

## Full School Opening September 2021- Infection Control COVID-19 General Risk Assessment Form

Risk assessment carried out by – Tammy Allen	Job title – Headteacher	Date of assessment – August 2021
Review interval – Monthly.	Date reviews carried out -	
<p>Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.</p>		
<p>Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.</p> <p>The school has more than 50+ pupils and staff and to comply with the current Guidance for full opening: schools in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.</p>		
<p>Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.</p> <p>Whilst the government has lifted most if not all COVID 19 restrictions on 19<sup>th</sup> July 2021 the School’s position is to maintain practical control measures for an extended period of time due to the existing risk and significant rise in Covid cases across the City of Sunderland and surrounding areas, predominantly caused by close contact between individuals.</p>		

Staff covered by this assessment – The School Community	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> <li>• Between people who are in close contact with one another (within about 6 feet).</li> <li>• Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> </ul>	

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- COVID-19 may be spread by people who are not showing symptoms.

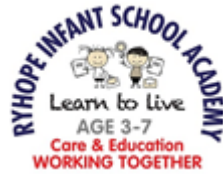
Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
<b>COVID-19 transmission within the school community</b>	<p>Employees, contractors, visitors, members of the public, family members.</p> <p>Contracting Coronavirus resulting in mild to severe illness</p> <p>In the clinically extremely vulnerable/ elderly the illness may be fatal.</p> <p>Coronavirus is primarily transmitted from symptomatic people, to</p>	<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, briefing) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID19</li> <li>• Advice regarding self-isolation for those with symptoms or contacted by NHS Test and Trace.</li> <li>• Self-isolation for anyone who have recently travelled to the high-risk countries</li> <li>• Handwashing guidance</li> <li>• Ongoing updates monitored by manager and cascaded to staff.</li> </ul> <p>After entering buildings staff must sanitise or wash hands with soap and water and do this regularly during the day. <b>Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</b></p>					<p>Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</p> <p>Where pupils/staff are absent and the school do not receive a phone call from parents/carers or staff members, the school will contact them to ascertain the reasons for their absence.</p> <p>The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</p> <p>Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</p> <p>Head teacher to remind parents/carers and staff via newsletters etc. that where</p>	<p><b>Head teacher-On Going</b></p> <p><b>HT/ Attendance Officer-As required</b></p> <p><b>Parents/ Carers and Staff-On going.</b></p> <p><b>Head teacher-On Going.</b></p>

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	<p>others who are in close contact, through respiratory droplets, by direct contact with infected people.</p> <p>People who are infected but not yet symptomatic can spread the virus.</p> <p>Viral spread can arise from touching contaminated objects and surfaces through a person touching these, then their nose, mouth or eyes</p>	<p>Pupils are supervised to wash their hands.</p> <p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <p>Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</p> <p>Pupils are supervised when accessing the hand sanitizer.</p> <p>Tissues made available in each classroom.</p> <p>Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Staff and pupils to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>Waste bins are in place to place used tissues in.</p>					<p>pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></p> <p>Parents/Carers and Staff members are reminded that <a href="#">testing for COVID-19 is available to everyone whatever their age.</a> Testing is available through the NHS.</p> <p>Staff with laptops requested to take them home at the end of each day.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen.</p> <p>Large gatherings should not take place without the Head Teacher.</p> <p>Head Teacher to empower staff to avoid close contact.</p> <p>All staff must take responsibility for their own</p>	<p><b>Head teacher-On-going.</b></p> <p><b>Head teacher-Immediate</b></p>

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		<p>Waste bins are emptied daily, at the end of the school day.</p> <p>Hand sanitiser station located at the main entrance for visitor use. NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, including static electricity created by touching metal objects.</p> <p>All Visitors sanitise their hands on entering the school building and wear a face mask.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Minimise contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>Staff have the option of testing twice a week using lateral flow tests. If they choose to use these they will test themselves at home on a Sunday and Wednesday evening and send their results to DB who will record all results.</p>					<p>health and safety and that of other by continuing to follow social distancing plus suitable additional measures.</p> <p>Positioning hand sanitising stations at relevant locations throughout the school.</p> <p>First Aiders will be issued with the current advice.</p> <p>Visitors will be asked to wear face coverings where possible when in school and follow hand and respiratory hygiene best practices.</p>	

