

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
Sept 21

Group/Service Area: **Meole Brace CE Primary School and Nursery**

Work Activity

Working in School during COVID-19  
Pandemic

Workplace/Team: School

Date of Assessment: 1<sup>st</sup> September 2021 (Update 04/01/22)

Date for Re-assessment Ongoing

Name of Assessors: Henry Bray

Signature:

Manager: Governing Body

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

### PRIORITY OF ACTION

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

### 5 x 5 RISK ASSESSMENT MATRIX

|  |   |            |            |            |            |         |
|--|---|------------|------------|------------|------------|---------|
| Increasing<br>consequence or<br>severity ↑ | 5 | 5 low      | 10 med     | 15 med     | 20 high    | 25 high |
|  | 4 | 4 very low | 8 low      | 12 med     | 16 med     | 20 high |
|  | 3 | 3 very low | 6 low      | 9 low      | 12 med     | 15 med  |
|  | 2 | 2 very low | 4 very low | 6 low      | 8 low      | 10 med  |
|  | 1 | 1 very low | 2 very low | 3 very low | 4 very low | 5 low   |
|  |   | 1          | 2          | 3          | 4          | 5       |

Increasing likelihood or probability →

| Score | Likelihood / Probability     | Description  | Score | Consequence/Severity             | Description  |
|-------|------------------------------|--|-------|----------------------------------|--|
| 5     | Very likely / Almost certain | Event is expected to occur in most circumstances     | 5     | Catastrophic / Severe / Fatality | Death or permanent disability to one or more persons |
| 4     | Likely                       | Event will probably occur in most circumstances      | 4     | Major injury / ill health        | Hospital admission required, eg, broken arm or leg   |
| 3     | Fairly likely / Possible     | Event could occur at some time                       | 3     | Moderate (over 7-day injury)     | Medical treatment required, over 7-day injury        |
| 2     | Unlikely                     | Event is not likely to occur in normal circumstances | 2     | Minor injury / ill health        | First aid is required                                |
| 1     | Very unlikely                | Event may occur only in exceptional circumstances    | 1     | Insignificant / no injury        | Injuries not requiring first aid treatment           |

C. Use information from section B to identify level of risk for each hazard

| What are the Hazards?  | Who might be harmed and how the hazard could cause harm | What are you already doing? (Existing Controls)  | Risk Level Low/ Med/ High | What further actions are necessary  | Residual Risk Level Low/ Med/ High | Action   |                            |
|--|---|--|---------------------------|---|------------------------------------|----------|----------------------------|
|  |   |  |                           |   |                                    | Who      | When                       |
| 1. <b>Outbreak of COVID-19 in school due to lack of control measures</b> | Staff, pupils   | The following Control Measures will be in place at all time: <ul style="list-style-type: none"> <li>• Ensure good hygiene for all children and adults</li> <li>• Maintain enhanced cleaning throughout the school day</li> <li>• Ensure good ventilation wherever practical</li> <li>• Follow Public Health advice on testing, self-isolation and the management of confirmed cases of COVID-19</li> </ul>   | Med/ High                 | Further actions will be determined through weekly review of Risk Assessment.  | Low                                | HB<br>HL | By 01/09/21<br><br>Ongoing |
| 2 <b>Catching or spreading of COVID-19 – general considerations</b>      | Staff, pupils<br>Parents/ carers, visitors              | <b><u>Asymptomatic Testing of School Staff</u></b> <ul style="list-style-type: none"> <li>• Promotion of asymptomatic testing of staff, twice weekly. Staff, who opt-in, will participate in Rapid Testing using LFD tests, following the protocols in the guidance, to identify asymptomatic cases.</li> </ul> <b><u>Contacts and gatherings</u></b> <ul style="list-style-type: none"> <li>• Children are no longer restricted to year group bubbles</li> <li>• Collective Worship in the school halls will continue but will continue to be limited to half-capacity at this point (Years, 1, 2 &amp; 3 in KS1 Hall and Years 4, 5 &amp; 6)</li> <li>• No restrictions on mixing at break/lunchtimes or during morning or after school care.</li> </ul> | Med/ High                 | Updates to parents via Weekly Newsletter with reminders of procedures<br><br>Regular reminders to staff<br><br>Signage reminders throughout the school site | Low                                | HB       | By 01/09/21<br><br>Ongoing |

