Water fountains – signs have been installed near any drinking fountains and pupils and staff advised water dispenser users must not touch the tap with their mouth or the mouth of their water bottle and to clean their bottles regularly. School will clean water fountains regularly with food-safe antibacterial sprays to minimise risks.
- Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Staff & pupils aware of contact points and frequently touched surfaces e.g. phones, taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys - highly used areas
- All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
- Satisfactory cleaning regime in place to decontaminate such objects
- Classroom cleaning & disinfecting kits in place.

		<ul style="list-style-type: none"> Pupil engagement encouraged to wipe down own surfaces. equipment & toys_ 		
<p>Social distancing - failing to manage mixing and ‘bubbles.’</p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. Pupils are informed they no longer need to be separated into bubbles in school. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace. Assemblies can be reintroduced again, but school will reintroduce this gradually. Staff do not need to work with only one group/bubble, Staff meetings in a larger, well-ventilated space. Keeping the meeting to 20 minutes and ensuring doors and windows remain open. Staffrooms. We are asking teachers to be mindful of the space and ensure all windows remain open and staff not to gather. Housekeeping are to clean the space hourly throughout the school day Meetings, including with parents, teams, Zoom etc. may continue. Keeping to a minimum in well ventilated rooms only. Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open. Whilst the weather permits Leadership are encouraging the use of the outdoor classroom. School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. 	<p>2X3=6</p>	<ul style="list-style-type: none"> Where it is not possible for one way flow on a corridor i.e the top of the Upton building, staff will release their classes a few minutes earlier so that they have gone from the stairs before the next class comes up the stairs.

<p>Suspected case in school.</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Medical room –accessibility toilet and medical room next to chapel. (ideally hard floored, ventilated, ideally with a closed door or minimum 2m away from people). • If a child is awaiting collection, they will be moved, to the medical isolation room. • Contact will be made with pupils parents in line with school policy • In exceptional circumstances, if a pupil’s parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • Emergency assistance is called immediately if the pupil’s symptoms worsen. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs • A toilet has been identified to be used if required whilst awaiting collection. If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. 	<p>3X2=6</p>	
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		The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.		
Hand & Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School will use hand driers or paper towels. • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • Following the guidance on hand cleaning pupils & staff <ul style="list-style-type: none"> ▪ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ▪ are encouraged not to touch their mouth, eyes, and nose • School promotes the ‘catch it, bin it, kill it’ approach. • Pupils taught to use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) • Disposable tissues in each classroom. • Each class with disinfectant and paper towels in case someone coughs or sneezes onto surfaces. • Help is available for children and young people who have trouble cleaning their hands independently. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. encourage young children to learn and practise these habits through games, songs, and repetition. • Lidded bins for tissues are emptied throughout the day. • Adequate sanitiser ‘stations’ are located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. 	3X2=6	

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Public transport to school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Pupils over 11 years reminded that coverings are always required on public transport • Families using public transport advised to refer to the safer travel guidance for passengers. 	3x2=6	
Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • From the autumn term, local authorities will not be required to uniformly apply the social distancing guidelines for public transport on dedicated school or college transport. However, social distancing should still be put in place within vehicles wherever possible. This will help both to minimise disease transmission risks and maintain consistent reinforcement of public health messaging to students and staff, particularly at the point where they are leaving college and heading back into the community each day. • School/College has consulted transport provider to confirm the approach they are adopting. To include the following controls: <ul style="list-style-type: none"> ○ social distancing maximised within vehicles ○ students are grouped together on transport ○ organised queuing and boarding is put in place ○ students advised to clean their hands before boarding transport and again on disembarking ○ the use of face coverings is promoted, where appropriate ○ additional cleaning of vehicles is put in place ○ ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents 	3X2=6	As the Upton school bus does not board children on site, it is not possible to organise a queuing system for boarding. However, we will be reminding pupils of the correct way to line up to board buses and to be mindful of the public and one another when doing so.
Face coverings	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. • School will support any staff members, pupils or students that wish to continue to wear a face covering. • Face coverings should be worn in enclosed and crowded places - this includes on school & public transport (>11 years old) 	3X2=6	

		<ul style="list-style-type: none"> • Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • School outbreak management plans cover the possibility of face coverings being reintroduced: <ul style="list-style-type: none"> ○ transparent face coverings can also be worn. ○ face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. • School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. • School has a supply of face coverings available <ul style="list-style-type: none"> Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. 		
<p>Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down</p>	<p>Staff, pupils, parents, visitors - unable to respond to local lockdown or restrictions.</p>	<ul style="list-style-type: none"> • School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan latest version (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented due to COVID 19. • Remote education plans are in place for pupils who are self-isolating or shielding. • School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. See RA 029B Thresholds for extra action • School understands the extra action thresholds - whichever of these thresholds is reached first: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or • 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Phone the DfE helpline (0800 046 8687, option 1) or, in line with other 	<p>3X2=6</p>	

