

<b>RISK ASSESSMENT FORM</b>	<b>Ref Number: CV</b>	
<b>Establishment:</b> Oldham Primary – St Agnes Primary School	<b>Assessment by:</b> M Hill	<b>Date:</b> 03.03.2021
<b>Task / Process Being Assessed:</b> School opening to students and staff during coronavirus (COVID-19) pandemic	<b>Approved by:</b> S Butterworth – Headteacher, C Cartwright and S Gittins (Chair and Vice Chair of Governors)	<b>Date:</b> 03.0.2021

### Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

### Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.

Other helpful guidance documents for schools:

- **Guidance for full opening: schools** – Available [here](#) and to be referenced throughout the risk assessment.
- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**-Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

### Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

### Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

#### **DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- a loss of, or change in, your normal sense of taste or smell (anosmia)

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

### Risk Assessment

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<b>Vulnerable school staff</b>  Staff / vulnerable staff interactions in close proximity	Vulnerable staff may become infected and suffer ill health from exposure COVID-19	3	5	15	School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.	Send out clear briefing notes / letters to all parties – this was discussed and agreed with governors prior to being sent out on 21/05/20 Staff meeting on 21/05/20 in which all staff were given the opportunity to discuss and ask questions.	S Butterworth	03/03/21	03/03/21
					Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.	All staff received a form and no staff reported that they are extremely vulnerable.	S Butterworth	03/03/21	
					Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace  Individual risk assessment will be undertaken for clinically vulnerable staff.  Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 10 days from when their symptoms started. Staff given sufficient time off to recover following illness in addition to	Identify staff classified as extremely vulnerable. Follow guidelines found <a href="#">here</a> – <b>No identified staff at St Agnes</b>  Identify staff classified as vulnerable. Follow guidelines found <a href="#">here</a> . <b>2 staff identified – further risk assessments completed. Showing they are able to work and measures have been put in place to enable safety at work – see individual risk</b>	S Butterworth		

					<p>the guidelines on self-isolation.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to follow the guidance <a href="#">here</a>.</p> <p>Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive stay at home for stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period</p> <p>Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p><b>assessments.</b></p> <p>Regularly remind staff of procedures – Posters displayed throughout school.</p>		03/03/21	03/03/21
<p><b>Vulnerable Pupils</b></p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Shielding advice for all adults and children in Tier 4 has recommenced,</p> <p>This means that some children and staff deemed extremely clinically vulnerable should remain at home.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered. SB to discuss with child (SB) parents and agree procedures and conduct individual risk assessment. SB to remain</p>	S Butterworth	03/03/21	31/03/21

				<p>found <a href="#">here</a>. Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined below) will be assessed for suitability to attend school.</p> <p>Children who are classified as extremely clinically vulnerable – as defined <a href="#">here</a>, must take extra care in observing social distancing.</p> <p>Any child developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 10 days from when their symptoms started. Any child should be given sufficient time off to recover following illness in addition to the guidelines on self-isolation</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to follow guidelines found <a href="#">here</a>.</p> <p>School will maintain current contact details for all children in attendance including a secondary contact. This could be through use of an emergency care registration form for all children from any other school accessing provision. All staff to be aware of where to locate the list.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate quarantine room and allowed to use an identified room and follow guidelines found <a href="#">here</a>. The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This</p>	<p>shielding until 31<sup>st</sup> March. Ask parents to notify school of any vulnerable pupils – Parents have already identified children and notified the school – <b>SB has records of children and parents.</b></p> <p>Identify children classified as extremely vulnerable. Follow guidelines found <a href="#">here</a> – <b>Children identified and recorded – risk assessment completed and sent to LA.</b></p> <p>Identify children classified as vulnerable. Follow guidelines found <a href="#">here</a> Children identified and recorded.</p> <p>Identify quarantine room for young people and identify toilet arrangements – Quiet room and disabled toilet – deep clean after child has left the building.</p>	<p>S Butterworth</p> <p>R Bayley / Marie Marlor / Chris Mooney</p>		
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				<p>bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to 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).</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found <a href="#">here</a></p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning 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.</p> <p>Any siblings living in the same household will also be sent home.</p> <p>Where a child, young person or staff member <b>tests</b> positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. See 'what happens if there is a confirmed case of coronavirus is a setting found <a href="#">here</a>.</p>	<p>PPE will be sent by the authority and received on Tuesday. MM to distribute and co-ordinate with RB AND CM.</p> <p>If CM is not working the member of staff who has helped the child will clean the room.</p>			
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<p><b>Hand Washing</b></p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available. Remind staff/ pupils hand sanitiser it is not a substitute for regular hand washing.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> <li>- eating/drinking</li> <li>- coughing or sneezing</li> <li>- using the toilet</li> <li>- handling cleaning chemicals</li> </ul> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p> <p>Help will be provided to children and young</p>	<p>Ensure all sinks have necessary stock &amp; restock as required. Sink, soap and paper towels in every classroom and replenished daily. Staff have access to stock throughout the day.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals – all staff to have a spot cleaning kit in classrooms – stored safely away from children.</p> <p>Hand sanitiser in Hall, office, entrance.</p> <p>Posters for handwashing displayed throughout each classroom and toilet area.</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found <a href="#">here</a></p>	<p>S Butterworth</p>	<p>Ongoing</p>	<p>Ongoing</p>
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					<p>people who have trouble cleaning their hands independently</p> <p>Hand washing guidance found <a href="#">here</a> circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Each group have been allocated with toilets and sinks to minimise contamination.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied daily</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Poster around the school as appropriate.</p>	<p>S Butterworth</p> <p>C Mooney</p>	Ongoing	Ongoing
<p><b>Cleaning</b></p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors,</p>	3	5	15	<p>Government cleaning advice found <a href="#">here</a>. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are</p>	<p>Staff to wipe any additional resources after use. Leave resources out for cleaning each night.</p>	<p>Chris Mooney and All staff to support</p>	Ongoing	Ongoing

shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19			clarified in with Chris Mooney.						
			Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc.		Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.	Chris Mooney and All staff to support	Ongoing	Ongoing	
			Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including: <ul style="list-style-type: none"> <li>– door handles</li> <li>– door plates</li> <li>– bannisters</li> <li>– desks</li> <li>– chairs</li> <li>– taps and sinks</li> <li>– telephones</li> <li>– keyboards</li> <li>– light switches</li> <li>– electronic entry systems</li> <li>– vending machines</li> <li>– toys</li> </ul>		Consider taking water fountains out of use.				
					C Mooney to provide each classroom with cleaning products for spot cleaning as and when required. Lead teacher to store safely and keep replenished.	Chris Mooney and All staff to support	Ongoing	Ongoing	
					Any child with symptoms who uses a tissue – bin needs emptying immediately following left hand guidance.	Chris Mooney and All staff to support	Ongoing	Ongoing	
				Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.					
				If lights are not on automatic sensor staff instructed to leave them on throughout the day.	Temporary door stops to be provided and used.				
			All spaces will be well ventilated using natural ventilation (opening windows).	Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.	Chris Mooney and All staff to support	Ongoing	Ongoing		
			Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation	At night normal locking up procedures occur – all doors shut and locked.	Chris Mooney and All staff to support	Ongoing	Ongoing		
			Normal personal hygiene and washing of clothes following a day in school setting encouraged and text sent out to parents regarding this.						

