

CHERRY TREE SCHOOL COVID-19 RISK ASSESSMENT FORM

Taken from the government guidance – Full Opening of Schools Updated 30th October 2020.

Reviewed and updated by HG on 2nd November

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Ensure that schools have continued to carry out statutory testing of equipment and systems, and that a robust cleaning regime is in place before school opens.
- Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys



- **Implement social distancing measures where possible**, minimising contact through smaller classes or group sizes, and altering the environment as much as possible, such as changing the layout of classrooms.
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

<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 \(NEU/GMB/Unison/Unite\)](#).

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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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.
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	Y	Unable to maintain social distancing measures during contact



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
	sports		sport and physical education lessons
17	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
18	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
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection

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		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
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"> 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. 	✓	✓	✓	<p>Our Maintenance Officer (MO) carries out routine inspections as per the HSE recommended schedule, including water hygiene measures. A checklist is completed to record these systems.</p> <p>External contractors have carried out checks and services, under supervisions of the maintenance officer and under strict social distancing measures.</p> <p>MO to carry out a visual inspection of the building to identify any hazards that could pose a risk to users of the building before full re-opening.</p>	5	L	<ul style="list-style-type: none"> Ensure inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (This should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility,) equipment, etc., security equipment, ventilation. 	5	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	✓	✓	✓	<p>Regular communication has taken place with staff and parents. All parties have been updated at least weekly.</p> <p>We have contingency plans in place for remote learning, should schools need to close.</p> <p>DfE guidance has been sent home to all stakeholders.</p> <p>Head Teacher's email has been included within every contact to parents.</p> <p>The school telephone line is in use and will be answered between</p>	9	M	<ul style="list-style-type: none"> Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens. Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school. Carry out an induction with staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include 	3	L

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					8:30am and 4:30pm. Messages can be left at other times. These are checked daily. Educational visits have been suspended.			<p>the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens.</p> <p>Regular reminders are carried out with pupils to ensure awareness of procedures implemented in school.</p> <ul style="list-style-type: none"> ✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before returning to school. ✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. ✓ Share regular communication of mental health information and open door policy for those who need additional support. <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>		

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Staffing levels	<ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in school 	✓	✓		Staff ratios will be determined for each class. <ul style="list-style-type: none"> Contact other schools to see if you can share resources – maintenance officers, teaching staff, TA's. Check if other schools in the immediate area could also take in pupils in the event of your own staff shortages (DfE guidance). The Head Teacher and SLT will review the staffing situation on a daily basis if teachers and TA's call in sick. 	12	M	<ul style="list-style-type: none"> 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 quarantine. 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. Ensure social distancing measures are in place and that any members of staff identified as extremely vulnerable are advised to take extra care regarding social distancing. Consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) 	8	L
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	✓	✓	✓	Our Maintenance Officer is a fire warden, as is the Head Teacher and the Business Manager. One of these three people are in the building at all times. All staff have had emergency first aid training. Four staff have had the full paediatric first aid training. One of these is the Maintenance Officer who is in school each day, not on a rota. Posters are on display around school, showing how the fire wardens are and who the main first aiders are.	12	M	<ul style="list-style-type: none"> Where social distancing cannot be implemented consider the provision of appropriate PPE. Staff have been briefed on how to don and doff PPE correctly and have watched the NHS video to demonstrate this procedure. See PPE later in risk assessment. 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. Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school. See GN 25 – First Aid via MSS See Guidance on Covid-19 in relation to carrying out CPR and resuscitation - This has been explained to the first aiders. 	8	L
Unable to maintain social distancing	<ul style="list-style-type: none"> Direct transmission of COVID-19 virus from being in close proximity 	✓	✓		Include information in the school newsletter about walking to	6	L	<ul style="list-style-type: none"> Ask parents and children and young people to avoid public 	3	L