		<p>local HPT arrangements. (Hospitalisation could indicate increased severity of illness or a new variant of concern.)</p> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Wirral schools contact Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk From the date that school officially closes for summer, all MDS submissions will stop. From that point, Public Health and the Local Authority will be informed of any outbreaks via NHS T&T. 		
PPE	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary when performing aerosol generating procedures AGP’s When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. <p>All Staff are trained in correct use and disposal of PPE.</p>	3X2=6	
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> Schools has revised the child protection policy to reflect the return of more pupils. Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6	
Pupil with an EHCP – risk of not following specialist guidance	Pupils - injury or ill-health	<ul style="list-style-type: none"> Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. <p>Parents have been contacted and will be involved in planning for their child’s return to their setting from September</p>	3X2=6	

Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> Behaviour policy updated and shared with staff, parents & pupils on the website Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced <p>Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.</p>	3X2=6	An addendum to the behaviour policy has been written and is on the website. Pupils will be reminded about behaviour in school on their first day back in.
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Shielding advice for all adults and children paused 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health COVID-19 - 'shielding' guidance for children and young people Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education. School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	3x2=6	
Wellbeing - staff & pupils	<i>Staff & pupils exposed to mental health</i>	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. 	3x2=6	

	<i>issues due to COVID 19</i>	<ul style="list-style-type: none"> • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. 		
New and/or expectant mothers	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The above principles on protecting pregnant staff also apply to pregnant pupils. Pregnant staff are encouraged to get vaccinated if possible. 	3X2=6	
Cleaning - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas • Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol • KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink. 	2x3=6	

		<ul style="list-style-type: none"> • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . • If suspected case of Covid 19 follow the COVID-19: cleaning of non-healthcare settings guidance • If cohorts change, consider cleaning between class changes – Classrooms will be disinfected between classes • Toys, fabrics, soft furnishings will have to be washed or replaced more frequently • Sanitizer stations located across site – Answered above – all corridors and classrooms. • Regular cleaning of toilets and supply of hand soap – cleaning staff on duty all day, toilets checked hourly and cleaned. • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products – supplies provided in each room. • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. No sharing of workstation will be allowed. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. • Housekeeping will action this. 		
Ventilation - failure to ensure all	Staff, pupils, visitors, contractors increased risk	<ul style="list-style-type: none"> • When school is in operation, it is well ventilated with comfortable teaching environments. • Poorly ventilated spaces have been identified 	2x3=6	

<p>occupied spaces are well ventilated.</p>	<p>of transmission of COVID 19</p>	<ul style="list-style-type: none"> • When holding events where visitors are on site e.g. school plays, ventilation is increased. • School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly. • Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. • All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations. • School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. • In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. • Outside space will be used, where practical. <p>Co2 monitors</p> <ul style="list-style-type: none"> • CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. 		
<p>Asymptomatic testing</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.</p>	<ul style="list-style-type: none"> • Testing commences from 3 working days before the start of term and school/college can stagger the return of students across the first week to manage this. • Pupils continue to test twice weekly at home until the end of September, • All pupils receive two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term. 	<p>2x3=6</p>	<p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p>

		The setting retains a small on-site asymptomatic testing site (ATS) so testing can be offered to pupils who are unable or unwilling to test themselves at home.		
First aid provision – risk of school unable to provide First aid in the event of an emergency.	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Adequate numbers of first aiders on site in all categories: • First aid certificates which expired during lockdown have been renewed • First aid boxes located across site • All staff completed ‘PPE putting on & taking off’ training • <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> • First aid provision with suspected symptoms of coronavirus : Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask • Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available • All appropriate staff completed ‘PPE putting on & taking off’ training • Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives 	2x3=6	Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>
Medical isolation room - risk of transmission of	Staff, pupils, parents, visitors - contracting	<ul style="list-style-type: none"> • Medical room, Ground floor, music block ideally hard floored to assist with cleaning 	3x2=6	

<p>Coronavirus (COVID 19)</p>	<p>Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with PPE needs • Remove all non-essential items in the medical room. • Include one desk and one table. • A toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance 		
<p>CEV staff inadequate measures in place.</p>	<p>Staff, pupils, visitors, contractors increased risk</p>	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. 	<p>3X2=6</p>	

	of transmission of COVID 19	<ul style="list-style-type: none"> • CEV currently encouraged & supported to attend work if they cannot work from home. • An individual risk assessment is in place for all CEV staff. • Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. 		
CEV pupil's school has inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else. • A very small number of children and young people have been advised to isolate or reduce their social contact for short periods of time by their specialist, due to their general risk of infection rather than because of the COVID-19 pandemic. If this is the case, they should continue to follow the advice of their specialist. • Pupils and students who live with someone who is CEV continue to attend school as normal. • School liaises with the parents of CEV pupils, if identified, an individual risk assessment is completed. <p>The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close.</p>	3X2=6	Safe use of ladders toolbox talk available on website
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> • Remind everyone to review their workstations after the long absence. • Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. • All staff should carry out the Display Screen Self-Assessment on return to school. <p>If some staff are still home-working check with them that there are no issues with their set-up at home.</p>	3X2=6	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> • Carry out a risk assessment for staff who remain working from home following guidance 	3X2=6	
Emergency procedures & lockdown	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Review your site-specific fire evacuation plan with the whole team. Does it need any changes? If so make them and share with your team. • Have a drill within the first few days. Check everything goes according to plan 	2x2=4	