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|  |  | <ul style="list-style-type: none"> <li>• COVID-19 Outbreak Management Plan includes the reintroduction of a bubble system as necessary.</li> </ul> <p><b><u>Face Coverings</u></b></p> <ul style="list-style-type: none"> <li>• Adults to wear face coverings in communal spaces and corridors where social distancing is no possible.</li> <li>• Face coverings for parents/carers at drop-off and pick-up times may be reintroduced as necessary as part of the COVID-19 Outbreak Management Plan.</li> </ul> <p><b><u>Avoiding contact with anyone with symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Guidance has been provided to parents in relation to this.</li> <li>• School office hatch is remaining closed at all times when main office reopens and screens provided for office staff in the interim while building work is complete.</li> <li>• Visitors to the office must have a prior appointment. Only one caller in the temporary foyer area at any one time.</li> <li>• Appropriate signage/reminders displayed around the site.</li> </ul> <p><b><u>Frequent handwashing and good respiratory practices</u></b></p> <ul style="list-style-type: none"> <li>• Children wash hands on arrival, after play, before lunch, before home time, after using shared equipment or using the toilet.</li> <li>• Children taught about the need for good respiratory practice - “Catch it, bin it, kill it” approach promoted and lidded bins and tissues provided in all areas.</li> <li>• Hand sanitising stations in every classroom, in both halls and by every entrance/exit.</li> </ul> <p><b><u>Regular Cleaning of Setting</u></b></p> |  | <p>Further actions will be determined through weekly review of Risk Assessment.</p> |  |  |  |
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|  |  | <ul style="list-style-type: none"> <li>• Setting is subject to daily clean.</li> <li>• Contact points and surfaces cleaned at break and lunchtimes and through the day.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• Rooms will be well ventilated while a comfortable teaching environment is maintained</li> <li>• Areas of poor ventilation will be identified and steps taken to improve this, if possible</li> <li>• Windows and doors (excluding fire doors) kept open to improve natural ventilation; however, this should be balanced to maintain a comfortable room temperature.</li> <li>• CO2 monitors are now installed in every classroom and should CO2 levels rise, further windows and doors are to be opened to reduce the levels and increase air flow.</li> </ul> <p><b><u>School events (assemblies, etc)</u></b></p> <ul style="list-style-type: none"> <li>• There will not be any 'whole school' gatherings.</li> <li>• See above re: Collective Worship.</li> </ul> <p><b><u>Cashless System</u></b></p> <ul style="list-style-type: none"> <li>• Parents informed that they will need to make all school purchases online via School Money.</li> </ul> <p><b><u>Clinically Extremely Vulnerable Staff</u></b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable (CV) and clinically extremely vulnerable (CEV) staff members can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</li> <li>• Staff who live with those who are CEV or CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> </ul> |  |  |  |  |  |
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| 3 | <b>Transmission through wider school events, activities &amp; visits</b> | Staff, pupils, parents/ carers, visitors, Governors | <p><b><u>Extended school provision</u></b></p> <ul style="list-style-type: none"> <li>• Before and After-School wraparound care can operate as before.</li> <li>• Parents/Carers book in online, ideally in advance.</li> <li>• Activities to be outdoors wherever practical.</li> <li>• Breakfast Club and after-school care split over two locations (Nursery and Lighthouse) to reduce numbers.</li> </ul> <p><b><u>Assemblies/Collective Worship &amp; Services</u></b></p> <ul style="list-style-type: none"> <li>• In-person Assemblies/Collective Worship and Services can resume.</li> </ul> <p><b><u>Educational Visits</u></b></p> <ul style="list-style-type: none"> <li>• School visits and residentials can resume providing a full and thorough risk assessment has been undertaken against current guidance.</li> </ul> <p><b><u>Extra-Curricular Activities</u></b></p> <ul style="list-style-type: none"> <li>• Cross year group extra-curricular clubs can resume</li> </ul> <p><b><u>Sporting Competition</u></b></p> <ul style="list-style-type: none"> <li>• Indoor and outdoor competition between schools can take place.</li> <li>• The following must be referred to: <ol style="list-style-type: none"> <li>1. Guidance on grassroot sports for public and sport providers, safe provision and facilities<br/><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a>.</li> <li>2. Guidance from Sport England</li> </ol> </li> </ul> | Med | Further actions will be determined through weekly review of Risk Assessment. Updates to parents/carers via Weekly Newsletter with reminders of procedures | Low | HB | By 01/09/21<br>Ongoing |
|---|--|---|---|-----|---|-----|----|------------------------|

<https://www.sportengland.org/how-we-canhelp/coronavirus>

3. Advice from organisations such as Association for Physical Education and the Youth Sport Trust

4. Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely

- Work with external coaches, clubs and organisations for curricular and extra-curricular activities can continue.