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		<p>If negative they will attend school as normal, if positive they will stay at home, book a PCR test and stay at home until the results. If positive isolate for 10 days following NHS advice.</p> <p>People who are ill must stay home, any persons displaying symptoms to leave the premises – follow current government guidance on self-isolation.</p> <p>Registers are taken as normal each day of pupils present.</p> <p>Staff arrive on site prior to the start of the school day and sign in.</p> <p>Sickness absence procedures in place for Staff and Pupils.</p> <p>If a child in school shows any symptoms of COVID19 then they will be isolated in designated room (Deputy headteacher’s office) with one member of staff who will wear PPE (located in the room) while supervising child. Room will be deep cleaned once child is collected. This room has a separate toilet.</p> <p>The water fountain will be out of use until</p>						

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		<p>further notice. Each child is allocated their own water bottle which is always available.</p> <p>PPE worn when providing support with personal care.</p> <p>Personal care risk assessments in place where need identified.</p> <p>Minimise contact between workers.</p> <p>Where symptoms in the household/premises are identified entry should not proceed.</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• A loss of, or change in, their sense of taste or smell (anosmia)</li> </ul> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker (<a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a>) which will provide advice about what to do. For those who develop symptoms, they should go home and inform the Head Teacher or Line Manager.</p> <p>Cleaning schedule in place before the school</p>						

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		<p>day and at the end of the school day.</p> <p>From 16<sup>th</sup> August, the rules on self isolation changed...</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> <ul style="list-style-type: none"> <li>• you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior)</li> <li>• you're below the age of 18 years 6 months</li> <li>• you've taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p>We will ask staff and children to take a PCR test if they are in a positive household. If the results are negative then they can return to work/ school.</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</p>						

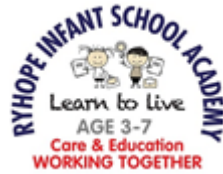
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		<p>possible.</p> <p>You should <b>not</b> arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.</p> <p>Employees must continue to inform the Head Teacher or Line Manager of any notifications to self isolate including the outcome of testing. This will help identify any other person they have been in contact with based on Track &amp; Trace Guidance.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting to HSE under the RIDDOR Regulations. All instances must be recorded and reported to the HT/SBM.</p>						
<b>Hand and respiratory hygiene across the school</b>	Pupils, employees, visitors.	<p>Staff wash their hands with pupils at the start and end of the school day as well as regular intervals throughout the day.</p> <p>Pupils are supervised to wash their hands.</p> <p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member</p>	3	3	9	Y		<b>Staff-On going</b>

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		<p>of staff.</p> <p>Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</p> <p>Pupils are supervised when accessing the hand sanitizer.</p> <p>Tissues made available in each classroom.</p> <p>Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Staff and pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>Waste bins are in place to place used tissues in.</p> <p>Waste bins are emptied daily, at the end of the school day.</p> <p>Hand sanitiser station located at the main</p>						