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measures and mixing of pupils on home to school transport / public transport	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"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				school where possible and being careful when parking up to maintain social distancing.			transport if possible and drive, walk or cycle to their school / setting.		
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		Staff given induction on what risk assessments are in place and what guidelines they need to follow. Posters are displayed around school to remind people of the measures that they need to adhere to. Hand sanitiser dispensers are placed at every entrance to school plus outside each classroom. and in other key places.	12	M	<ul style="list-style-type: none"> ✓ Ask staff to wash/sanitise their hands on arrival and prior to leaving the school ✓ Advise staff to adhere to the social distancing measures and remain 1m+ apart at all times including when entering and exiting the building 	6	L
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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	Parents informed of which time they need to arrive at school via ParentApps. A 'window' of 20 minutes for drop off has been put in place. Parent have been told to only have one parent dropping the child off at school and aim not to have any other siblings with them, where possible. Hand sanitiser dispensers are placed at every entrance to school. If a child has an allergen, they are able to wash hands instead of using hand sanitiser. As children arrive, they use hand sanitiser or wash hands for 20 seconds. Children who are young or need support are taught how to wash hands thoroughly and youngest pupils are supervised when washing hands.	12	M	<ul style="list-style-type: none"> ✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend, ✓ Floor markings are clear on the floor where space is limited; outside the Class F area and the front entrance. ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school 	12	M
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> 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) 	✓	✓		Furniture has been removed from classrooms to enable children to move into out of the classroom without coming into close contact without other pupils. Soft furnishings and soft toys have	12	M	<ul style="list-style-type: none"> ✓ Students sit at the same desk each day. ✓ Sdesks are fcing the front where the physical space and learning style allows this to happen. ✓ Where a sink is not nearby, hand 	9	M

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	<ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				been removed from use. Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere.			sanitiser is provided. ✓ Pupils to bring own water bottle in each day. ✓ 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 has been provided to all staff on the safe use and fit of PPE to ensure appropriate protection provided. ✓ Ensure good supply of gloves, disposable cloth, tissues and cleaning products are available within each classroom. ✓ Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: ✓ mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)		

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							<ul style="list-style-type: none"> ✓ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ✓ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> ✓ opening high level windows in preference to low level to reduce draughts ✓ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ✓ providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform ✓ rearranging furniture where possible to avoid direct drafts ✓ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 			
Unable to maintain social distancing measures and mixing	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. 	✓	✓		Staggered break times and lunch times will reduce the number of staff moving in and out of the	12	M	<ul style="list-style-type: none"> ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building. 	6	L

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of pupils and staff whilst moving around the building	person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				building at any one time. Children to eat packed lunch outside on fine days. Marking placed on the floor to indicate 2m distance and the one way system. Children stay in one area, dedicated to their bubble.			<ul style="list-style-type: none"> Establish one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. Ensure adequate supervision is in place to encourage social distancing measures are being followed. 		
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		Children will be issued with their own stationery – labelled in the classroom with their name. Plastic wallets will be provided for pupils to store their stationery in. Shared resources such as maths items/science equipment will be cleaned with anti-bacterial cleaner between use and left to dry. Tables, door handles and other hard surfaces will be cleaned with anti-bacterial cleaner at lunch time and at the end of each day.	12	M	<ul style="list-style-type: none"> Limit the amount of shared resources in use Limit the exchange of take-home resources between children, young people and staff Clean shared materials and surfaces more frequently Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it 	6	L
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		Assemblies will not take place with large groups (more than 30 children) in the hall. The hall floor will be cleaned twice each day. Shared areas will be thoroughly cleaned between each group using them. PE lessons will operate only within the bubble. These lessons will take place outside as far as possible. Staggered break and lunch times will enable the staffroom to be used less than its usual capacity.	9	M	<ul style="list-style-type: none"> Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance Stagger the use of staff rooms and offices to limit occupancy Staffroom limited to 6 people at any one time. Meeting room limited to 5 people at any one time. 	3	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact 	✓	✓		Our outdoor equipment- pirate ship, adventure trail etc. will be out of bounds until further notice. The outdoor classroom can be used but the benches and hand rails must be wiped down after use. Staggered break times will enable social distancing.	9	M	<ul style="list-style-type: none"> Ensure that outdoor area supervised to ensure that social distancing measures are maintained – in particular for smaller children Do not use outdoor equipment unless it is appropriately cleaned with anti-bacterial cleaner 	3	L