#### **Indoor and Outdoor Performances**

- The following guidance will be taken into consideration for indoor/outdoor performances when the government roadmap, DfE guidance and school's risk assessment deems it safe to hold live audience events e.g. Nativity, Concerts, Year 6 leavers, etc:

<https://www.gov.uk/guidance/working-safelyduring-coronavirus-covid-19/performing-arts>

and

<https://www.eventsindustryforum.co.uk/index.php/p/11-features/14-keeping-workers-andaudiences-safe-during-covid-19>

#### **Music Lessons**

- Guidance to be followed when music lessons are delivered and taught

#### **Individual Music Lessons**

- Peripetetic Techers can engage with school.

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|   |   |  | <p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Governors meetings can continue face-to-face, depending on case numbers at the time.</li> <li>• Link Governor meetings and visits can continue as above.</li> <li>• Staff meetings can take place face-to-face.</li> <li>• The School Council can meet face-to-face</li> <li>• Parents' evenings can resume face-to-face, depending on case numbers but impromptu meetings should be arranged by appointment only and wherever possible conducted by telephone call or virtually.</li> </ul>   |                  |  |            |                  |                                   |
| 4 | <p><b>Management of suspected and confirmed cases of COVID-19 through non-compliance with Public Health</b></p> | <p>Staff, pupils, parents/ carers, visitors, Governors</p> | <p><b><u>Individuals with Symptoms or Positive Cases</u></b></p> <ul style="list-style-type: none"> <li>• Follow the latest Guidance and procedure as set out in the COVID-19 Outbreak Management Plan.</li> <li>• Staff and pupils should not come into school if they are displaying COVID-19 symptoms, have had a positive test or any other reason to remain at home.</li> <li>• The school reserves the right to refuse a child's attendance if we have reasonable judgement to protect staff and pupils from the risk of infection.</li> <li>• Staff and pupils to be sent home if they display symptoms, however mild, and follow public health advice (close contacts, including household members can remain in school).</li> <li>• Whilst awaiting collection, symptomatic pupils to wait in temporary foyer area with windows open.</li> <li>• If close contact is necessary with the pupil displaying symptoms, PPE should be worn.</li> <li>• The areas contacted by the pupil will be cleaned afterwards.</li> <li>• The household, including siblings, should follow NHS Test and Trace and PHE advice (if not fully vaccinated</li> </ul> | <p>Med/ High</p> | <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures</p> | <p>Low</p> | <p>HB<br/>HL</p> | <p>By 01/09/21</p> <p>Ongoing</p> |

and over 18 years 6 months).

- School will contact the DfE helpline (0800 046 8687, option 1) if a pupil or staff member is admitted to hospital with Covid-19

#### **Asymptomatic Testing**

- Staff to be encouraged to continue to test twice weekly with LFD Tests provided by school.

#### **Confirmatory PCR Tests**

- Staff, or pupils, with a positive LFD test will have to isolate immediately and book a PCR Test.
- If the PCR Test is undertaken within 2 days of the LFD test, and comes back negative, this overrides the LFD result and the staff or pupil can return to school.
- If the PCR Test is positive, the staff or pupil must continue to isolate following Public Health advice.

#### **Contact Tracing**

- NHS Test & Trace with will identify contacts of a positive case.
- From 16th August, staff who are fully vaccinated, taken part in an approved COVID-19 vaccine trial or are not able to be vaccinated due to medical reasons no longer need to self-isolate of coming into contact with a positive case; instead, they will be contacted by Test & Trace and advised to take their child for a PCR test.
- From 16th August, children under 18 years and 6 months no longer need to self-isolate when coming into contact with a positive case; instead, parents will be contacted by Test & Trace and advised to take their child for a PCR test.



