

## COVID-9 RISK ASSESSMENT FORM FOR TCAT SCHOOLS – MARCH 2021

**Taken from the government guidance – Actions for schools during the coronavirus outbreak as published on 2<sup>nd</sup> July, 2020, updated 27 July 2020 and 7<sup>th</sup> January 2021 and then amended to form the guidance Schools coronavirus (Covid-19) Operational Guidance (February 2021).**

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls, with which schools will now be familiar. Essential measures include:

### **Prevention**

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

### **In specific circumstances:**

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

### **Response to any infection**

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

The full guidance is accessible at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>. Further guidance for nursery and Early Years setting are accessible at [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).

This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June and amended to reflect new requirements for full opening in September. All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations. This risk assessment will be shared with all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

### **Educational Provision from 8<sup>th</sup> March at Penketh South Primary**

The organisational elements being put into place to support the full return to education in March will include:

- Bubbles will continue as prior to the January Lockdown period: EYFS, KS1, Lower KS2 and Upper KS2
- The one way entry and exit system will be maintained and each class will have their own external entrances
- Each bubble will have its own dedicated toilet area and dedicated outside space
- Lunch will take place in the hall but each bubble (EYFS to Y4) will have its own time for lunch and the hall will be cleaned between each bubble using the area - 30 mins for each bubble in the hall and for cleaning between bubbles. Y5 and Y6 will eat in classrooms with appropriate cleaning in place.
- Resources will be returned to the classroom. Each bubble will have its own small play resources in the main but where there are shared resources, they will be thoroughly cleaned and sanitised or left unused for appropriate timescales before being used by another bubble

- The playground is split into separate and designated areas for each bubble to use. Nursery and Reception will use the EYFS play area
- The fogger will be used twice weekly in all areas of the school.
- The vast majority of staff will stay within their allocated bubble. If a member of staff has to support children across bubbles, they will keep a 2m distance when they are in a different bubble.

<b>TRUST:</b>	<b>The Challenge Academy Trust</b>
<b>SCHOOL:</b>	<b>Primary – Penketh South Primary School</b>
<b>HEADTEACHER:</b>	<b>Angela Grace</b>
<b>NAME OF ASSESSOR/S:</b>	<b>Adrienne Laing</b>
<b>CONTACT DETAILS:</b>	<b>TEL: 07400959956 EMAIL: a.laing@tcat.uk.com</b>

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

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
17	Music, dance and drama lessons	Y	Unable to maintain social distancing measures during music, dance and drama lessons
18	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
19	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
20	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
21	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
22	Cleaning	Y	Ineffective infection control and increased risk of infection
23	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care
24	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff groupings.
25	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the school and local population

## RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

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

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> <li>Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>The school has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so.</li> <li>The building has been open throughout the period and cleaning routines have been maintained.</li> <li>Statutory Servicing &amp; Inspections have carried on throughout the time period of COVID-19 Lockdown</li> <li>Caretaking staff have worked in the premises throughout the lockdown period and have kept to the schedule for water hygiene measures</li> <li>Cleaners have been in school throughout the whole period and have carried out regular daily cleans along with deep cleans of all areas. Areas not used have been kept locked.</li> </ul>	4	L	<ul style="list-style-type: none"> <li>All statutory checks and maintenance regimes will take place as normal</li> <li>A full check of all building maintenance requirements will be carried out prior to opening, including a documentary check to ensure that all statutory inspections and maintenance are up to date and a physical walk around of the building space.</li> </ul>	4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ Full holiday checks and deep cleaning have taken place as usual to prepare the building for the start of term</li> </ul>					
<p><b>Lack of communication with parents/carers and staff members</b></p>	<ul style="list-style-type: none"> <li>• <b>Parents/carers may feel anxious about their child returning back to school or may not want child back to school</b> due to lack of information on the controls in place to manage the risk of Covid-19.</li> <li>• <b>Staff may feel anxious about returning to school</b> due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>☒ Parents/Carers have been kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school with regular updates being provided to when any changes are made to the schools procedures for managing the risks from COVID-19 in school.</li> <li>☒ All staff (including catering and mid-day assistants) have been specifically advised on the changes to the risk assessment and the whole document has been shared with all staff. This includes briefings on hygiene and the “catch it, bin it, kill it” approach. This includes ensuring that all staff and students are aware of the provision of consumables such as hand sanitiser, tissues, hand towels and bins.</li> <li>✓ There is ongoing dialogue with all staff including safety reps enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion of the TCAT Staff Risk Assessment where necessary.</li> <li>✓ Daily briefing sessions will be carried out with pupils to ensure awareness of procedures implemented in school.</li> <li>✓ Planned off-site day visits will be reviewed and a decision made as to whether they will take place or not based on the review including a review of any venue’s Covid 19 risk assessment.</li> <li>✓ Arrangements for SEND pupils are discussed with Parents/Carers.</li> <li>✓ Regular communication of mental health information and an open door</li> </ul>	<b>8</b>	<b>L</b>	<p>Letters and guidance have been developed to put on website and letters/ guidance will be sent home.</p> <ul style="list-style-type: none"> <li>✓ Parents/Carers of pupils attending during the lockdown have been communicated with and expectations of behaviour and procedures in place have been laid out.</li> <li>✓ The COVID-19 Behaviour policy has been introduced for students which includes social distance and hygiene expectations. It makes clear the sanctions that will be imposed for not adhering to this and has been updated to reflect the government guidance <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf</a></li> <li>✓ All staff will have an updated full health &amp; safety briefing and full explanation of how the school continues to implement guidance and control risks. The ‘catch it, bin it, kill it’ approach continues to be very important, and school will continue to promote this message to everyone in school.</li> <li>✓ All identified staff have had a TCAT staff risk assessment to ascertain if they are able to come into school with control measures. Those that have been identified as CEV k continue to be supported to work from home.</li> </ul>	<b>8</b>	<b>L</b>

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment)</p> <ul style="list-style-type: none"> <li>✓ Staff will be encouraged to engage with the staff well-being survey and schools to use own and Trust mechanisms in place to support well-being</li> <li>✓ Staff Mental Health First Aider to be in place in school</li> </ul> <p>See <a href="https://www.gov.uk/government/news/new-advice-to-support-mental-health-during-coronavirus-outbreak">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a>  <a href="https://www.gov.uk/government/news/new-advice-to-support-mental-health-during-coronavirus-outbreak">https://www.gov.uk/government/news/new-advice-to-support-mental-health-during-coronavirus-outbreak</a></p>			<ul style="list-style-type: none"> <li>✓ Vulnerable Students have been identified and risk assessments have been carried out in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning.</li> <li>✓ All staff will be offered Lateral Flow Device (LFDs) home tests on their return to school on a twice weekly basis. Tests will be booked out to staff individually and staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions.</li> <li>✓</li> </ul>		
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>• Lack of staff available to teach or carry out required tasks in school</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</li> <li>✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, senco, first aiders / fire wardens, caretaking and cleaning staff.</li> <li>☐ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff</li> <li>✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary.</li> </ul>	<b>8</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Rota has been developed to take into account staff who fall into the high and medium risk categories and that staff are aware of the provision made for them in accordance with the Staff Risk Assessment.</li> <li>✓ The rota is reviewed weekly and as needed to ensure sufficient staff are available and actions taken such as use of supply where necessary and appropriate.</li> <li>✓ All identified staff have had a TCAT staff risk assessment by the Director of Operations to ascertain if they are able to come into school with control measures.</li> <li>✓ The Headteacher will conduct a review of the TCAT Staff Risk Assessment where necessary and for those identified staff.</li> </ul>	<b>8</b>	<b>L</b>