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		<p>entrance for visitor use.</p> <p>All Visitors sanitise their hands on entering the school building and wear a face mask.</p>						
<b>Members of the school community presenting symptoms of COVID-19.</b>	Pupils, employees, visitors.	If anyone in your school develops <a href="#">COVID-19 symptoms</a> , however mild, you should send them home and they should follow public health advice.						<p>Head teacher</p> <p>On going</p>
<b>Isolating Staff/Pupils during the school day</b>	Pupils, employees.	<p>DHT office to be used to isolate Staff/Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance.</p> <p>The room only has a child's chair which is washable chairs located in it and a separate toilet to access.</p> <p>Following access to the DHT room and toilet area, the area is locked and not used until it has been cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b>DO NOT</b> need to go home to self-isolate</p>	3	3	9	Y	<p>Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted.</p> <p>Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water.</p>	<p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p> <p>Staff-As required</p>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
<b>Managing a Positive case of COVID-19- Ensuring all staff and pupils are safe.</b>	Pupils and staff.	Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a> . 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).	3	3	9	Y		<b>Head teacher</b>
<b>The School being placed on lockdown</b>	Staff and pupils	Wellbeing checks carried out for staff and pupils.  Work with the Health Protection Team.					Head teacher/SLT to monitor remote education so that it is integrated into school curriculum planning: should such an event occur again.  Following the guidance provided by the Health Protection Team.	<b>Head teacher</b>
<b>Transport on and off the school site.</b>	Pupils, employees, family members	Families will be made aware of the importance of social distancing on public transport when travelling to and from school.  Designated car parking area available to staff	3	3	9	Y	Pupils and Parents/Carers will be made aware of the instructions to follow.	<b>Head Teacher</b>
<b>New and Expectant Mums</b>	Staff	Any risks will be included in the individuals pregnancy risk assessment.	2	3	6	y	Member of staff to raise concerns with their midwife/GP in the first instance.  Concerns to be raised with	<b>Staff member-As required</b>  <b>Staff member-As required</b>

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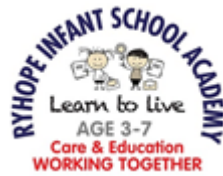
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							the Head teacher where need identified.  Where need identified HR to be consulted.	
<b>New and Expectant Mums showing symptoms of COVID-19</b>	Staff	<p><b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <a href="#">video consultation</a>.</p> <p>Staff are aware of the symptoms of COVID-19.</p> <p><b>Staff instructed to follow the guidance.</b></p>	2	4	8	Y	<p>See Managing a positive case in the school community.</p> <p>Staff can be referred to Occupational Health Service regarding a testing for COVID-19.</p> <p>Where need identified consultation to take place with HR.</p>	<b>Head teacher</b>
<b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b>	Visitors/Contractors, Agency Staff, Volunteers and Support Agencies	<p>Posters/notices clearly displayed and reference handwashing/hand sanitizing.</p> <p>Visitors to the school are by appointment only.</p> <p>Where possible Contractors to carry out activities outside of school hours.</p> <p>Hand sanitiser station located at the main entrance.</p> <p>All Visitors sanitise their hands prior to entering the school building and wear a mask.</p>	3	3	9	Y	<p>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to be advised not to attend the school if they are unwell.</p> <p>Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</p> <p>Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</p>	<b>Head teacher Ongoing</b>

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		<p>A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</p> <p>All visitors are accompanied when moving about the building.</p> <p>Parents/Carers discouraged to access the main reception area without an appointment.</p> <p>Waste bins emptied at the end of the school day.</p>					Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.	
<b>Initial Teacher Training Students</b>	Students, staff, pupils	Allocated a class/year group to work with within the school.	3	3	9	Y	<p>ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</p> <p>Reminded what the symptoms of COVID-19 are.</p>	<b>SLT-As required</b>
<b>Entrance to the school site and building</b>	Pupils, employees, visitors	<p>Parents advised via school communication links that only one parent/carer is advised to drop off/pick up their child to enable social distancing on the yard.</p> <p>Pupils, Parents/Carers advised to maintain social distancing when entering the school site. Parents to drop off in school playground</p>	3	3	9	Y	<p>Parents reminded to ensure social distancing when on the school site.</p> <p>Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</p>	<b>Staff/Head teacher-On Going</b>

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		<p>where there will be markings to support social distancing.</p> <p>Parents not permitted to enter the school building unless need is essential.</p> <p>Pupils are met each day at the identified places on the yard for their year group class by a staff member at a distance.</p> <p>Pupils store outdoor clothing and bags in designated area.</p> <p>Staff store their bags in lockers, store cupboards.</p> <p>Pupils are supervised to wash their hands at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. This will be carried out at regular intervals throughout the day.</p> <p>Staff to wash their hands with pupils at the start of the school day and at regular intervals throughout the day.</p> <p>Staff and pupils presenting with symptoms at the start of the school day are isolated in the</p>					<p>Parents/Carers advised to leave the school site immediately once their child has entered the building.</p> <p>School entrances and site secured at the start of the school day.</p> <p>Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day.</p> <p>Staff car park gates to be locked once all children are in school.</p>	