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|  |  | <ul style="list-style-type: none"> <li>• Staff and pupils identified as a close contact do not need to isolate whilst they await their result of the advisory PCR test.</li> <li>• Schools to work with Health Protection Teams in the event of an outbreak and introduce control measures if advised.</li> <li>• Schools should seek support from the dedicated service through the DfE Helpline (0800 046 8687) to determine next steps.</li> <li>• Schools should also seek advice from the Self Isolation Service Hub (020 3243 6715) in the event of cases related to staff.</li> <li>• Schools maybe contacted in exceptional cases and will be expected to work alongside local health protection teams in the event of an outbreak to increase the protective measures.</li> <li>• Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless testing is not possible.</li> <li>• <i>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. <b>If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</b></i></li> </ul> |  |  |  |  |  |
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|   |   |   | <p><b><u>Escalation of Protective Measures</u></b></p> <ul style="list-style-type: none"> <li>• An Outbreak Management Plan has been created in line with the latest Contingency Framework: Education and Childcare Settings in the event of an outbreak in school or local area which meets one of two thresholds described in the Contingency Framework.</li> <li>• Central Government may offer local areas of concern an Enhanced Response Package.</li> <li>• If the school has several confirmed cases within a 10 day period, we may have an outbreak; the School should then call the dedicated advice service who will escalate it to the local health protection team (DfE helpline: 0800 046 8687).</li> <li>• The School will then be advised on which steps to take and work alongside the health protection team to step measures up if required.</li> </ul> |           |  |     |                       |                               |
| 5 | <b>Managing Customers, Contractors and visitors</b> | Staff, pupils, parents/ carers, Visitors, contractors | <p><b><u>Customers, Contractors &amp; Visitor Protocols</u></b></p> <ul style="list-style-type: none"> <li>• Where site visits are required, site guidance will be explained to visitors on or before arrival.</li> <li>• Hand Sanitser is available in school office and at all entrances/exits.</li> <li>• School maintains record of all visitors on e-Reception (wipes provided to clean screen after use).</li> <li>• Electronic entry system records contact details, etc for purposes of track and trace.</li> <li>• Use of visitor badges will resume.</li> <li>• Visits to the school can continue, by appointment only.</li> </ul>   | Med/ High | <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents/carers via Weekly Newsletter with reminders of procedures.</p> | Low | HB<br>SH<br>AB/<br>PC | By<br>01/09/21<br><br>Ongoing |
| 6 | <b>Maintaining social distancing</b>                | Staff, pupils, parents/ carers,                       | <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• From Step 4, social distancing is not required and staff/children do not need to be maintained in strict 'bubbles'.</li> </ul>   | Med/ High | Further actions will be determined through   | Low | HB<br>HL              | By<br>01/09/21<br><br>Ongoing |

|   |                   |                               |  |          |   |     |                |                            |
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|   |                   | visitors                      | <ul style="list-style-type: none"> <li>• However, it is necessary, for the time being in this transitional phase, to reduce and avoid congestion at particular times of the day which could lead to mass transmission (see measures below).</li> </ul> <p><b><u>Drop-off and pick-up</u></b></p> <ul style="list-style-type: none"> <li>• Time – between 8.45am - 9.00am</li> <li>• See COVID-19 Information and Guidance page of school website for precise drop-off and pick-up times and locations.</li> <li>• Senior leader present at every entrance/playground to direct parents/carers as required.</li> <li>• Parents/carers asked to be respectful of others' space and differing comfort levels.</li> </ul>  |          | <p>weekly review of Risk Assessment</p> <p>Updates to parents/carers via Weekly Newsletter with reminders of procedures</p> |     |                |                            |
| 7 | <b>Attendance</b> | Staff, pupils, parents/carers | <p><b><u>Attendance</u></b></p> <ul style="list-style-type: none"> <li>• Attendance is mandatory for all pupils.</li> <li>• Pupils isolating while awaiting a PCR test result due to symptoms will be marked with an X code.</li> <li>• Pupils with a confirmed positive case of COVID-19 will be marked with an I code.</li> </ul> <p><b><u>Holiday in Term Time &amp; Potential Quarantine</u></b></p> <ul style="list-style-type: none"> <li>• The school's Attendance Policy remains in place and parents should plan holidays outside of term time.</li> <li>• Parents/carers need to consider the impact of traveling abroad and bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> <li>• Parents to adhere to legal requirements if/when returning from green, amber or red list countries – and to inform the school of the need to test/isolate/quarantine as</li> </ul> | Med/High | Further actions will be determined through weekly review of Risk Assessment   | Low | HB<br>HL<br>LM | By 01/09/21<br><br>Ongoing |

