

# Schools Reopening – COVID - 19 Risk Assessment


## St Anne's Catholic Primary School

This risk assessment checklist is a tool to help you complete the risk assessment specifically for your school; it will help to guide you through the process so that the final risk assessment meets the legal duty for the completion of risk assessments.

Please share your risk assessments with your staff, and your local health and safety representatives (or Trade Union representative). This will ensure that everyone is cited on the hazards and the proposed control measures. Feedback on the effectiveness of the control measures should be encouraged and acted on from those who are implementing them.

Risk assessments are live documents and during periods of transition, it is recommended this Risk Assessment is reviewed regularly. This can be part of your regular staff meetings - where any issues or concerns are discussed as a result of new ways of working and plans are altered note them on the risk assessment. Update the risk assessment to the newer version and archive the old one giving you a recorded history of the lessons learnt and the actions taken.

# Schools Reopening – COVID - 19 Risk Assessment

<b>Risk assessment title</b>	COVID 19 - Schools reopening	<b>Risk assessment version ref</b>		 <b>Knowsley Council</b>
<b>Service</b>	Education	<b>Safe system of work ref (if applicable)</b>		
<b>Employee group effected</b>	School staff and pupils	<b>School Name</b>	St Anne's Catholic Primary School	
<b>Assessor's name:</b>	David Gillies	<b>Job title</b>	Health and Safety Officer KMBC	

**Indicate below the reason for completion of this checklist by inserting a date**

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
May 2020	July 2020			September 2020			

**List other relevant documents:**

- Staff COVID-19 Handbook
- EIA Knowsley School COVID 19
- PPE Policy
- First Aid Policy
- Health and Safety Policy
- Sickness Absence Policy
- Safeguarding Child Protection Policy
- Behaviour Policy

Further guidance can be found by following the link below.

Link to page on guidance to educational establishments <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>

Please note the Designated Safeguarding Lead will be on site at all times in the event that this is not the case the Deputy Designated Safeguarding Lead will be onsite.

<b>Risk Rating Matrix</b>		<b>S e v e r i t y</b>	<b>Likelihood</b>					
				1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
<b>1 - 4 Low risk</b>	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.							
<b>5 - 9 Medium risk</b>	Look to improve the control measures at the next review i.e. within 12 months.			5 Catastrophic	10	15	20	25
				4 Severe	8	12	16	20
				3 Moderate	6	9	12	15
				2 Minor	4	6	8	10
<b>10 - 15 Medium (but elevated) risk</b>	Look to improve the control measures within a specified time scale i.e. within one week/month.		1 Insignificant	2	3	4	5	

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<b>20 - 25 High risk</b>	Stop activity taking place and make immediate improvements before continuing with the activity.	

STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required and what will St Anne's Catholic Primary School do?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Infections and possible injuries caused by poor maintenance or hygiene practices	All users of the school	Building not being reopened correctly	<ul style="list-style-type: none"> <li>Ensure that all legionella flushing has taken place. Ensure all water outlets have been flushed, with the building being closed or on a reduced operation all water outlets will be classed as a low usage outlet.</li> <li>Check for leaks and that there is hot water, if necessary</li> <li>All emergency lighting is to be tested (if testing has not continued). Recording the findings on the test sheet</li> <li>Test the fire alarm to ensure it is operational with a secure link to any monitoring station, recording the findings on a test sheet</li> <li>Check all internal escape routes and final exits ensuring the doors open and the escape routes are clear, taking into consideration the new classroom lay outs</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium elevated risk</b>	All flushes to be completed during the summer break and maintained from September onwards. This has been completed and is ongoing.

