

## Overview

Whilst statutory restrictions are being lifted by the government in Step 4 of their roadmap relating to COVID 19, it is recommended best practice to maintain practical health, safety & hygiene control measures for an extended period of time due to the existing risk and rise of covid cases across the City and surrounding area, predominantly caused by close contact between individuals. This document is a template that can be used to help School Leaders to develop a task-based risk assessment in relation to COVID-19 after STEP 4 of the government's road map.

Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by School Leaders and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

School Leaders are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees. Employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub

Help and Support is available with the development of your risk assessment through the [HROD-Safety@sunderland.gov.uk](mailto:HROD-Safety@sunderland.gov.uk)

# Risk Assessment



<b>Work Activity/ Hazard:</b>	<b>Schools &amp; EYFS C-19 Operational Risk Assessment STEP 4 (v.1)</b>	<b>Directorate</b>	Children's Services: Together for Children	<b>Section:</b>	<ul style="list-style-type: none"> <li>Education &amp; Childcare settings: Schools</li> </ul>
<b>Date of Assessment:</b>	31 <sup>st</sup> August 2021	<b>Date to be Reviewed:</b>	30 <sup>th</sup> September 2021		

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

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<b>Schools COVID-19 Operational Risk Assessment after STEP 4</b> (based on government guidance issued July 2021) <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf</a>									
Spread of COVID-19	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	<p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p>	2	5	10	<p>Before going to work you must report to the head teacher if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• Loss of taste or smell</li> </ul> <p>All staff to be advised that they must inform head teacher if they or anyone in their household have been advised to self-isolate, before entering the workplace. However: Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul>	1	5	5

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		<p>you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior)  you're below the age of 18 years 6 months  you've taken part in or are currently part of an approved COVID-19 vaccine trial  you're not able to get vaccinated for medical reasons</p> <p>NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current</p>				<ul style="list-style-type: none"> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Parents/carers to be contacted immediately and child to isolate in ICT Suite. After use, the room will be quarantined for 24 hours. It will then be cleaned, following the procedures outlined in the Enhanced Cleaning plan, by either Mr Maven or Mrs Maratty.</p>			

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		<p>isolation guidelines along with other members of their household.</p> <p>Children taking a routine vaccination may suffer a mild fever. Teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething - and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</p> <p>If COVID-19 is suspected the child should start isolating and get tested.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative arrangements are to be made by the school.</p> <p>If a pupil is awaiting collection, they</p>				<p>Supervising member of staff to wait outside of the room and wear PPE, if they wish to do so.</p> <p>All children displaying symptoms must be collected by a named contact (adult). No child displaying any symptoms of illness is permitted to walk home unattended.</p> <p>Pupil/s awaiting collection will isolate in the ICT suite. The room will then be quarantined and cleaned using the procedures outlined in the Enhanced Cleaning Regime by either Mr Maven or Mrs Maratty.</p> <p>Staff members can wait outside of these rooms, whilst the child/ren is/are awaiting collection. PPE will be available for staff to wear.</p>			

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		<p>should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Depending on age &amp; needs suitable adult supervision may be required. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m cannot be maintained (such as for a very young child or a child with complex needs)</p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by</p>				<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get</li> </ul>			

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		<p>Test &amp; Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>Pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public</p>				<p>vaccinated for medical reasons</p> <p>Additional posters around school washing hands, keeping distance etc.</p> <p>Use of the website: <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a> for ideas linked to teaching children about good hygiene.</p> <p>All classrooms have hand washing facilities. Hand sanitising points are located throughout the school. Site supervisor is responsible for ensuring soap dispensers and hand sanitising dispensers are filled. Staff to report to the office immediately if any are empty and children directed to use an alternative.</p> <p>Settings only needed to do contact tracing up to and including 18 July 2021. Close contacts will</p>			

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		<p>health advice</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test &amp; Trace.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning</p>				now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.			
<p>Vulnerable workers</p> <p>Underlying health issues, Pregnancy, unvaccinated persons</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set</p>	3	5	15	There are no children who are currently on role who are classed as CEV.	2	5	10