|   |                                   |       |  |             |   |     |    |                                   |
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|   |                                   |       | <p>necessary.</p> <p><b><u>Remote Education</u></b></p> <ul style="list-style-type: none"> <li>• See Remote Education Policy for full details.</li> <li>• We will continue to provide remote education to pupils who have been required to self-isolate, including those who have tested positive but are well enough to work at home.</li> <li>• Reasonable adjustments will be made to support SEND pupils.</li> </ul> <p><b><u>Catch -Up</u></b></p> <ul style="list-style-type: none"> <li>• Catch -up Premium to be utilised against recommendations from EEF and suggested DfE programmes.</li> </ul>  |             |   |     |    |                                   |
| 8 | <b>Vulnerable staff or pupils</b> | Staff | <p><b><u>CV/CEV Staff</u></b></p> <ul style="list-style-type: none"> <li>• CEV staff members are no longer required to shield.</li> <li>• CEV staff may require further protective measures through completion of a Risk Assessment with the Line Manager.</li> <li>• Continue to encourage the vaccination take-up of our workforce</li> </ul> <p><b><u>Pregnant members of Staff</u></b></p> <ul style="list-style-type: none"> <li>• A separate pregnant member of staff risk assessment will be completed for any relevant staff.</li> <li>• Members of staff that are pregnant fall into the clinically vulnerable group identified by the NHS.</li> <li>• Those who are pregnant are strongly advised to follow</li> </ul> | Low/<br>Med | <p>Review and check updates to CEV guidance.</p> <p>Complete RA for staff who are clinically extremely vulnerable / clinically vulnerable pregnant.</p> | Low | HB | <p>By 01/09/21</p> <p>Ongoing</p> |

|    |                            |                                |   |           |  |     |                         |                |
|----|----------------------------|--------------------------------|---|-----------|--|-----|-------------------------|----------------|
|    |                            |                                | <p>the social distancing guidance.</p> <ul style="list-style-type: none"> <li>The Royal College of Obstetricians &amp; Gynaecologists have produced <a href="#">guidance</a> which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment, to determine whether women who are pregnant can continue working in public facing roles.</li> <li>The NHS have also provided guidance for pregnant women:<br/> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a><br/> and<br/> <a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a></li> </ul> |           |  |     |                         |                |
| 9  | <b>Catering facilities</b> | Staff, pupils, parents/ carers | <p><b><u>Catering protocols</u></b></p> <ul style="list-style-type: none"> <li>Contingency plan in place for catering staff absence due to self-isolation.</li> <li>Lunch orders made online each morning in classrooms to avoid unnecessary contact.</li> <li>Additional hot trolley purchased in order to allow serving in both halls, reducing contacts and numbers in the halls.</li> <li>Compliance with 'Guidance for Food Business' by liaising with WLP.</li> <li>School meals support to be provided to pupils eligible for FSM eligible children forced to self-isolate during the term time.</li> </ul>  | Med/ High | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment. Communicate RA to kitchen team</p> | Low | HB<br>SH<br>CP &<br>WLP | By<br>01/09/21 |
| 10 | <b>First Aid</b>           | Staff, pupils,                 | <ul style="list-style-type: none"> <li>School has First Aiders on site throughout the school at all times.</li> </ul>   | Low/ Med  | No further action at this  | Low | HB<br>HL                | By<br>01/09/21 |

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|  |  | <p>visitors</p> <ul style="list-style-type: none"> <li>• PPE available for those administering First Aid</li> <li>• Ocean Room designated as isolation space for pupils exhibiting COVID-19 symptoms.</li> <li>• Children with other illnesses requiring transfer to home wait in the foyer.</li> <li>• First aiders and those delivering intimate care need additional support and training in use of additional PPE if close contact with a patient is required.</li> <li>• Adequate PPE is provided for use of staff in all emergencies including first aid and fire.</li> <li>• Necessary means of cleaning equipment following any type of emergency is available.</li> <li>• All occasions when CPR is required is carried out in accordance with current protocols from the Resuscitation Council the First Aid needs assessment will identify any additional equipment and training needs</li> <li>• Where there is a possible risk of infection all necessary precautions is be followed: <ul style="list-style-type: none"> <li>○ Face protection;</li> <li>○ Eye protection;</li> <li>○ Contact with the casualties airway must be avoided;</li> <li>○ Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care.</li> </ul> </li> <li>• For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival.</li> </ul> |  | <p>point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Further training for staff on use of PPE is required.</p> <p>Regular updates needed</p> <p>School Business Manager to monitor stocks of PPE each day.</p> |  | SH | Ongoing |
|--|--|--|--|--|--|----|---------|