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			<ul style="list-style-type: none"> <li>• Revisit the emergency evacuation procedures for the school taking into consideration additional time to leave the building and about social distancing at the designated muster points. (Same as before but socially distanced)</li> <li>• If the school has any active Personal Emergency Evacuation Plans (PEEP's) revisit the plan. If close contact with pupils is unavoidable ensure staff have PPE close at hand.</li> <li>• Test all intruder and panic alarms making sure the links to the monitoring station are in place.</li> </ul>					<p>Larger class Bubbles will line up on KS2 yard</p> <p>PPE available in all classroom areas that will be used by all first aid kits and situated at first aid bay and isolation room.</p>
Risk of cross contamination of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst colleagues and pupils	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff showing symptoms must not attend work. Contact head teacher (LA) manager to arrange cover and start self-isolation.</li> <li>• Staff to get tested and stay in isolation until they receive the result</li> <li>• If the test result comes back as negative staff can return to work</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium (elevated risk)</b>	The current situation is constantly changing. The <u>COVID-19 update</u> . Website is visited daily to check adequacy of current control measures. Regular emails from DFE (daily) checked and sent to all staff. 'R' rate regularly checked locally nationally.

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			<ul style="list-style-type: none"><li>• If any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 14 days. Member of staff to access testing and if they are free from symptoms arrange for a test after 10 days, if results are negative the staff member can return to work before the 14 day isolation period.</li><li>• If the staff member is tested positive, their class be advised to self-isolate for 14 days.</li><li>• If any member of staff or their immediate family are confirmed to have COVID 19 (within household) they must self-isolate for 14 days. Staff should access COVID 19 testing. This period of time may be reduced on production of a negative test.</li></ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"><li>• Inform parents or guardians of pupils, that if there are any signs of COVID 19 they are to ring the school and not to send the pupil into school (this was included in</li></ul>					<p>A message to be been sent to all parents/carers prior to their children been sent to school – completed see COVID 19 section of our website. Regular updated on our website.</p> <p>Advise family to get tested.</p>
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			<p>documentation to parents early Sep)</p> <ul style="list-style-type: none"><li>• If the pupil is tested and the result comes back negative the pupil can return to school. If the pupil is not tested the head teacher must follow the same guidance regarding isolation for the pupil as listed for staff.</li><li>• Records of who the pupil has been in contact with will be noted.</li><li>• Record of where the pupil has been will be noted.</li><li>• If the pupil is tested positive, their class/bubble should be advised to self-isolate for 14 days.</li><li>• If a pupil starts showing symptoms of COVID 19 while in school, isolate the pupil and contact the parent or guardian to pick the pupil up.</li><li>• If COVID -19 is suspected staff in close contact to wear the appropriate PPE, as indicated in the PPE guidance</li><li>• When the pupil has left the school, the isolation room will be closed and a deep clean of all hard</li></ul>					
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			surfaces will take place as soon as possible.					
Staff showing symptoms of COVID 19	All users of the school	Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building.	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>● If a member of staff starts showing symptoms of COVID 19 the employee is to leave work as soon as possible and follow government guidance for self-isolation. Once in self-isolation, managers arrange for the staff member to be tested.</li> <li>● Records of who the staff member has been in contact with should be noted.</li> <li>● Record of where the staff member has been should be noted.</li> <li>● If staff are tested and the test comes back negative staff can arrange to return to work</li> <li>● If staff are tested and it comes back positive staff to stay in isolation until free of fever, feeling well enough and a minimum of 10 days have elapsed since the first onset of symptoms.</li> <li>● If staff do not have access to a COVID 19 test employee told not to return to work until free of fever, feeling well enough and a minimum of 10 days have elapsed since the first onset of symptoms. (All should</li> </ul>	4	2	8	<b>Medium risk</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a>. Website is visited daily to check adequacy of current control measures.</p> <p>HT/SLT/BM to note who staff member has been in contact with.</p> <p>All staff have access to testing as do all children in England.</p> <p>School have now got COVID-19 tests to give to staff.</p>