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<ul style="list-style-type: none"> <li>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting – children attending the school do not routinely use public transport</li> <li>Ensure parents and children who may use public transport are aware of the recommendations set out in the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> (including avoiding peak times) when planning their travel</li> <li>Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer</li> </ul>	6	L	<ul style="list-style-type: none"> <li>In accordance with the “Safer travel guidance for passengers” referenced in this section any member of staff or pupil who have used public transport is asked to follow the guidance that:</li> <li>“ If public transport has been used by staff or pupils or face coverings have been used whilst walking to school, pupils should be instructed to wash their hands, remove their face covering before entering school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin will be provided to ensure face coverings can be disposed of appropriately at entrance points”</li> </ul>	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> <li>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Arrival and departure times staggered for staff only 1 person in entrance hall at any one time</li> <li>Staff to wash their hands on arrival and prior to leaving the school</li> <li>Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building</li> <li>Continue to reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – example markers at entrance and exits to schools</li> <li>Staff use key pad to enter the school – a hand sanitiser station with wipes to be set up by the key pad to enable staff to wipe the key pad between use – regular cleaning of key pad by cleaner/ office staff</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Hand sanitiser stations provided at each entrance and exit point</li> <li>Pupils will be supervised in the use of hand gel. Parents will be asked to advise the school if their child/ren have exhibited any allergic reactions to hand gel and arrangements made in these circumstances to ensure that the children thus affected have access to hand washing facilities at all times.</li> <li>Ask parents to keep children with any symptoms or generally unwell off school. Particularly if the child is hot or has a temperature ask them to keep the pupil off school and follow current guidance for people with Covid 19 symptoms</li> <li>Place social distancing posters in prominent positions at entrance and exit around school</li> <li>Staff are asked to wear face masks in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Where staff do not have a face mask, one will be provided, although staff are expected to bring their own face masks into school. Staff who are unwilling or unable to wear a mask will still be able to attend school.</li> <li>Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if worn with a face mask.</li> </ul>	6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Tell parents that if their child needs to be accompanied to the school only one parent should attend</li> <li>Stagger arrival and departure times for different cohorts of pupils – see attached timetable</li> <li>Different entrance /exit points for designated groups of children – map attached</li> <li>Parents/ carers to drop pupils off at school gate where staff will be waiting to guide pupils into school (socially distanced)</li> <li>Pupils to be given designated area where they can wait to form a queue outside of the entrance to the school and remain 2 meters apart – map attached</li> <li>Parents/ carers to be asked to wait outside school at collection times and then use one way system in area in front of school to leave – see map</li> <li>Use floor marking to indicate social distancing requirements</li> <li>On arrival, pupils will be led into school and instructed to sit down at desk without touching anything and sent to sinks to wash their hands or hand gel will be used as the pupils enter the school building</li> <li>Place posters showing children how to wash hands in washroom facilities</li> <li>Prior to leaving the school, they will be sent to wash their hands</li> <li>There will be nominated hand wash points for each pupil group</li> <li>Provide help to children and young people who have trouble cleaning their hands independently</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Pupils will be informed of the difference between social distancing requirements within their bubble, with children from other bubbles and with staff.</li> <li>All visitors to site must wear a mask inside school and when collecting children</li> </ul>	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Rearrange classrooms in Y2 and KS2 to ensure that all children in the bubble are accommodated with all tables facing forwards so that pupils are sitting side by side and in rows.