|    |  |                               |  |     |   |     |          |                               |
|----|--|-------------------------------|--|-----|---|-----|----------|-------------------------------|
| 11 | <b>Accidents/<br/>incidents</b>  | Staff,<br>pupils,<br>visitors | <ul style="list-style-type: none"> <li>• Normal reporting to various parties e.g. Reporting to Governors / Local Authority.</li> <li>• Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>• School visits are not taking place until further notice to help minimise the potential for accidents and the need for staff to assist children.</li> <li>• Attendance register, isolation record and illness record kept for Test and Trace and Health Protection Teams</li> </ul>   | Low | <p>No further action at this point. Further actions will be determined through weekly review of Risk Assessment.</p> <p>Regular communication with staff.</p> | Low | HB<br>HL | By<br>01/09/21                |
| 12 | <b>Emotional<br/>distress of the<br/>staff - including<br/>anxiety</b> | Staff,<br>pupils              | <ul style="list-style-type: none"> <li>• SLT on site every day for staff to share concerns with.</li> <li>• Staff are included with the decision making, review of risk assessments and procedures and given opportunities to raise any concerns.</li> <li>• Details of employee counselling service is available (EPS service) and other contacts/sources of information such as MIND.</li> <li>• Mental health, including anxiety is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced.</li> <li>• Staff are provided with an allocated space where they can go for break times. A safe space for staff to relax and rest between sessions should be made available.</li> <li>• Staff break and lunchtimes are rotated into the school day.</li> <li>• Make details of counselling available to staff e.g. NOSS.</li> <li>• Share other contacts/sources of information such as MIND.</li> <li>• Staff have access to a designated member of staff (Teaching and Non-teaching staff governors) to address</li> </ul> | Med | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>                                   | Low | HB       | By<br>01/09/21<br><br>Ongoing |

|    |   |   |   |          |   |     |    |                        |
|----|---|---|---|----------|---|-----|----|------------------------|
|    | <b>Emotional distress of the pupils</b>                       |   | <p>concerns with. Where possible work place adaptations should be considered to support staff member.</p> <ul style="list-style-type: none"> <li>• Pupils are supported by staff, particularly PSA, SENDCo and SLT members.</li> <li>• PSHE curriculum designed to recognise potential mental health issues faced by children and offer support, guidance and reassurance.</li> </ul>   |          |   |     |    |                        |
| 13 | <b>Transport arrangements</b>                                 | Staff, pupils, parents, carers, Transport Operators | <p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• Latest transport guidance to be adhered to.</li> <li>• Parents and children to walk to school where possible.</li> <li>• School has liaised with passenger transport to ensure that transport arrangements cater for any changes to start and finish times with the removal of the staggered start and finish.</li> <li>• School has liaised with passenger transport operator to ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.</li> <li>• School has liaised with passenger transport operator to ensure that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</li> <li>• School has communicated revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul> | Med/High | Further actions will be determined through weekly review of Risk Assessment involving transport operator. | Low | HB | By 01/09/21            |
| 14 | <b>Use of Car park for cars, and other forms of transport</b> | Staff, Parents, Carers, Visitors                    | <ul style="list-style-type: none"> <li>• Staff car park is reopened as main gate and reception no longer used as pupil entrance.</li> </ul>   | Low      | <p>No further action at this point.</p> <p>Further actions will be</p>                                    | Low | HB | By 01/09/21<br>Ongoing |



|    |   |                                 |  |     |   |     |    |                            |
|----|---|---------------------------------|--|-----|---|-----|----|----------------------------|
|    |   |                                 |  |     | determined through weekly review of Risk Assessment.  |     |    |                            |
| 15 | <b>Other health and safety checks e.g. building related hazards - e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b> | Site management team, Governors | <ul style="list-style-type: none"> <li>• See appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</li> <li>• School has very clear system of routine maintenance, inspections etc.</li> <li>• School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures – assembly points remain unchanged.</li> </ul>   | Low | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment. Weekly/daily checks by Caretaker.</p> | Low | HB | By 01/09/21<br><br>Ongoing |
| 16 | <b>Consideration of the Equality of Opportunity and the school's responsibilities under the Equalities Act 2010.</b>                                      | All                             | <ul style="list-style-type: none"> <li>• The school is mindful of its responsibilities under the Equalities Act 2010.</li> <li>• HSE Ref: <a href="https://www.hse.gov.uk/diversity/index.htm">https://www.hse.gov.uk/diversity/index.htm</a></li> <li>• The school has had regard to the requirements of this legislation in the completion of this risk assessment.</li> <li>• The school has had regard to the requirements of this legislation in the completion of this risk assessment.</li> <li>• Home Learning continues for all year groups in the event of self-isolation or attendance restrictions and can be accessed by children of all attainment levels.</li> <li>• Home Learning, where required, will be integrated into school curriculum planning.</li> <li>• The school will plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</li> </ul> | Low | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>                                   | Low | HB | By 01/09/21<br><br>Ongoing |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, the schools will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading and writing (e.g. Foundation subject will be biased towards literacy and numeracy based activity).</li><li>• The school may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. In this case, the school should be able to show that this is in the best interests of these pupils and be subject to discussion with parents during the autumn term.</li><li>• The school will develop a well-considered catch-up plan to narrow any “gaps” identified in pupils’ knowledge after potential loss of learning from the partial school closures or self-isolation periods.</li></ul> |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