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		<p>isolation room and next of kin/parents contacted.</p> <p>When talking to visitors in the main office the hatch will remain closed.</p> <p>Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures.</p> <p>Clear signage in place prompting hand washing/use of hand sanitizer.</p> <p>Hand sanitiser station in place.</p> <p>Visitors apply hand sanitizer when they enter the school building.</p> <p>Visitors are signed in by the office staff.</p> <p>Face coverings <b>to be</b> worn in the school building by visitors/parents.</p>						
<b>Maintaining infection control in the Classrooms and during break periods</b>	Staff and pupils	<p>Staff always maintain social distancing with other staff members.</p> <p>Windows and doors are opened to allow natural ventilation during the school day.</p>	3	3	9	Y	<p>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</p> <p>All pupils to have their own</p>	<p><b>Head teacher</b></p> <p><b>Staff</b></p>

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		<p>Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</p> <p>Wet play activity boxes available in each classroom.</p> <p>Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</p> <p>Where classrooms/halls are unoccupied doors are to be closed.</p> <p>Waste bins located in classroom/hall areas and emptied at the end of the school day.</p> <p>Water fountains taken out of use around the school site.</p> <p>Hand sanitizer stations located around the building where need identified.</p> <p>Alcohol gel dispensers located at main entrance, main office, above staff sign in area, playground entrance and outside of classrooms.</p>					<p>individual water bottles in school clearly labelled with their name. Staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. Water bottles sanitised at the end of each day.</p>	

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<b>EYFS</b>	Staff, pupils	Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.  Identified area in place where personal care activities carried out.  PPE worn when providing support with personal care.  Personal care risk assessments in place where need identified.	3	3	9	Y		<b>Head teacher</b>  <b>Staff</b>
<b>Pupils refusing to social distance/ follow hand washing procedures</b>	Staff, pupils	Parents/Carers advised prior to the pupils returning to the school that <b>all</b> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.  Hand sanitiser made available where pupils refuse to wash hands.  Pupils are supervised when using hand sanitizer considering risks around ingestion.  EYFS/Key Stage 1 pupils and pupils with	2	3	6	Y	Where defiant behaviours are anticipated review the schools Behaviour Policy.  Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.  Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be	<b>Head teacher-As required</b> <b>Staff-Where need identified</b>  <b>Head teacher-Where need identified.</b>  <b>Staff-Immediate</b>