</li> <li>✓ In EYFS and Y1 areas pupils are encouraged to maintain social distancing where possible</li> <li>✓ Each bubble has its own classroom area/area of the school</li> <li>✓ Full resources will be used and will be shared only within each bubble</li> <li>✓ Rooms will be thoroughly cleaned every day and the fogger will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources.</li> <li>✓ Pupils will use the same desk each day</li> <li>✓ Nominated hand wash points for each pupil bubble marked on map</li> <li>✓</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Consider which lessons or classroom activities could take place outdoors</li> <li>✓ Teachers to have a 2m teaching distance at the front of the classroom for direct teaching and where this is not possible to keep contact to a minimum (no more than 15 minutes at a time)</li> <li>✓ Where social distancing cannot be implemented consider the provision of PPE (this must be appropriate for the task). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. If PPE is deemed to be required then a separate individual risk assessment is required.</li> <li>✓ Ensure good supply of gloves and cleaning products are available within each classroom All products used in cleaning are subject to normal school procedures in relation to COSHH.All classrooms have sanitiser stations with hand sanitiser, tissues, sanitiser spray, hand towels and bins</li> <li>✓ In accordance with HSE guidance , the supply of fresh air must be maximised. Guidance from the DfE and Public Health Warrington indicates that the existing practices of opening windows and doors to create air flow and ensuring that fresh air flow ventilation systems and air conditioning are turned on are sufficient to ensure this fresh air</li> </ul>	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>supply. However, where spaces are identified which may have poorer ventilation, the detailed guidance on the provision of ventilation, how to identify poorly ventilated areas and improve ventilation published by the HSE will be followed. <a href="https://www.hse.gov.uk/covid19/ventilation/">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a>.</p> <ul style="list-style-type: none"> <li>✓ Classroom based resources will be used and shared within a bubble and will be cleaned regularly.</li> <li>✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles</li> <li>✓ Students and teachers are able to bring bags into school but should keep the amount of equipment they bring in to essentials only</li> <li>✓ Teachers and students are able to take resources such as exercise books home where this contributes to pupil education and development (avoiding unnecessary sharing)</li> <li>✓ Staff are asked to wear face masks in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Where students and staff do not have a face mask, one will be provided although both staff and students are expected to bring their own face masks into school. Staff who are unwilling or unable to wear a mask will still be able to attend school.</li> <li>✓ Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face</li> </ul>			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							shields will only be used if work with a face mask.			
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Each pupil group will use the same classroom or area throughout the day – see rota and map</li> <li>Each group will have two nominated teacher/ nominated TA</li> <li>Each pupil group will have own nominated route around school e.g to toilets/ external areas - see map</li> <li>Assemblies will not take place</li> <li>Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time</li> <li>Lunches will take place in the hall with staggered times arranged for each bubble Pupils to bring a packed lunch and eat in</li> <li>The majority of ground floor and 1<sup>st</sup> floor rooms are all accessed directly from outside and have dedicated toilets connecting to classroom</li> <li>Timetable amended to reduce movement around the school or building</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Ensure that pupils and staff remain two metres apart whilst moving around the building.</li> <li>Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides</li> </ul>	6	L