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			<p>have access) Testing is available easily</p> <ul style="list-style-type: none"> <li>Employee should ensure that the head teacher is informed of any test results. Head Teachers must make arrangements to receive the test results. Record with BM</li> <li>If the staff member is tested positive, their class / group should be advised to self-isolate for 14 days (track and trace).</li> <li>If any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 14 days. Staff have access to COVID 19 testing this period of time may be reduced on production of a negative test.</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>If a pupil starts showing symptoms of COVID 19 while in school - isolate the pupil and contact the parent or guardian to pick the pupil up (staff to wear PPE here).</li> <li>If COVID -19 is suspected staff in close contact to wear the appropriate PPE, as indicated in the PPE guidance</li> <li>When the pupil has left the school... lock down the teaching zone used for isolation and deep clean all</li> </ul>					<p>Parents to be informed and members of staff who are in that POD/Bubble liaise with PHE Knowsley Education partner throughout, inform Chair of Governors</p> <p>HT/BM keeps track and log of this</p> <p>PPE available in areas for this. Learning Mentor's room</p>
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			<p>hard surfaces as soon as possible (extra free area if another becomes infected).</p> <ul style="list-style-type: none"> <li>• Records of who the pupil has been in contact with should be noted.</li> <li>• Record of where the pupil member has been should be noted.</li> <li>• If the pupil is tested positive, their class should be advised to self-isolate for 14 days.</li> <li>• The pupil is allowed back in school following a test result that is shown negative or following a period of isolation as indicated above.</li> </ul>					<p>identified for isolation which has disabled toilet nearby for use if needed.</p> <p>Log to be kept by HT/DHT/BM</p> <p><b>Parents families informed in bubble child/children to self isolate for 14 days</b></p> <p><b>A spare room identified if this happens (always and area free to move to) in case there is more than one child who needs to isolate</b></p> <p><b>Contact with parents through the BM/admin staff</b></p>
Controlling the spread of COVID-19	All users of the school	COVID-19 is transmitted by inhalation or ingestion in the	<ul style="list-style-type: none"> <li>• The school day will be staggered so groups are starting</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	Letter sent several times to all school community before the

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		<p>same way that normal seasonal flu is transmitted.</p> <p><b>Contact:</b> By hand to face/mouth/nose/eye.</p> <p><b>Droplet:</b> By coughing and sneezing and aerosol droplets being inhaled</p> <p><b>Airborne:</b> Fine droplets may stay in the air longer and spread the infection without close contact</p> <p>Reducing contact through restructuring the school day and lay out of the school</p>	<p>and leaving at different times</p> <ul style="list-style-type: none"> <li>● Arrival and departure times will be staggered and are contained in a separate document – Arrival and Departure Arrangements from September 2020.</li> <li>● Breaks and lunch to take place in different locations and staggered to reduce number of people gathering.</li> <li>● Activities planned that can be performed outside observing social distancing where possible, class groups can exercise in the hall with distancing.</li> <li>● Swimming to take place at Huyton Leisure Centre children to walk to the baths and get collected by parents</li> <li>● Any children not collected to return on the mini bus with staff – children from same bubble to sit side to side and distanced. Staff to wear face coverings.