**Communication to all parties is essential:**

- 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)
- 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). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- 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
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

### E. Circulation List

Please list people who have been informed of the assessment.

| NAME              | DESIGNATION             | SIGNATURE | DATE |
|-------------------|-------------------------|-----------|------|
| Henry Bray        | Headteacher             |           |      |
| Hayley Lakin      | Deputy Headteacher      |           |      |
| Sandra Holloway   | School Business Manager |           |      |
| Karen Cooke       | UKS2 Leader Teacher     |           |      |
| Brigitte Wilson   | LKS2 Leader Teacher     |           |      |
| Ruth Jones        | KS1 Leader Teacher      |           |      |
| Louise Morris     | EYFS Leader Teacher     |           |      |
| Sian Bowdler      | SENDCo                  |           |      |
| Lisa Hetherington | Teacher                 |           |      |
| Andrew Nodder     | Teacher                 |           |      |
| Kimberley Robson  | Teacher                 |           |      |
| Edward Pharo      | Teacher                 |           |      |

|                   |                    |  |  |
|-------------------|--------------------|--|--|
| Susan Evans       | Teacher            |  |  |
| Samantha Cowan    | Teacher            |  |  |
| Nikki Stinson     | Teacher            |  |  |
| Sian Owens        | Teacher            |  |  |
| Helena Eastman    | Teacher            |  |  |
| Sally Polisen     | Teacher            |  |  |
| Jon Hunter        | Teacher            |  |  |
| Megan Coles       | Teacher            |  |  |
| Julie Nolan       | Teacher            |  |  |
| Emma Quinn-Hill   | PSA                |  |  |
| Kathy Bridgewater | Teaching Assistant |  |  |
| Lizzie Hulme      | Teaching Assistant |  |  |
| Helen Rushworth   | Teaching Assistant |  |  |
| Helen Haddock     | Teaching Assistant |  |  |
| Sue Jones         | Teaching Assistant |  |  |

|                   |                    |  |  |
|-------------------|--------------------|--|--|
| Linda Williams    | Teaching Assistant |  |  |
| Abbie Morris      | Teaching Assistant |  |  |
| Laura Cooper      | Teaching Assistant |  |  |
| Jane Pilliner     | Teaching Assistant |  |  |
| Helen Myers       | Teaching Assistant |  |  |
| Christine Purslow | Trainee Teacher    |  |  |
| Julie Painter     | Teaching Assistant |  |  |
| Joanne Griffiths  | Teaching Assistant |  |  |
| Sue Spellman      | Teaching Assistant |  |  |
| Rachel Blowers    | Teaching Assistant |  |  |
| Cheryl Lea        | Teaching Assistant |  |  |
| Beth Brookes      | Teaching Assistant |  |  |
| Michelle Seeney   | Teaching Assistant |  |  |
| Ruth Lawn         | Teaching Assistant |  |  |
| Ruth Leaman       | Teaching Assistant |  |  |

|                   |                                  |  |  |
|-------------------|----------------------------------|--|--|
| Katie Roughan     | Teaching Assistant               |  |  |
| Hazel Williams    | Teaching Assistant               |  |  |
| Jack Agnew        | Teaching Assistant               |  |  |
| Andrea Broadhurst | Teaching Assistant               |  |  |
| Rebecca Harris    | Teaching Assistant               |  |  |
| Sadia Gregory     | Teaching Assistant               |  |  |
| Stephanie Parker  | Teaching Assistant               |  |  |
| Anne Round        | Teaching Assistant               |  |  |
| Joanna Marmaras   | Teaching Assistant               |  |  |
| Emily Sanders     | Teaching Assistant               |  |  |
| Lisa Meadows      | Administrator                    |  |  |
| Sue Brierley      | Administrator                    |  |  |
| Cathy Perkins     | Kitchen Staff/<br>Cleaning Staff |  |  |
| Becky Jones       | Kitchen Staff/<br>Cleaning Staff |  |  |
| Tonia Brewis      | Kitchen Staff                    |  |  |