<p><b>Social Distancing</b></p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p><b><u>Traffic and Circulation Routes</u></b>  Classes of children taught to move around school at a separate time to ensure groups don't mix. Teachers and TA to supervise movement at all times. Each class has allocated toilets and timings so movement will be restricted. No child to go out of the classroom unsupervised.</p> <p>Staircases allocated dedicated direction i.e. either up or down – 1 child or adult on the staircase at any one time.</p> <p><b><u>Classrooms</u></b>  Classes will be cohort bubbles and children will remain in these groups.</p> <p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Staff will only mix bubbles if absolutely essential to staffing the classes. Good hand hygiene will be promoted between groups.</p> <p>School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. EYFS and KS1 to have continuous provision in each class and ensure additional cleaning of resources.</p> <p>Classrooms assessed and where possible, arranged to maintain distance between pupils/teachers. Pupils will be sat side by</p>	<p>Arrange for floor markings in classrooms and playground.</p> <p>See plan for staffing. Minimal rotation and rotation will be staff working in outdoor provision to minimise risk of spreading virus.</p> <p>Staffing ratios for each class has been checked with staff and governors and deemed safe as socially distancing. All staff and Governors consulted 03/03/21 over the risk assessment and given the opportunity to ask questions. All signed the risk assessment.</p> <p>Outside doors open when children are learning outside.</p> <p>Daily sanitising of resources and classrooms rearranged to enable more space.</p> <p>Water bottles and snacks to be provided by parents and stored on individual desks or trays and sent home each night.</p> <p>See additional rota. Separate mid-day</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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				<p>side or back to back rather than directly facing for as short a time period as possible.</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or and doors.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p>Staff will remain at 2m distance from all other staff including staff within the bubble.</p> <p>Staff will wear facemasks in corridors or when 2m social distancing cannot be maintained.</p> <p><b><u>Breaks and Lunch Breaks</u></b> Breaks and lunch breaks are staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables cleaned between each group.</p> <p>Pupils directed to walk in single file around school and additional supervision provided when moving around school. Where practicable 2m social distancing to be maintained especially between adults.</p> <p>Toilet numbers will be limited to prevent crowding at toilet facilities at any one time. Each class allocated different toilets - signage used and children told about this daily. Toilet use in lessons to be kept at a minimum.</p> <p>Pupils who require additional support will be</p>	<p>supervisors for each class</p> <p>Class 3 – seating in rows has proved challenging for new year 3 children and is impacting teaching – space is also a consideration as staff and children cannot safely get around the rows. Therefore group tables of 6 will be in place and additional handwashing and no shouting. This will also lessen the risk of transmission as children and staff will be able to move around the classroom with more space. 2M will remain between each group.</p> <p>Temporary door wedges provided and used appropriately.</p> <p>Check classrooms and resources.</p> <p>EYFS and KS1 have toilets in each classroom.</p> <p>KS2 – 4 toilets separated 2 per class and signage provided.</p> <p>Outside use separated and</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>C Mooney</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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				<p>provided as necessary.</p> <p><b>Halls and Shared Rooms/Areas</b> Class groups will take staggered breaks between lessons following the rota for outside use</p> <p>Hall will be cleaned after use by mid-day supervisors and Kitchen staff. JL/LG to oversee.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed. Zoom assemblies will happen daily.</p> <p><b>Outside Space / Playgrounds</b> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered and zoned as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p><b>Shared Resources</b> For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes</p>	<p>each class allocated an outdoor area.</p> <p>Only 1 corridor in school which will only be used by KS2 at staggered times – does not need to be screened.</p> <p>Hall will be used for PE in bad weather – only 1 class will use the hall per day and equipment wiped down after use.</p> <p>Staff to wear face coverings in the office or corridors.</p> <p>Every other chair in staffroom to be taped so not in use.</p> <p>Each group allocated specific areas to use outside.</p> <p>KLASS (external before and after school provider) use their own resources and wipe down daily after use and keep children's groups separate – additional KLASS</p>	<p>All staff</p> <p>Teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p>
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				<p>or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p><b><u>Pupil Equipment</u></b> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p><b><u>Particular subjects/activities</u></b> <b><u>Music</u></b> Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p><b><u>Sports / physical activity</u></b> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	<p>risk assessment to be completed by KLASS – see attached</p> <p>All resources wiped down after use. EYFS/KS1 resources will be put out daily and wiped down afterwards and used on a 3 day rota to limit contamination. Reading books wiped when returned.</p> <p>KS2 to have an individual stationary pack kept in tray.</p> <p>Staff to monitor and be outside at their allotted class time. See Parent letter.</p> <p>Music lessons split classes with KH other half of the class outdoor activity with</p>	<p>Teachers</p> <p>Teachers</p> <p>Teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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				<p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p><b><u>Before and After school clubs &amp; extracurricular activities</u></b>  During before and after school clubs &amp; breakfast clubs schools will keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups for these activities.</p> <p><b><u>Communication / Meetings</u></b>  Staff meetings will be limited to 1 hour per</p>	<p>TA.</p> <p>No recorders to be taught in Spring term</p> <p>Consider what aspects of the P.E. curriculum can be taught.  Clean equipment regularly.</p> <p>School to refer to the following advice:  • <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</p> <p>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p> <p>St Agnes does not currently have outside provision from PE Coaches and all PE is taught by St Agnes staff.</p> <p>DLP sports competitions are postponed until further notice.</p> <p>3G Pitch shared with St Thomas to be discussed when we know uptake.</p>	<p>Teachers</p> <p>All staff and after school club staff</p> <p>Teachers</p> <p>Parents and all staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p> <p>04/01/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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				<p>week and electronically if possible.</p> <p><b><u>Start and End Times</u></b> Staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible</p> <p>Government travel guidance found <a href="#">here</a> will also be circulated amongst parents and pupils</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school.</p> <p>Staff asked to arrive after 7.45 and leave before 5.00pm –</p> <p><b><u>Educational Visits</u></b> No domestic overnight and overseas educational visits, - further information can be found <a href="#">here</a>.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found <a href="#">here</a>.</p>	<p>KLASS do have a variety of year groups but use the large hall space to ensure small group activities and use outside provision where possible. KLASS to use hall and classrooms to group the children into smaller groups and maintain social distancing. Risk assessment completed.</p> <p>School after school clubs will be limited to year groups. Catch up plans (CUPS) will be prioritised and kept in individual year groups.</p> <p>Parents have been informed of staggered start and finish times and one parent drop of pick up policy and no congregating at the gates. All adults have been asked to wear masks at drop off and pick up times. Staff will also wear masks at these times.</p> <p>See timetable for staggered start and finish times.</p> <p>No educational visits planned for Spring 1</p>	All staff	04/01/21	Ongoing
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<p><b>Personal Protective Equipment (PPE)</b></p> <p>Inadequate PPE provision in school</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>School implement government guidance on PPE in schools, found <a href="#">here</a> and <a href="#">here</a>–</p> <p><b>Face coverings</b> School does not require children and learners to wear face coverings. However where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Staff will be required to wear face coverings in the playground at start and end of the day, in the office and corridors where 2m social distancing cannot be maintained.</p> <p>Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> <li>• where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and</li> <li>• where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in</li> </ul>	<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has a stock of rubber gloves and if needed. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained)</p> <p>Ensure all staff and children know the procedures to follow.</p> <p>Signage as appropriate</p> <p>PPE from LA has been provided – CM and RB to ensure stock take weekly and order additional stock when required</p>	<p>C Mooney to distribute PPE</p> <p>Staff to communicate to CM if new stock is required.</p> <p>CM/MM/RB to distribute to each class.</p>	<p>04/01/21</p>	<p>14/01/21</p>
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					<p>the same way.</p> <p>Rubber gloves should be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found <a href="#">here</a> 'how should PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> </ul> <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p><b>Stress</b></p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc. – Open door policy for staff to drop in, email or call – CI and SB if worried or need support, all staff aware that we are a coaching school.</p> <p>Guidance available from Public Health England <a href="#">here</a> - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – posters around school as appropriate.</p> <p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>EPM to provide counselling if required.</p>	All staff	Ongoing	Ongoing