</li> <li>● Office has been assessed for staff to use keeping social distancing rules. Class sizes have been assessed to be no larger than 30 pupils.</li> </ul>				<p>end of term and before start of autumn term. NL and final letter July</p> <p>One way system has been put in use in school (adults children) and for drop off and pick up a video of the social distancing measures in school will be sent to parents – see COVID-19 section of website.</p> <p>Lists to show which room table each child sits at.</p> <p>Office only two members of staff will be based in the office</p> <p>Staffroom out of bounds for congregating 3 maximum in at a time. Tea and coffee/drinks stations in different areas Use of hall/outside/intervention rooms for eating/staff breaks. Rooms to be</p>
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			<ul style="list-style-type: none"> <li>● Access and egress routes are kept clear of desks.</li> <li>● Classrooms have a final exit, so pupils to use the classroom door to enter the school, so they do not have to walk through the building. These must be closed and secured at the end of the day</li> <li>● Shared items such as the photocopier, hall laptop, hot and cold water dispenser etc. to be wiped down after use with available wipes. Staff can also use disposable gloves.             <ul style="list-style-type: none"> <li>● Used wipes and gloves to be disposed of in bins.</li> <li>● Class sizes are to be assessed to be no larger than 30 pupils at St Anne’s Catholic Primary School.</li> <li>● Access and egress routes to be kept clear of desks.</li> <li>● If the classroom has a final exit, pupils to use the classroom door to exit the school and join the one way system around to Blacklow Brow side of the school/via car park</li> <li>● Re-designation of dining rooms so groups have</li> </ul> </li> </ul>				<p>more ventilated and ensure Social Distancing</p> <p>Children will refill bottle when they need to at the sinks in class if social distancing is adhered to under supervision from the Class Teacher/Support Staff</p> <p>Times of the day have been staggered to allow for less touch points and congregating See separate documentation. This will be reviewed as numbers increase with first week back in September and reviewed through September.</p> <p>Walking to and from school will be encouraged as per government recommendations to enable drop off collection and exit through the one way system</p>
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			<p>sandwiches in their zone either inside or outside. Option of hot meals in the hall similar to café BC/ASC. After first two weeks</p> <ul style="list-style-type: none"> <li>• Pupils eat lunch in their classrooms with sandwiches brought to them.</li> <li>• Hot lunches started 21<sup>st</sup> September children eat in their bubble in the hall one side of each table – a one way system in place to allow smooth flow.</li> </ul>					<p>Children will have their lunches with their bubble ideally in their allocated area outside (socially distanced)</p> <p>Lunchtime member of staff to drop lunches off at pods/bubble base (PH) while not entering pod/bubble</p>
Controlling the spread of COVID-19	All users of the school	Reducing contact through reducing access to the school grounds	<ul style="list-style-type: none"> <li>• School grounds parents are to be allowed on the grounds in a one way system marked out with 2 m apart waiting zones. This is only to be used at the staggered drop off and pick up. Encourage one adult to collect drop off</li> <li>• Markings with signage signs around the area</li> <li>• Staff are to be outside the gate to ensure pupils/parents walk in and practice social distancing.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	Sanitiser available in all areas