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		<p>out in the CEV guidance to minimise their risk of exposure to the virus. We currently have 1 member of staff who falls into this category. She is pregnant and has a separate Pregnant Workers' risk assessment in place.</p> <p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p> <p>Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a specific Vulnerable Person Risk Assessment to ensure suitable &amp; safe working arrangements.</p> <p>Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p>				<p>A Vulnerable Person Risk Assessment and a New/Expectant Mothers Risk Assessment has been carried out for the member of staff who is currently pregnant. She is due to start her maternity leave in October 2021.</p>			



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Infections or Positive testing within school	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Educational Settings encourage all individuals to take a PCR test if advised to do so.</p> <p>Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Contact Public Health for advice &amp; support where there is a positive case within the school</p> <p>If there is an outbreak in a setting, a</p>	3	5	15	<p>If there is a positive case in school, other children will no longer automatically be asked to isolate straight away, as the decision to isolate will sit with the 'Track and Trace' authority.</p> <p>If a pupil tests positive, parents will be contacted by Track and Trace and asked about their child's close contacts, rather than school being asked. They will need to share close contacts with the authority.</p> <p>People, including potentially classmates, who then need to isolate will be contacted by the 'Track and Trace' authority.</p> <p>Pupils and staff who test positive will have to isolate.</p> <p>If a child or member of staff has symptoms, they must not attend school and they need to have a PCR test. If a child or staff member develops symptoms in school, they will be sent home and need to take a PCR test.</p> <p>We will inform families if there is a</p>	2	5	10

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		<p>director of public health might advise a setting to temporarily reintroduce some control measures</p> <p><b>Asymptomatic testing</b></p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Over the summer, staff and Secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.</p> <p>However, testing will still be widely available over the summer and kits</p>				<p>positive case in their child's class.</p> <p>Please see our 'Outbreak Management Plan'.</p>			

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		<p>can be collected either from your local pharmacy or ordered online.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. (SECONDARY ONLY)</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. (SECONDARY ONLY)</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves</p>				<p>We will not be testing children at school. This will remain the responsibility of parents. Staff will be expected to complete twice weekly lateral flow tests until the end of</p>			

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		<p>at home.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can</p>				September.			

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		return to school, as long as the individual doesn't have COVID-19 symptoms							
Lack of adequate cleaning regime	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Enhanced Cleaning Programme to remain in place with site cleaning teams and cleaning contractors.  Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.	1	5	5	Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by cleaners.  Every room has access to cleaning sprays/cloths etc for frequent cleaning – morning, lunchtime and evening, and at other times, when necessary.	1	5	5
Inadequate Ventilation	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while maintaining a comfortable temperature  <b>Mechanical ventilation</b> – adjust to increase the ventilation rate where possible and be checked to confirm that normal operation meets current guidance and that only fresh	3	5	15	Windows to remain open as much as possible, taking into consideration the outside temperature.  Classroom doors to remain open.  External doors (end of junior corridor, next to the toilets, door next to Y1 classroom and door to Reception outside area) to remain open as much as possible, taking into consideration the outside temperature.  Ensure all windows and doors remain open when rooms are not in use and at break/lunch times in order to increase	2	5	10

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		<p>outside air is circulated.</p> <p>If possible, mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p><b>Natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air <b>NOTE:</b> fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p>				<p>air flow and ventilation.</p> <p>We do not have any mechanical ventilation in school.</p> <p>Staff and pupils to be advised to wear additional, suitable indoor clothing when temperatures are low.</p> <p>Try to rearrange furniture, where possible, to avoid direct draughts.</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			

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Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Face coverings are no longer legally required on public transport. School Leaders may choose to develop and adopt their own policy on the wearing of face coverings and share this with staff and parents - personal choice &amp; responsibility should be promoted</p> <p>If you have an outbreak in your school, a director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). To be included in the "Outbreak Management Plans"</p> <p>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Early Years settings may take</p>	2	5	10	<p>Staff are advised to wear face coverings in communal areas, but this is not compulsory and it is the personal choice of individual staff members as to whether they wish to.</p> <p>Visitors to school will be encouraged to wear face coverings, but this is not compulsory and it is the personal choice of individuals as to whether they wish to.</p> <p>PPE to be worn if a child is displaying symptoms or intimate care is required.</p> <p>Staff to try to maintain social distancing, where possible.</p>	1	5	5