					Staff reassure children and young people on regular basis				
<b>Contractors / Visitors</b>  Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	4	5	20	<p>Consideration given to contractors on site and assessment made by headteacher if their visit is essential.</p> <p>Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept.</p> <p>Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils.</p> <p>Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc).</p> <p>One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.</p> <p>RB to have forms ready and available at the signing in area.</p> <p>Contractors to not use the toilets and be informed of this on entry to the premises.</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.</p> <p>Provide signage where appropriate.</p>	RB/ SB/ CM	Ongoing	
<b>Medication and First Aid</b>  Inadequate	Staff and pupils risk illness / increased risk	3	3	9	Ensure staff are aware of any medical issues affecting individual attendees including staff.	Undertake individual risk assessment where required.	All staff	01/04/21	01/04/21

<p>procedures for managing medical needs</p>	<p>if unable to get adequate medical assistance quickly enough.</p>			<p>Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>	<p>Ensure adequate First Aid equipment is available – MM to ensure equipment is well stocked.</p>			
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<b>Lone working</b>	Staff unable to summon help in event of emergency	4	2	8	Follow school procedures for lone working	Make sure staff contact information is up to date.	RB to ensure staff contact details	04/01/21	04/01/21
<b>Emergency Procedures</b>  Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	<p><b>General Procedures</b></p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation – Class 1 must be allowed to walk ahead of Class 4 to ensure social distancing.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire &amp;/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p> <p><b>Social Distancing</b></p> <p>All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>Brief staff on operation of fire and intruder alarms.</p> <p>Classes line up in large playground on netball lines to ensure social distancing. 'Zombie distancing' in lines.</p> <p>New order Class 3, Class 4, Class 1, Class 2 to ensure no cross over of children.</p> <p>CM to carry out weekly fire alarm tests as normal.</p>	All staff	02/09/20	

<p><b>Building Maintenance</b></p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc)</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p>	<p>If CM is absent – JM will cover (Chris's Dad who covered Chris paternity and is DBS checked and know the school).</p>	<p>C Mooney</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p><b>Accidents / Incidents</b></p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		<p>2</p>	<p>5</p>	<p>10</p>	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. eg. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	<p>All first aid certificates are up to date and 5 paediatric first aiders trained.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Ongoing</p>

REVIEWS: **Weekly**

DATE OF REVIEW:

REVIEWED BY:

COMMENTS:

DATE OF REVIEW:

REVIEWED BY:

COMMENTS:

DATE OF REVIEW:

REVIEWED BY:

COMMENTS:

## **RISK MATRIX**

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

**Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding**

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

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high <b>MUST</b> have further control measures put into place that reduce the risk <b>BEFORE</b> the activity is carried out
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff <b>MUST</b> be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

**OFFICE USE ONLY**

**Record of document review and amendments**

<b>Risk Assessment Form</b>			
<b>Version</b>	<b>Date</b>	<b>Amended By</b>	<b>Comments</b>
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health