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			<ul style="list-style-type: none"> <li>● On leaving the class for home, children to wait (socially distanced) in the school grounds until they are sure that the parent or guardian is there to pick them up and join the one way system around the school.</li> <li>● If the school is taking a delivery of stock, delivery to be left in a suitable safe position not blocking access or egress routes, staff from the school to move the stock to the place of storage. Delivery staff not to walk around school.</li> <li>● If contractors are working on site if possible arrange for work to be completed either end of the school day when the school is less populated.</li> <li>● On arrival on site contractors informed of the hygiene and social distancing measures operating in the school which they must follow.</li> <li>● If contractors do not follow the control measures they are to be asked to leave the premises.</li> </ul>					<p>If this happens this will be significantly away from any pod/bubble</p>
Controlling the spread of COVID-19	All users of the school	Reducing infection through improved hygiene.	<ul style="list-style-type: none"> <li>● All access point in use at the school will have hand cleaning facilities and on entering and leaving the building, hands are to be</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <u><a href="#">COVID-19 update</a></u>. Website is visited daily</p>

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			<p>sanitised then washed when children enter school</p> <ul style="list-style-type: none"> <li>● Hand sanitising points to be strategically placed around the school, especially outside toilets, inside dining halls and by school offices.</li> <li>● Cleaning schedules have been reprioritised to include:             <ul style="list-style-type: none"> <li>○ Door handles door release buttons, and doors.</li> <li>○ Light switches</li> <li>○ Toilets and sinks</li> <li>○ Food preparation areas (drinks station)</li> <li>○ Hard floor surfaces.</li> <li>○ Tables and hard surfaced chairs, with cleaning taking place at least twice times a day.</li> </ul> </li> <li>● Outside play equipment to be wiped down after use.</li> <li>● Pupils to have the necessary equipment they will need, books pencils calculators, avoid sharing of tools and equipment.</li> <li>● Cleaning materials to be present in areas used so if necessary staff can wash down tables and chairs throughout the day.</li> <li>● Encouragement of staff and building users to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen)</li> </ul>				<p>to check adequacy of current control measures.</p> <p>Extra hand sanitising stations have been installed in school. All units outside and in all areas in the main building. There is also one in the office area.</p> <p>Practice of new fire procedures when all children join the school. Children will still evacuate through the nearest exit and congregate on the main playgroup (socially distanced)</p> <p>SLA about extra cleaning throughout the day 2 extra hours.</p> <p>All areas where bubbles are have toilets. Which will have extra cleaning throughout the day.</p> <p><i>Four portable sinks were purchased for extra hand washing – new sinks to be installed outside autumn 2020</i></p>
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			<ul style="list-style-type: none"> <li>• Tissues disposed of in disposable bags as soon as possible. Extra bin emptied throughout the day.</li> <li>• Hands to be washed on entering the building and prior to leaving the building.</li> <li>• Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when they enter and leave the building for exercise</li> </ul>					<p><i>Anti-bacterial anti – viral wipes will be in safe areas where pods/bubbles are.</i></p> <p><i>Extra tissues in school with extra swing lid bins which will be placed in all bubbles and areas</i></p> <p><i>Audit of sinks and access has taken place to ensure regular washing of hands with soap and water. Extra portable sinks purchased (4)</i></p>
Controlling the spread of COVID-19	All users of the school	Reducing infection through the use of personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• If social distancing cannot be observed and close contact is unavoidable PPE is to be used by staff where necessary. Examples personal care for younger children, performing first aid, intervening if a pupil is in danger of harming themselves or others.</li> <li>• All PPE is to be stored in positions around the school</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<b>Medium elevated risk</b>	<p>PPE available in all pod base areas for intimate care and administering of first aid. PPE is also available by isolation room at the school main office.</p> <p>Extra disposable PPE packs are in the school office. First Aid Kits in all areas.</p>

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			<p>so staff can access it without delay.</p> <ul style="list-style-type: none"> <li>• Managers to monitor the levels and use of PPE and reorder when necessary, ensuring stock does not run out.</li> <li>• The use of PPE will be guided by a risk assessment.</li> <li>• If PPE has been used ensure none of the used PPE is taken off site. Double bag all used equipment and seal bag before disposing of it safely.</li> <li>• Do not take used PPE home, ensure it is double bagged and disposed of correctly, in the main bin if it is over 72 hours to the next collection date. If the collection date is under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins</li> </ul>					<p>See school PPE policy June 2020</p> <p>PPE equipment to be checked July 2020 and September 2020 – completed AB</p>
Controlling the spread of COVID-19	All users of the school	Reducing infection through communication with buildings occupants	<ul style="list-style-type: none"> <li>• Schools to communicate with all parents about the schools new operating procedure, highlighting any new rules and any changes in access to the school (letter and video) whole school announcements.</li> <li>• Teachers to keep their groups in the class if needed to communicate with other areas of the school, look at other methods of</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium risk</b>	<p>A letter of plan was sent several times prior to partial re opening and online video will also be created so that the school community can understand the systems that will be implemented at St Anne's Catholic Primary School</p> <p>Constant updates throughout September</p>