|                  |   |  |  |
|------------------|---|--|--|
| Clare Weston     | Kitchen Staff                           |  |  |
| Elaine Griffiths | Lunchtime Supervisor/<br>Cleaning Staff |  |  |
| Kelly Wilcox     | Lunchtime Supervisor                    |  |  |
| Sonja Pugh       | Lunchtime Supervisor                    |  |  |
| Jessica Round    | Lunchtime Supervisor                    |  |  |
| Sue Tomlins      | Lunchtime Supervisor                    |  |  |
| Sheila Skews     | Lunchtime Supervisor/<br>Cleaning Staff |  |  |
| Maxine Tidyman   | Cleaning Staff                          |  |  |
| Lena Cole        | Cleaning Staff                          |  |  |
| Andrew Breeze    | Caretaker                               |  |  |
| Paul Cowper      | Caretaker                               |  |  |

## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

| Building / Infrastructure / Systems   | Action   | Checked | Comments / Defects / Damage |
|---|--|---------|-----------------------------|
| <b>Site:</b> <ul style="list-style-type: none"><li>• Perimeter fencing, hedges, gates etc.</li><li>• Trees</li><li>• Waste storage areas and waste bins</li></ul>   | <ul style="list-style-type: none"><li>• Boundary integrity</li><li>• Risk assessments up-to-date; no damage</li><li>• Secure – waste collection still occurring</li></ul>  |         |                             |
| <b>Building:</b> <ul style="list-style-type: none"><li>• Roof (inc. chimneys)</li><li>• Facias, gutters, downpipes</li><li>• Walls</li><li>• Windows</li><li>• Exterior doors</li><li>• Door canopies</li><li>• Paths</li><li>• Roads, car park, gates / barriers</li></ul> | <ul style="list-style-type: none"><li>• Defects or damage</li><li>• Doors opening properly with no restrictions</li><li>• No defects or damage; in working order</li><li>• Slip or trip hazards (uneven, holes etc.)</li></ul> |         |                             |
| <b>Interior:</b> <ul style="list-style-type: none"><li>• Ceilings</li></ul>   | <ul style="list-style-type: none"><li>• No defects or damage likely to</li></ul>   |         |                             |

|   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Walls</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> </ul>      | <p>affect building users</p> <ul style="list-style-type: none"> <li>• Fire Doors checked for fit and opening</li> <li>• No slip or trip hazards</li> </ul>   |  |  |
| <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> </ul> | <ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced</li> </ul> |  |  |

|  |   |  |  |
|--|---|--|--|
| <ul style="list-style-type: none"> <li>Toilets / showers</li> </ul>  | <p>cleaning</p>   |  |  |
| <p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>Fire detection and alarm (see below)</li> <li>Emergency lighting (see below)</li> <li>Security</li> <li>Communications - telephony</li> <li>IT – WiFi</li> <li>Pressure systems</li> </ul>   | <ul style="list-style-type: none"> <li>All detectors, call points and detectors operational; weekly testing performed</li> <li>Battery test to check e-lighting operational</li> <li>Alarm system working</li> <li>Phone lines operational</li> <li>WiFi working</li> <li>Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul> |  |  |
| <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>IT – computers, monitors etc.</li> <li>OHP / Whiteboards</li> <li>Fire extinguishers</li> <li>Access equipment / ladders</li> <li>Kitchen equipment – kettles, microwaves etc.</li> <li>Lifts (see below) / lifting equipment</li> </ul> | <ul style="list-style-type: none"> <li>All IT equipment operational and without faults</li> <li>Equipment in good working order</li> <li>Serviced annually</li> <li>Visual inspections for damage / defects</li> <li>Visual inspections; PAT tests if required</li> <li>Statutory examination, maintenance and testing completed according to schedule</li> </ul>       |  |  |

|   |  |     |  |
|---|--|-----|--|
| <p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul> | <ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> <li>• Legionella controls undertaken according to schedule.</li> </ul>  |     |  |
| <p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>  | <ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul> | N/A |  |