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		<p>further advice from Public Health on current guidance relating to face coverings</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>							
Contact within and between groups	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing</p> <p>Assemblies and Lunchtime arrangements can resume – avoidance of mixing is no longer required.</p> <p>Schools must have a “Outbreak Management Plan” which may be necessary in the event of local areas having to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of ‘bubbles’ would not</p>	2	5	10	<p>Children will no longer be in bubbles. However, lunchtimes will remain staggered – Reception &amp; Y1, 11.45 – 1.00, Y2/3 12 - 1, KS2 12.15 -1.15. This will ease congestion in the dining hall and on the yard.</p> <p>Outbreak Management Plan in place.</p> <p>Whole-school collective worship and assemblies to be held virtually.</p>	1	5	5



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		<p>be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p>							
Contact due to layout or available space	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Considerations to be given to, where possible, maintaining layouts or adaptations to classrooms to support reasonable distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.</p> <p>In addition to hygiene and enhanced cleaning measures as</p>	2	5	10	<p>Maintain social distancing when possible.</p> <p>Classroom layouts are the responsibility of individual teachers.</p> <p>Reception and KS1 (including Y2/3) to leave at 3.15, KS2 at 3.20. Parents will be encouraged to maintain social distancing whilst waiting on the yard. Mask wearing will be encouraged, but not compulsory.</p>	1	5	5

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		<p>above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Consider, maintaining where possible arrangements to timetables so that transit around schools minimises contact.</p> <p>Avoid creating busy corridors, entrances/exits.</p>							
<p>Activities encouraging Spread of Covid</p> <p>Contracting Coronavirus</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p>	<p>Step 4, there will be no limits on the number of people who can sing indoors or outdoors. <b>Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing</b></p> <p>Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these</p>	3	5	15	<p>See Music Hub Risk Assessment for singing.</p> <p>PE to take place outdoors as much as possible, depending on both the weather and type of activity.</p> <p>Breakfast and After School clubs to adhere to this Risk Assessment.</p> <p>PEAK Sport to provide a separate Risk</p>	2	5	10

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		<p>factors overlap, for example in crowded indoor spaces where people are raising their voices</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities to provide a separate risk assessment and safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p>				<p>Assessment.</p> <p>Outdoor play equipment to be cleaned after use by staff on duty.</p> <p>Climbing frames to be cleaned after use by staff on duty.</p>			
Educational Visits	Employees, children/learners, contractors, visitors, members of the public, family	<p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school</p>	3	5	15	A thorough Risk Assessment must be completed before any educational visits take place. Educational visits can only be booked with the full permission	2	5	10

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	members  Contracting Coronavirus	term international visits are permitted  Consider and monitor travel list and impacts this may have on pupils and staff. The travel list is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.  Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill & Evolve system				of the Head Teacher.  The guidance for insurance is:  Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.			
Messy play - spread of infection	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Settings which provide malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning must consider & detail specific arrangements considering below:  Materials can be handled by all children  Malleable material for messy play	2	5	10	'Messy play' activities can recommence. Strict cleaning and handwashing must take place. The cleaning guidance is formally documented in the Enhanced Cleaning Procedures.	1	5	5

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		<p>(for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</p> <p>Children wash their hands thoroughly before and after messy play</p> <p>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</p>							
Expired First Aid certification	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>inadequate care for injuries occurring on site</p>	<p>Adequate First Aid provision to be in place</p> <p>If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training.</p> <p>Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p>	1	5	5	<p>First Aiders are:</p> <p>Joanne Jobling, David Hauxwell, Grainne Dixon, Sharon Godfrey, Amy Kilty and Bethany Sirey.</p>	1	5	5

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		Consider eLearning or Virtual refresher training in the interim period  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>							
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care  If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance	3	5	15	PPE to be worn for all intimate/personal care.	2	5	10
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Avoid creating busy corridors, entrances/exits  Keep to the left in corridors and when using staircases  Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where	2	5	10	School to be cleaned daily by Mr Maven and Mrs Maratty, who are both employed by the school.  Staff to wipe down areas (table tops, sinks and chairs) throughout the day, when necessary. This will include lunchtime.	1	5	5

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		<p>possible</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place. COSHH assessments are in place and available.</p>							
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. This includes wraparound care.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources</p>	2	5	10	<p>Books can be taken home to be marked, but this must be kept to a minimum.</p> <p>Children must only bring essential items from home: lunch boxes, hats, coats, homework and reading books. Pencil cases/stationery is not permitted. Children can bring bags into school, but they must be small enough to fit onto pegs.</p> <p>No mobile phones to be brought into</p>	1	5	5