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			<p>communications, telephones to reduce access of individuals around the building (email, mobile)</p> <ul style="list-style-type: none"> <li>● Corridors to be a stay on the left system</li> <li>● Staff to monitor the corridor at key times to ensure pupils do not start congregating.</li> <li>● If the need arises to communicate with other staff or building users always follow 'Social Distancing' measures. If possible try to keep a distance of at least 2 metres &gt;6' 6" away from other people.</li> <li>● Reiterate the social distancing message throughout the day, if instructing children on an activity reinforce the social distancing message (collect equipment from the table one at a time the next person to go up when the last person has returned to the seat).</li> <li>● Display posters around the building as a reminder to pupils and staff to wash their hands regularly throughout the day for at least 20 seconds. Teachers to use prompts to help reinforce the importance of hand washing.</li> </ul>					<p>– masks to be worn on site</p> <p>Corridors children and staff to keep left school staff will also monitor toilet breaks – toileting in groups but adhering to social distancing measures. Toilets in all areas where bubbles/pods will access.</p> <p>COVID 19 Appendix is included in the behaviour policy</p>
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			<ul style="list-style-type: none"><li>• The message about washing hands is to be reinforced throughout the day by teaching staff</li><li>• Reduce the number of visits to the school.</li><li>• Use video messaging to meet with parents or colleagues. If people cannot meet via video, meetings with parents can only take place if social distancing rules can be observed and a meeting area is found that is not used by the majority of the school occupants.</li></ul>					<p>This will be made clear communication with school will be by email or phone</p> <p>These meetings have already taken place and will continue as will future meetings for the wider school community</p> <p>Inset and staff meetings to take place via zoom</p>
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Covid – 19 cross contamination	Staff and pupils	Personal contact between staff and pupils with educational and medical needs	<ul style="list-style-type: none"> <li>● A key member of the team involved in the pupil's education is to be present to provide continuity of service and reduce enhanced behaviour.</li> <li>● Staff to discourage contact with the pupil and explain the reasons.</li> <li>● All staff working with the pupil to be made aware of signs of elevated behaviour and what trigger pupil might show prior to aggressive actions.</li> <li>● If pupil starts showing signs of elevated behaviour start deescalating techniques</li> <li>● If the need of physical intervention occurs, staff to have appropriate PPE as in line with the PPE guidance and risk assessment.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	<p>Social distancing reiterated at all times in school.</p> <p>Staff to wear visors and facemasks at various times during the school day especially when working closely with children (EYFS staff)</p> <p>COVID-19 in school handbook</p>
Covid – 19 cross	Staff and pupils	Administering first aid	<ul style="list-style-type: none"> <li>● Pastoral care to be given from a distance.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	PPE available for staff in all areas of school.

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contaminatio n			<ul style="list-style-type: none"> <li>● If possible, small cuts and grazes to be cleaned and dressed by the person injured receiving guidance.</li> <li>● If possible injured person to collect all contaminated materials and securely bag it.</li> <li>● If treating a person the first aider to wear all recommended PPE, apron, gloves, mask, &amp; goggles</li> <li>● If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used.</li> <li>● Dispose of all used PPE in accordance with the guidance listed above</li> </ul>					<p>Staff training has taken place on this with training materials sent after the staff training session (10 6 20). Plans to be shared end of July/start of August and again during Inset Day September.</p> <p>Shared during Inset Day with all staff – LA completed</p>
Covid – 19 cross contaminatio n	Staff,	Cross contamination of virus through transport.	<ul style="list-style-type: none"> <li>● Assess if trips are essential if not cancel all non-essential trips.</li> <li>● If private transport is used on school business staff to travel in individual vehicles unless they are from the same family group.</li> <li>● If school vehicles are used driver to wash down all hard surfaces (e.g. hand contact points such as steering wheel, gear stick and handbrake). Wash down procedures are to be included in the pre use vehicle checks</li> <li>● Wash down of contact points to be performed every time the driver changes, not just once a day.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium</b>	<p style="color: red;">N/A</p> <p>School transport will only be used by one bubble at a time – in the case of swimming.</p> <p>School to only use only our school mini bus.</p> <p>Bus driver and staff to wear face masks on school mini bus.</p>

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Covid – 19 cross contamination	Staff,	Cross contamination of virus in offices and staff rooms.	<ul style="list-style-type: none"> <li>● Staff areas to be restructured to keep social distancing</li> <li>● Office staff to have their own desk and not to use equipment from other workstations. Use of phone to be wiped down after abther user has used it.</li> <li>● After using the printer/photocopies wipe down all hand contact areas of the photocopier and door handles.</li> <li>● When making drinks, tea coffee etc. staff to make own and not make drinks for other team members. Using kettles and food preparation areas one at a time, and wiping down all hand contact areas after use.</li> <li>● All staff members to have their own cutlery/crockery and do not use crockery for communal use.</li> <li>● All personal cutlery crockery to be washed after use and temporarily stored in a small sealed container, so other staff cannot use them and they cannot be contaminated by airborne particles.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium</b>	Anti-bacterial wipes to be left safely out of reach of children in key areas that staff will be using.
Covid – 19 cross contamination	Staff and pupils	Cross contamination of virus in toilets.	<ul style="list-style-type: none"> <li>● Pupils and staff to clean hands before entering the toilet block and after using the toilet.</li> <li>● Toilets identified by cleaning staff as areas that</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	Children to adhere to social distancing and to be toileted in their groups