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	with contaminated surfaces							<ul style="list-style-type: none"> between groups of children and young people using it. Read COVID-19: cleaning of non-healthcare settings Signs are put out on the tables in shared areas to indicate whether they have been cleaned or not. 		
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<p>Lunchtimes will be staggered and each 'bubble' will have an area of the school grounds designated as their area to play in.</p> <p>Children will eat lunch outside whenever possible.</p> <p>They will have their own team of Midday Assistants to supervise them too.</p> <p>Children will wash their hands before and after lunchtime.</p>	12	M	<ul style="list-style-type: none"> ✓ If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in ✓ Ensure that children and staff remain at least 1m+ apart wherever possible. ✓ Clean tables and chairs used for lunch between each group 	6	L
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		<p>Middays to keep 1m+ from the children as much as possible.</p> <p>A list of children with food allergens is displayed in the kitchen office.</p> <p>Parents will be reminded of not sending in foods containing nuts, when appropriate, through messages.</p> <p>Children will need to wash hands before eating along with use of hand gel.</p> <p>Staff to bring own packed lunch and utensils.</p> <p>Maintenance Officer to clean all surfaces with anti-bac daily in the staffroom.</p>	12	M	<ul style="list-style-type: none"> ✓ School meals staff are able to keep 1m+ apart in the kitchen ✓ Cleaning products and hand sanitiser are available for use by the school meals staff ✓ If pupils move outside their classroom to eat their lunch – dining areas are used at a lower capacity and table and chairs are cleaned in between bubbles of pupils using them ✓ Signs in place in the staff room / kitchens to remind staff to use dishwasher/not leave dirty pots in this area and to wipe surfaces/microwaves after use. ✓ Employees encouraged to bring their own packed lunch and drinks. These should be kept with personal belongings. ✓ Staff encouraged to bring own utensils in and retain with personal belongings. ✓ Staff encouraged to bring one mug/glass and keep this with their belongings when not in use. 	6	L
Mixing of pupils/staff during visits to toilets and hand washing	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. 	✓	✓		<p>Youngest pupils are supervised when they go to the toilet.</p> <p>At playtime a staff member will be</p>	12	M	<ul style="list-style-type: none"> ✓ Ensure that toilets do not become crowded by limiting and supervising the number of 	8	L

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facilities	person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				monitor toilets and allow no more than 3 children to enter. Hot water and soap will be checked on daily basis. Hand gel will be provided by entrance/exit to toilet. Extra signs displayed to promote good handwashing. External toilet door to be propped open so it does not need to be touched after hands are washed. Maintenance Officer in school throughout the school day to check on hand soap/paper towels etc and replenish where needed.			children or young people who use the toilet facilities at one time ✓ Stagger access to toilets and hand washing facilities ✓ Advise pupils and staff to keep 1m+ apart ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap ✓ Place poster within the building on handwashing procedures to be followed		
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		PE lessons will take place outside as far as possible. Equipment used will be minimised to items such as tennis racquets, our running track, hockey sticks. Equipment that is used will be wiped down with anti-bacterial cleaner, before the next group uses it. PE Subject Lead and sports coach have taken note of the government guidance.	12	M	<ul style="list-style-type: none"> Do not play sports or games together in line with the guidance 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 	6	L
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"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		Clinically vulnerable staff who are at higher risk of severe illness have been advised to take extra care in observing social distancing. A risk assessment is completed with any clinically vulnerable individuals before they return to work.	15	M	✓ The measures suggested by the government are that anyone who was previously shielding can now return to work/school. This will remain the same until the advice changes.	5	L
Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓		There is a medical room available for treatment of sick or injured pupils – this is the room that used to be our ICT suite. Opposite this rooms is a sink and a toilet available that is segregated from general use. <ul style="list-style-type: none"> All staff briefed in handling basic first aid treatment, such as nose bleeds, issuing asthma inhalers, assisting pupils needing eye drops etc. Anyone who is allocated to carry 	20	H	✓ 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 COVID-19: guidance for households with possible coronavirus infection guidance . ✓ If a child is awaiting collection: <ul style="list-style-type: none"> Move them to the meeting room where they can be isolated behind a closed door 	10	M