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		<p>complex needs are helped to clean their hands properly.</p> <p>Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative.</p> <p>Individual needs of pupils identified and managed where need identified.</p> <p>Cleaning schedule in place for the whole school.</p> <p>Staff supporting pupils continue to adhere to regular hand washing.</p>					<p>restricted where possible.</p> <p>Where need identified support be sought from the SEND Team and Educational Psychologist.</p>	<b>Head teacher- Where need identified.</b>
<b>Pupils that have an EHCP that require staff support throughout the day</b>	Staff, pupils	<p>Identified staff work with pupils.</p> <p>Staff wash their hands before and after working with a pupil.</p> <p>Following the intervention Staff and Pupil wash their hands.</p> <p>Pupils with an EHCP have individual risk assessment personal to their needs.</p>	3	3	9	Y		<b>Head teacher DHT</b>
<b>Welfare facilities</b>	Pupils, employees, visitors	Staff supervise pupils when washing their hands in the toilet areas and sink areas.	3	3	9	Y	Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door	<b>Site manager</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>Cubicles in place.</p> <p>Staff and pupil toilet facilities cleaned before and after school.</p> <p>Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p>					handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.	
<b>Personal Protective Equipment (PPE)</b>	Pupils, employees, visitors	<p>Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</p> <p>Staff follow good hand <a href="#">washing practice</a>.</p>	3	3	9	Y	The school is to hold a supply of PPE-disposable gloves, aprons and face masks on the school site.	
<b>Challenging behaviours displayed</b>	Pupils, employees,	<p>Pupils with challenging behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate challenging behaviours.</p> <p>Relevant staff are Team Teach Trained.</p> <p>Where need identified Team Teach techniques are applied, including restraint.</p> <p>Only staff who have volunteered and are</p>	3	3	9	Y	<p>Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</p> <p>Where restraint has had to be carried out review the risk assessment in place.</p> <p>Review whether PPE is required when managing challenging behaviours.</p>	<b>Staff/Pupils-Where need identified.</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		Team Teach trained will apply the techniques.					<p>Where need identified review the Behaviour Policy.</p> <p>Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day.</p> <p>Where need identified face visors be made available to Staff.</p> <p>Where need identified support be sought from the SEND Team and Educational Psychologist.</p>	
<b>First Aid Provision and support with medication</b>	Pupils, employees,	<p>At least one member of staff on site each day that is first aid trained.</p> <p>Fully stocked first aid boxes located around the school site and in the vicinity of</p>	3	3	9	Y	<p>Gloves and first aid items used to be double bagged and placed in the waste bn.</p> <p>Waste bins emptied throughout the school day.</p>	<b>Staff-On going</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>classrooms in use.</p> <p>Staff to wash their hands prior to administering first aid.</p> <p>Staff to wear disposable gloves when providing first aid support.</p> <p>PPE available at staff request.</p> <p>Staff to wash their hands after providing first aid support.</p> <p>Medication policy in place.</p> <p>Head teachers are aware of the current <a href="#">guidance</a> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.</p> <p>Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</p> <p>Medication stored in a dedicated area.</p> <p>Identified staff support pupils with medical needs.</p>					Ensure that a stock of disposable gloves, masks and aprons are available for staff use.	

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
<b>Emergency Situations</b>	Pupils, employees, visitors	<p>There is an automatic fire detection system fitted at the school which is tested weekly.</p> <p>In the event of the fire alarm sounding staff are to direct pupils to evacuate the building.</p> <p>Staff and pupils are to maintain social distancing when registers are being taken at the assembly point.</p> <p>Staff and pupils are to wash their hands when they're enter the building.</p>	3	3	9	Y	<p>The Site manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly.</p> <p>Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system.</p> <p>The Site manager is to undertake their usual weekly checks of the fire alarm system.</p>	<b>Site Manager SLT/Staff</b>
<b>End of the school day</b>	Pupils, employees, visitors	<p>Pupils/Staff will wash their hands before they leave the school site.</p> <p>Wherever possible only one Parent/Carer permitted to collect their child from the school site to enable distancing on the yard.</p> <p>Parents/Carers to ensure that they follow</p>	3	3	9	Y	<p>Parents/Carers to keep the school up to date who will be collecting their child from school.</p> <p>Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</p>	<b>Parents/ Carers-On Going</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>social distancing.</p> <p>Parents/Carers directed to leave the school site immediately once they have collected their child.</p> <p>Gates are secured to the school site.</p>					Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.	
<b>Office areas</b>	Pupils, employees, visitors	<p>The doors of Offices in use can be wedged open when occupied.</p> <p>Where available, windows are opened whilst the office area is in use.</p> <p>Staff leave their desks as clear as possible so that it can be easily cleaned.</p> <p>Waste bins are emptied at the end of the school day.</p> <p>Staff may undertake other activities that causes them to leave the office area over the course of the school day – wash/sanitise hands on return.</p> <p>Parents and visitors enter the office area only when essential.</p> <p>Signage in place on office doors indicating the maximum occupancy number.</p>	3	3	9	Y		<b>Caretaker/ Premise Manager-On Going.</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
<b>Toilet Areas/Personal Care changing facilities</b>	Staff, pupils	<p>Waste placed in nappy bins.</p> <p>Waste bins regularly emptied, and waste taken to external bin area.</p> <p>PPE readily available for personal care.</p> <p>Sanitary bins located in identified and have closed lids. SLA in place.</p>	2	3	6	Y		<b>Staff</b>
<b>Catering facilities</b>	Catering staff	<p>External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</p> <p>Ventilation switched on whilst kitchen staff are in the kitchen.</p> <p>Identified number of staff work in the main kitchen area to ensure social distancing.</p> <p>Handwashing and hand sanitizer facilities readily available.</p> <p>Handwashing posters located in welfare facilities.</p> <p>Catering staff adhere <a href="#">to hand washing guidelines</a>.</p> <p>Serving hatches provide a natural social distance from pupils.</p> <p>When staff are serving, they stand side by side ensuring social distancing can be</p>	3	3	9	Y	<p>Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.</p> <p>Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff.</p>	<b>Head teacher</b>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>maintained.</p> <p>Kitchen deliveries made directly to the kitchen area where possible.</p> <p>None kitchen staff prohibited from entering the main kitchen area.</p>						
<b>Deliveries to the school</b>	Employees	<p>Only essential items are ordered by the school.</p> <p>Identified staff take responsibility for deliveries made to the school.</p> <p>Staff members wash their hands before and after decanting orders and storing them away.</p> <p>Kitchen deliveries are made directly to the kitchen area.</p> <p>Packaging to be placed in the external bin store</p>	3	3	9	Y		
<b>Staff Wellbeing</b>	Staff	<p>Staff have been provided with Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>. link.</p> <p>Staff receives sufficient breaks during the school day.</p>	3	3	9	Y	<p>Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</p> <p>Where need identified staff are to be referred to Occupational health.</p>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p>