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Frequently used resources (pens/ pencils/ papers will be allocated to each pupil with a container provided to store it in</li> <li>Clean shared materials and surfaces more frequently and between use by different bubbles including using the fogger if possible between sessions when bubbles are using communal areas.</li> <li>Resources in EYFS will be cleaned thoroughly daily and the fogger used at least twice a week</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it. Bubble will used such resources on separate days to assist cleaning</li> <li>Adapted cleaning rotas have been put in place for cleaning staff to ensure a full presence throughout the school day.</li> <li>Classroom based resources will be used and shared within a bubble and will be cleaned regularly.</li> </ul>	6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ Ensure malleable resources such as play-doh are not shared between bubbles</li> <li>✓ Electronic devices being used by children will be kept within bubbles and will be cleaned after use</li> <li>✓ Pupils will be asked to bring in essential equipment only. Usual cloakroom areas will be used but the children will have a dedicated space for their belongings.</li> </ul>			<ul style="list-style-type: none"> <li>✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles. Where cleaning is not possible, resources should be left unused for a period of 48 hours (72 hours for plastics)</li> <li>✓ Students and teachers are able to bring bags into school but should keep the amount of equipment they bring in to essentials only</li> <li>✓ Teachers and students are able to take resources such as exercise books home where this contributes to pupil education and development (avoiding unnecessary sharing). Where resources and books are shared or taken home, they should be cleaned between use or rotated if unable to be cleaned between sharing.</li> <li>✓</li> </ul>		
<b>Higher risk of contamination if pupils and staff use shared spaces</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Stagger breaks between lessons so that these areas can be shared as long as different bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between bubbles is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Staff advised to minimise the use of staffroom. Staggered lunchtimes supports minimal occupancy in staff communal areas. Staff advised to maintain social distancing</li> <li>✓ Allocated staff areas have been provided for each bubble</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ The office areas to be reorganised so that staff do not use the door next to the receptionist to move to the office areas behind but use the entrance via the hall.</li> <li>✓ The photocopier to be only used by the receptionist or when receptionist is not present maximum occupancy signs</li> <li>✓ The headteacher to be provided with a printer in her office to avoid using the photocopier</li> <li>✓ Deep cleaning with the use of the fogger to take place twice a week</li> </ul>		
<b>Higher risk of contamination if pupils and</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Hands to be washed before going outdoors and when coming back indoors</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Ensure that outdoor areas supervised to ensure that bubbles do not mix</li> </ul>		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
staff use shared outdoor spaces and equipment	to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>Outdoor equipment to be cleaned between bubbles of children using it. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Trim trail to be used on a rota basis one bubble per day.</li> <li>Each bubble to be allocated an outdoor resources box which will not be shared between bubbles. Handles and points of contact on equipment to be cleaned after each outdoor session.</li> </ul>			<ul style="list-style-type: none"> <li>Cleaning schedule for outdoor areas to be put in place between bubbles using the area. Cleaning will be carried out by the premises staff.</li> </ul>		
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> <li>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Break and lunch times to be staggered so that bubbles don't mix</li> <li>If pupils need to move around the building during lunch and break times make sure that they do in the bubbles they are already in</li> <li>Pupils to wash their hands before and after break and lunch times.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Cleaning regimes in place</li> </ul>		
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> <li>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>School meals staff are able to keep two metres apart in the kitchen</li> <li>Cleaning products and hand sanitiser are available for use by the school meals staff</li> <li>Hot lunches will be provided with each child placing a pre-order from a limited choice menu and orders will be put on trays for collection individually.</li> <li>The serving area is marked out with 2m social distancing tape and staff will wear masks when serving</li> </ul>		L	<ul style="list-style-type: none"> <li>Staff room and kitchen/ equipment will be available to use for staff lunch breaks</li> <li>Sanitiser stations will be provided in each communal area and equipment to be cleaned with sanitiser wipes before and after use</li> <li>Staff can either bring their own pack lunch and drinks which must be kept with personal belongings or use hot lunch pre-order system</li> <li>Staff to bring own utensils in and retain with personal belongings.</li> <li>Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use</li> </ul>		