Kitchens	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. • Deep clean the kitchen prior to reopening before food preparation resumes • Recommission all catering equipment. Check servicing and PAT testing 	2X2= 4	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> • Carry out a risk assessment for staff who remain working from home following guidance 	1x1=1	
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. • Deep clean the kitchen prior to reopening before food preparation resumes • Recommission all catering equipment. Check servicing and PAT testing • Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2X2= 4	
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> • The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. • Practice drill held within first week to ensure everyone knows their roles and responsibilities. • Social distancing is followed on evacuation and at assembly point. • The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. • The fire alarm and emergency lighting has been serviced in according to guidance • Alarm checked weekly • Enough staff know how to check the fire alarm and set and reset in an emergency • Emergency lighting tested monthly • All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. 	3x2=6	
Legionella	Staff, pupils, parents, visitors everyone. Staff,	<ul style="list-style-type: none"> • If tank fed water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system 	2x3=6	Checks with HSS

	pupils, parents, visitors everyone.	<p>for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.</p> <p>Check with your water hygiene company</p> <ul style="list-style-type: none"> • Prior to opening fully get every tap, shower and toilet running/flushed. Remember 2 mins. Record this has happened in water log book • Monthly water checks should have taken place – if not then contact your provider and re-instate monthly temperature checks. 		
HS Checks	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Enough staff know how to check the fire alarm and set and reset in an emergency • Continue testing alarm • All staff must carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. • Caretaker if available carries out daily visual whole site checks 	2x2=4	
Equipment	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Think about areas of the school that have not been used for some weeks and the tables, chairs and other equipment in these areas. • Teachers should each check their own classrooms to ensure all is in good condition. • Other pieces of equipment such as dining sets which have not been used will need inspection, checking smooth operation of opening and wheeling. 	2x2=4	See Form F10 Checklist for classrooms
Manual handling	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Remind staff to take care when moving and handling equipment back to its normal areas/location 	2x3=6	Manual Handling ~Toolbox talk available on website
Security – Opening and locking up procedures	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm • Secure reception • Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	2x2=4	
Heating/Boilers	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Have boilers and heating systems been serviced through lock down as required? 	2x2=4	
Medication	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Ensure trained staff available to administer medicines and records maintained. • Secure medicines storage 	2x2=4	

		<ul style="list-style-type: none"> Inhalers and epipens available pupils in classrooms and for outdoor activities 		
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> Review the school emergency plan to cover COVID 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	3x3=9	
Third party users	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> School to consider third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> Obtain new risk assessments from all parties detailing their actions for social distancing, hygiene and how they will carry out activities Share school measures and/or risk assessments with them Risk assess impact of third party on school. 	2x3=6	
Transport	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School will speak to the local authority to find out if they will be making any changes to the measures in place for the autumn term & to request a copy of their updated risk assessment. Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. Pupils who require care and interventions that require the use of PPE before COVID-19, will continue as usual. Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. School liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Face coverings are recommended and expected to be worn in enclosed and crowded places - this includes public and dedicated school transport. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is maximised by opening windows and ceiling vents. 	2x3=6	

Educational visits	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government’s roadmap. This includes system of controls and the COVID-19 secure measures in place at the destination. • A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures. <ul style="list-style-type: none"> ○ School will ensure it is prepared to carry out domestic day trips and residential trips. ○ School can resume international trips from the start of the Autumn term 2021. • Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> ○ It is for the purpose of childcare. • Pupils and staff should wash hands thoroughly on arrival and before leaving. 	2x3=6	
Curriculum - Music, drama, science & DT, and sporting activities	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</p> <p>Music</p> <ul style="list-style-type: none"> • School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • School has completed RA 023 Music in schools COVID 19 and ensures the relevant protective measures are in place. <p>Dance & Drama</p> <ul style="list-style-type: none"> • School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport’s (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England’s guidance. • Outdoor sports are prioritised where possible. 	2x3=6	

		<ul style="list-style-type: none"> • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p> <ul style="list-style-type: none"> • Follows latest guidance from CLEAPSS in addition to system of controls in school. GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version) <p>DT</p> <p>Follows latest guidance from CLEAPSS in addition to system of controls in school. GL344 Guidance on practical work during the COVID-19 pandemic - D&T</p>		
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

(5) ACTION PLAN

Action required:	Responsible person	Completion date
A questionnaire has been issued to ensure all staff understand their new ways of working. If any staff fail to answer the questionnaire correctly they will be invited to a presentation to retrain.	Kerrie Spiby	June 2020
All housekeeping staff have sat through the presentation before returning to school. This will include the correct use of PPE and revised cleaning schedules. This will be represented on Inset day. – This will be updated in September Inset Day.	Kerrie Spiby	Ongoing
Eye Protection & Masks The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis	Kerrie Spiby	September 2020
Hand sanitiser stations refilled daily.	Fiona Smith	Ongoing
Doorguards to be fitted on identified fire doors to increase ventilation	Dale Rosewell	September 2020
Action plan agreed with (signature)	Date	