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Hazards / issue	Who is at risk	Controls already in place	Likelihood	Severity	Risk score	Controls Adequate Y/N	Further Action required	By Whom & When
		<p>Staff have been provided with <a href="#">COVID-19 mental health link</a>.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>					HR colleagues contacted for support where need identified.	
<b>Pupil Wellbeing</b>	Pupils	<p>Focused pastoral support in place.</p> <p>Safeguarding Policy in place.</p> <p>Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.</p> <p>Embedded in the curriculum.</p> <p>Our Pupil Welfare Officer will continue to do home visits as and when needed. These will be conducted following government guidelines and a face mask will be supplied if needed.</p>	3	3	9	Y	<p>The school to contact the agencies who regularly support their pupils with social and emotional support.</p> <p>Ensure that staff are aware of the <a href="#">healthy child programme</a></p>	<p><b>Head teacher</b></p> <p><b>Staff-As required</b></p>
<b>Deep Clean</b>	Pupils, employees, visitors	The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.						
<b>Waste Management on the school</b>		<p>External bin store in place.</p> <p>Contractor SLA in place to remove waste</p>	2	2	4	Y	Review refuse collection SLA to ensure that it meets the current needs of the school.	<b>SBM, Site manager</b>

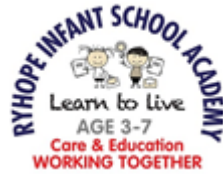
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site		materials from the school site.  Waste removed from the school building at the end of each day and placed in the designated bin store area.						
<b>SBM working across 2 different sites</b>	Pupils, employees, visitors	SBM to social distance at both sites.  Wherever possible work at a designated desk or room at each school.  Avoid or limit contact with children at both sites.	3	3	9	Y		<b>SBM</b>

Date of assessment review	Signatures
	 Head Teacher

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### School Risk Assessment Matrix

	Very unlikely 1	Unlikely 2	Possible 3	Likely 4	Very likely 6
Insignificant 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Catastrophic 5	5	10	15	20	25

#### Risk Rating Action

Scores of 1-4 = Low Risk - No action – No further action but ensure controls are maintained and reviewed

Scores of 5-9 = Medium Risk - Action - Look to improve within specified timescale

Scores of 10-15 = High Risk - Urgent action - Take immediate action and stop activity if necessary, maintain existing controls rigorously

Scores of 20-25 = Very High Risk – STOP - Stop activity and take immediate action

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