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							and then retained with personal belongings. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff.			
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>✓ Stagger access to toilets and hand washing facilities</li> <li>✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap</li> <li>✓ Advise pupils and staff to keep two metres apart</li> <li>✓ Each group will have nominated toilet area – pupils will be instructed to wipe the toilet handle after use</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Place poster within each toilet area with handwashing procedures to be followed</li> <li>✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available.</li> <li>✓ Ensure adequate supply of paper towels</li> <li>✓ Rotas for cleaning staff have been adapted to ensure that there is a sufficient presence through out the day to clean toilets regularly including emptying bins. Toilets are dedicated to bubbles.</li> </ul>		
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Only play sports or games together in line with the guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>  <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>	4	L	<ul style="list-style-type: none"> <li>✓ PE lessons can take place both indoors and outdoors.</li> <li>✓ Outdoor activities will be prioritised over indoor activities</li> <li>✓ Where indoor activities take place, large indoor spaces will be used maximising ventilation flows through opening windows or through 'fresh air' mechanical ventilation.</li> </ul>		
Unable to maintain social distancing	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Large indoor spaces are used to enable social distancing</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Background and accompanying music will be kept to low levels to</li> </ul>	4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
measures during music, dance and drama lessons	<p>to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>Activity will take place in small groups which will not change once set. The size of the group is limited by the size of the indoor space and the ability to socially distance.</li> <li>Performances will not take place with audiences</li> <li>Individual lessons in music, dance and drama are able to take place with strict social distancing between student and teacher/ peripatetic teacher.</li> <li>Teachers will not provide physical correction.</li> </ul>			<p>avoid the need for raised voices, loud speaking and singing.</p> <ul style="list-style-type: none"> <li>Contact between students and between students and teachers will be avoided</li> <li>Microphones and other equipment will not be shared during a lesson and will be cleaned thoroughly in line with guidance between use</li> <li>Pick up and drop off boxes will be established to avoid equipment being passed from hand to hand</li> <li>Playing instruments and singing will take place outdoors wherever possible or in large indoor spaces with high ceilings.</li> <li>Music and singing will always take place in small groups with a minimum of 2 metre distance between all individuals involved. Where possible, students will be positioned back to back or side to side.</li> </ul>		
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>CEV individuals are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</li> <li>Managers will discuss with them the implications of working from home with CEV and CV colleagues and determine precisely what work they can and cannot reasonably do from home.</li> <li>The individual staff risk assessment will be reviewed and revised to include all agreed arrangements put in place to support the staff member</li> </ul>	8	L	<ul style="list-style-type: none"> <li>The TCAT staff risk assessment is carried out for all staff who are vulnerable or anxious on the return and additional measures agreed where necessary.</li> <li>Promotion of open and supportive conversations with SLT for staff regarding their concerns in this matter.</li> <li>Individuals who are identified as CEV should continue to work from home / not go into work until 31<sup>st</sup> March even if they have received their COVID vaccination in accordance with guidance. Individuals who are identified as CV may continue to go into work but may wish to discuss their personal risk assessment and any additional measures that may be suitable.</li> </ul>		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					✓ Risk assessments for p who are identified as CEV or CV will be reviewed and revised to include all agreed arrangements and support required.					
<b>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>✓ If a child is awaiting collection: <ul style="list-style-type: none"> <li>- Move them to a room where they can be isolated behind a closed door</li> <li>- Depending on the age of the child and with appropriate adult supervision if required</li> <li>- Open a window for ventilation</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk.</li> </ul> </li> <li>✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li> <li>✓ The Headteacher will ensure n the event of a case of Covid 19 in the school that the Warrington outbreak plan is followed including engaging with Test and Trace.</li> <li>✓ Ensure that notice is placed on the room door when cleaning is required to prevent anyone else using the room before it has been cleaned.</li> <li>✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution</li> <li>✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures.</li> <li>✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy</li> <li>•</li> </ul>		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> <li>✓ If a pupil or staff members becomes unwell with symptoms of coronavirus (COVID-19) while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask to be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the pupil or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> <li>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Follow the guidance in relation to the handling of waste.</li> <li>✓ Medical room to be nominated as space for symptomatic students</li> </ul>					