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>out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues).</p> <ul style="list-style-type: none"> 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 has been provided on the safe use and fit of PPE to ensure appropriate protection provided. Hand wash and hand sanitiser will be available in the medical room. 			<ul style="list-style-type: none"> Depending on the age of the child and with appropriate adult supervision if required Open a window for ventilation 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. 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). Call 999 if they are seriously ill or injured or their life is at risk. ✓ 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. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ 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 COVID-19: cleaning of non-healthcare settings guidance. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk 		
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> 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) 	✓	✓	✓	<p>External visitors will not be permitted into the school whilst pupils are present.</p> <p>Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire</p>	15	M	<ul style="list-style-type: none"> ✓ Encourage potential visitors to contact the schools remotely rather than visiting the school ✓ Limit the number of visitors at any one time 	5	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"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<p>detection systems) will be permitted into school when pupils are not present. They must provide a risk assessment to the school prior to attending. Only essential maintenance jobs and statutory inspections will be carried out during the partial lockdown. Where feasible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and pupils.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			<ul style="list-style-type: none"> Provide a specific time window for essential visits to school Maintain a record of all visitors, including contact details 		
Delivery of inbound goods - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	Deliveries to be left in the 'porch' therefore external delivery drivers do not enter the school building.	9	M	<ul style="list-style-type: none"> Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. Restrict non-business deliveries, for example, personal deliveries to workers Ensure that incoming goods are cleaned if appropriate and isolated for 72 hours if possible. 	3	L
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> 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) Indirect transmission of COVID-19 	✓	✓	✓	Agreed schedule with the Cleaning Service: Surfaces and touch points to be wiped daily by the cleaning team. Toilets to be cleaned daily. MO to wipe touch points daily, after lunchtime.	10	M	<ul style="list-style-type: none"> Additional cleaning requirements and hours agreed with provider. Appropriate PPE should be provided for staff with responsibilities for cleaning (See PPE) Deep cleans of the building are 	5	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	virus from hand and hands contact with contaminated surfaces				<p>Equipment used in class which then needs to be shared with another bubble to be wiped down with ant-bac cleaner- a supply of which is found in each classroom. Gloves to be worn when doing this.</p> <p>Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Lidded bins have been purchased for each classroom.</p> <p>Checks are made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.</p> <p>Checks made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands.</p> <p>Cleaning products and gloves to be available for use in specific areas of school.</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>			<ul style="list-style-type: none"> put into place where there is a confirmed case of COVID-19 ✓ Frequently touched surfaces are cleaned frequently Screen anti-bacterial virucide. The maintenance officer carries out this cleaning routine and is COSHH trained. ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units ✓ Additional written procedure should be produced and shared with staff regarding the closing procedures of fire doors, a copy of the procedure should be placed with the fire risk assessment and included in the fire evacuation procedure. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. 		
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.	✓	✓	✓	<p>Where PPE is identified as required; an adequate supply is available for use.</p> <p>We currently have in school a good stock of face masks, aprons, disposable medical gloves, hand sanitiser and anti-bacterial cleaner. Staff have been instructed on how to put on and remove any PPE provided safely and how to dispose of them safely.</p>	15	M	<ul style="list-style-type: none"> ✓ Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk, keep time to a minimum, PPE etc. ✓ 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. ✓ 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. <p>See GOV.UK guidance regarding personal protective equipment.</p>	5	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"> ✓ Face Coverings must be worn by parents as they drop off/collect children, unless they are exempt. ✓ 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. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) Any waste to be removed from areas where it is suspected that a person may be covid-19 symptomatic or from the isolation room should be disposed of appropriately - double bagged and stored for at least 72 hours before collection where possible in order to protect refuse workers.		
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	✓	✓	✓	Staff are aware of the need to report certain accidents or diseases and we have staff that know how to carry out this procedure on site. Staff made aware of the need to report any cases of Covid-19.	12	M	<ul style="list-style-type: none"> ✓ 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 Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. <p><u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u></p> <p>More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.</p>	4	L