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		<p>and rotation are applied to these resources.</p> <p>Schools to consider their local policy on limiting the amount of equipment pupils they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>school by pupils.</p> <p>Children will be coming to school dressed in PE kits when it is their PE day.</p> <p>Each child must bring a water bottle into school. Bottles must not be shared, but can be re-filled throughout the day by individual children. Water bottles are not to be stored together.</p>			
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings are no longer legally required on public transport.</p> <p>Face coverings may be worn within transport - personal choice should be promoted</p> <p>All to clean their hands before boarding transport and again on disembarking</p> <p>Cleaning regime of vehicles is in</p>	1	5	5	School does not provide any transport to or from school.	1	5	5



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		place  Where possible, natural ventilation to be maximised, particularly through opening windows and ceiling vents							
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Talk to staff about schools plans safety measures, training needs.  Communicate all policy and plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Consult with staff, professional bodies and trade union colleagues on policy and procedures.  Communicate with visitors and contractors ahead of opening – signage to be displayed.  Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.	2	5	10	Staff to be informed of updates frequently via meetings and emails.  Parents to be kept up to date via text, letter and updates on our school website.	1	5	5
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members	Promote attendance at school for	2	5	10	School attendance to be promoted e.g.	1	5	5

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	Stress, anxiety, panic, depression	<p>both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				<p>in assemblies, messages home etc.</p> <p>Support mechanisms: school counsellor, class teachers and support staff, intervention sessions etc.</p> <p>Copies of Risk Assessments to be put on school website and updated frequently. Parents to be informed that paper copies are available on request.</p>			
Outbreaks and lack of Emergency Planning	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area.</p> <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only</p>	1	5	5	Outbreak Management Plan in place.	1	5	5

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		<p>ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible</p> <p>Gather and record key information relating to the case immediately</p> <p>Escalate outbreaks to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case Understanding of NHS Test &amp; Trace process</p> <p>Train all staff in emergency procedures</p> <p>First Aid provision to meet the requirements of the setting</p>							
Dining & Catering	Employees, children/learners, contractors, visitors, members of the	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with	1	5	5	Children will no longer be in bubbles. However, lunchtimes will remain staggered – Reception & Y1 11.45 – 1.00, Y2/3 12 - 1, KS2 12.15 -1.15.	1	5	5

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	public, family members  Contracting Coronavirus	government guidance;				This will ease congestion in the dining hall and on the yard.  Both hot and cold food will be served.  Tables and surrounding areas to be thoroughly cleaned in between sittings by lunchtime and kitchen staff.  Children will have their lunch in class groups.  Weather permitting, packed lunches will be eaten outside.			
Wraparound care, including both Breakfast and After School Club (ran by school staff on school premises.)	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Permitted to resume before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. plus for vulnerable children.  If you hire out your premises for use by external wraparound childcare providers, such as after-school or	1	5	5	Breakfast and after school club, ran by school staff, will continue from September 7 <sup>th</sup> .  After school clubs ran by external providers can recommence in September 2021. They will need to adhere to this risk assessment and provide one of their own.	1	5	5

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		<p>holiday clubs, make sure these organisations are working to relevant government guidance for their sector &amp; have in place protective measures (request a risk assessment &amp; monitor)</p> <p>Extracurricular provision e.g. Wraparound care; breakfast &amp; after school clubs can resume – type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provided a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>							
Fire	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Inhalation of</p>	<p>Regular visual inspections take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</p> <p>Responsible Person carries out the Periodic Assurance Review (annually or where changes have</p>	1	5	5		1	5	5

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	fire/smoke, burns, fatality	been made) Fire drills carried out Termly							
Poor housekeeping & building maintenance	Employees, children/learners, contractors, visitors, members of the public, family members  Bruises, fractures, fatal injuries	All regular and periodic building checks to make the school safe are in place.  Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.	1	5	5		1	5	5

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Joanne Jobling

**Job Title:** Deputy Head Teacher

**Signature:** *J.M.Jobling*

**Date:** 31.8.2021

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** G Kelly

**Job Title:** Headteacher

**Signature:**

*G Kelly*

**Date:** 31-08-2021