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ Other room to be provided for non-Covid related First Aid and medication (see map)</li> </ul>					
<b>Visitors do not adhere to social distancing measures put in place</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>	<b>x</b>	<ul style="list-style-type: none"> <li>✓ Visitors permitted to enter the school to be reduced to a minimum</li> <li>✓ All other potential visitors to contact the school remotely rather than visiting the school</li> <li>✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed</li> <li>✓ Provide a specific time window for essential visits to school</li> <li>✓ Reception staff will use the visitor book to record the details of visitors to schools – badge (sticker) printed in office and left on chair for visitor to collect.</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Contractors will be briefed on Covid 19 precautions on arrival at school and will also be asked for their own Covid 19 working risk assessment where applicable.</li> <li>✓ Visitors must wear face coverings when in school</li> </ul>		
<b>Delivery of inbound good - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>		<b>x</b>	<ul style="list-style-type: none"> <li>✓ Set up a drop off zone for deliveries</li> <li>✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>✓ Ban non-business deliveries, for example, personal deliveries to workers</li> <li>✓ Ensure that incoming goods are cleaned if appropriate and isolate for 72 hours where possible.</li> </ul>	<b>6</b>	<b>L</b>			
<b>Cleaning - ineffective infection control and</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning Service</li> <li>✓ Cleaning Services has adopted the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas</li> </ul>		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
increased risk of infection	<p>transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>Additional cleaning requirements and hours agreed with provider</li> <li>Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>Frequently touched surfaces are cleaned frequently with detergents and bleach</li> <li>Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>Spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Classroom doors may be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. Other corridor doors have been put on fire release mechanisms where possible.</li> </ul>			<ul style="list-style-type: none"> <li>Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school.</li> <li>Checks to be made that adequate supply of paper towels</li> <li>Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated</li> <li>Cleaning products and gloves to be made available for use in specific areas of school.</li> <li>Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.</li> <li>Fogger to be used twice a week in all areas as a minimum</li> <li>Cleaning will be carried out in accordance with agreed rotas and schedules – this may differ on a day to day basis according to school activities. School staff who have cleaning as part of their job role (midday assistants, kitchen staff, premises staff and cleaning staff) will all be required to clean during the day. Other staff will have spray sanitiser available to use should they wish to clean individual work stations.</li> </ul>		
PPE	<ul style="list-style-type: none"> <li>Lack of PPE when having to undertake a task where social distancing measures cannot be met.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li> <li>Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Staff are asked to wear face masks in communal areas and corridors and in classrooms where 2 metre distancing cannot be maintained. Where staff do not have a facemask, one will be provided, although staff are expected to bring their own face masks into</li> </ul>	6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> <li>✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See <a href="https://www.gov.uk/guidance/personal-protective-equipment">GOV.UK guidance regarding personal protective equipment</a>.</li> </ul>			<p>school. Staff who are unwilling to wear a mask will still be able to attend school. Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face masks will only be used if worn with a face mask.</p> <ul style="list-style-type: none"> <li>✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day.</li> <li>✓ Avoid touching the face covering whilst being worn.</li> <li>✓ Face covering should be changed if it becomes damp or if you have touched it.</li> <li>✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)</li> </ul>		
<b>Lack of Fire Wardens &amp; First Aid Provision</b>	<ul style="list-style-type: none"> <li>• <b>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</b></li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school.</li> <li>✓ Ensure posters displayed detailing first aid/fire warden contact information.</li> <li>✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment.</li> <li>✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation.</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ .All first aiders to undergo a re-familiarisation session on return to school reminding them of the precautions to be taken and in particular the PPE to be worn when dealing with first aid and CPR. <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></li> </ul>		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> <li>✓ <a href="#">See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</a></li> <li>✓ See section on dealing with a case of Covid-19 for full details of PPE.</li> </ul>					
Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Designated medical room for treatment of sick and injured pupils to be nominated</li> <li>✓ Designated space of giving personal care (nursery)</li> <li>✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby</li> <li>✓ PPE to be used (gloves and apron as minimum).</li> <li>✓ Where the person being treated has symptoms of Covid 19 a mask must also be worn.</li> <li>✓ Staff to be trained in the use of PPE</li> <li>✓ Room to be cleaned after every use in accordance with cleaning guidelines</li> <li>✓ See section on dealing with a case of suspected Covid 19 for further information.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Premises staff have been trained in the cleaning of any rooms used after first aid has been administered.</li> <li>✓ If a pupil or staff member becomes unwell with symptoms of coronavirus (COVID-19) while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the pupil or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>		
Staff and students unfamiliar with revised fire evacuation	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person)</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points</li> </ul>	6	L	✓		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
routes with risk of contamination through close contact between pupil and staff groupings.	transmission - hand to hand, hand to mouth, hand to body) • <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces				<ul style="list-style-type: none"> <li>✓ Muster points to be dedicated to each pupil group</li> <li>✓ Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between pupil groupings.</li> <li>✓ Fire Evacuation practice to be held as early as possible after return.</li> </ul>					
<b>Reporting of injuries, Diseases and Dangerous Occurrences to the HSE</b>	• <b>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</b>				<ul style="list-style-type: none"> <li>✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR.</li> </ul>	<b>8</b>	<b>L</b>	<a href="#">See HSE guidance re RIDDOR and Coronavirus (COVID-19)</a> ✓		
Outbreaks are not managed in line with LA and PHE guidance	• <b>Lack of management of outbreaks increases</b> risk of the spread of the disease within the school and local population				<ul style="list-style-type: none"> <li>✓ Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan <a href="https://www.warrington.gov.uk/OutbreakPlans">https://www.warrington.gov.uk/OutbreakPlans</a> <a href="https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf">https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf</a></li> <li>✓ Management of a single case within a setting should follow the guidance in <a href="https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf">https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf</a></li> <li>✓ <a href="#">Monitor cases occurring within the school, track and trace contacts and alert the student, staff member and their contacts, advising them to self-isolate engaging with NHS Test and Trace as appropriate</a></li> </ul>			<ul style="list-style-type: none"> <li>✓ All staff will be offered Lateral Flow Device (LFDs) home tests on their return to school on a twice weekly basis. Tests will be booked out to staff individually and staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions.</li> </ul>		