## Schools Reopening – COVID - 19 Risk Assessment

			<p>additional cleaning takes place.</p> <ul style="list-style-type: none"> <li>Remind children before toileting about social distancing. If children enter the toilet block and other children are in the room waiting for a cubicle, children to wait outside. Children to be controlled and toileted in their groups adhering to social distancing</li> <li>Doors to have a vacant/occupied sign to indicate when it is free.</li> </ul>					<p>Emergencies if a child needs the toilet a member of staff needs to be vigilant and check if the child can access toilets on their own. Extra cleaning of toilets during the day. Playtimes and lunchtimes same bubble use their toilets.</p>
COVID-19 infection.	Extremely vulnerable employees and those in receipt of NHS England shielding letter	A full list of those identified as falling into the extremely vulnerable group can be found here <a href="https://www.gov.uk/government/news/major-new-measures-to-protect-people-at-highest-risk-from-coronavirus">https://www.gov.uk/government/news/major-new-measures-to-protect-people-at-highest-risk-from-coronavirus</a>	<ul style="list-style-type: none"> <li>Extremely vulnerable should stay at home, self-isolate not come into work and follow Government advice.</li> <li>Staff who were previously shielding are available to come into work after 1<sup>st</sup> August following guidelines.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium (elevated risk)</b>	<p>The current situation is constantly changing. It is therefore strongly recommended that the <a href="#">COVID-19 update</a>. Website is visited daily to check adequacy of current control measures.</p> <p>Staff audit completed on this after initial emails sent to identify who falls into these groups.</p>

### Do's and don'ts for hand sanitiser

Do's	Don'ts
Store bottles of sanitiser upright, with their lids firmly closed and in a cool dry place.	Leave bottles of hand sanitiser unattended and in easy reach of children.
Take care when carrying personal containers and dispensers to avoid accidental spills onto	Keep sanitiser away from naked flames and sources of heat.

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clothing, clothing that has been saturated with sanitiser should be removed immediately.	
The quantity of sanitiser available in classrooms and corridors to be kept to a minimum.	Leave bottles unattended in classrooms.
Bottle lids should be kept closed when not in use.	Store next to sources of heat and ignition.
Keep out of reach of young children.	Store next to oxidisers
Hand sanitiser when applied to hands should be allowed to dry (see How to Handrub? Poster)	Store next to acids or other corrosive substances.
Rinse empty bottles of hand sanitiser with water before disposal.	

# Schools Reopening – COVID - 19 Risk Assessment


STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Uncontrolled use and storage of alcohol based hand sanitiser	Staff and pupils	<p>Alcohol vapours are flammable and may ignite if they come in to contact with an ignition source, causing burns to individuals or damage to property.</p> <p>If inadvertently ingested the alcohol may cause nausea, headache, dizziness and intoxication.</p> <p>Spillages on hard surfaces such as floors may make them slippery and lead to injuries.</p>	<p><b>Important note</b></p> <p>When stored properly and used correctly the risk of ignition from hand sanitiser is very low.</p> <ul style="list-style-type: none"> <li>• Bottles of hand sanitiser are stored upright, with their lids kept firmly closed, in dry and cool places.</li> <li>• Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles.</li> <li>• The quantity of sanitiser kept in classrooms and corridors is kept as low as is reasonably practicable and limited for day-to-day purposes.</li> <li>• Large spills should be cleaned and dried immediately.</li> <li>• Bottles are kept away from sources of heat and ignition such as sparks and open flame and are not stored on radiators, avoiding contact with acids and oxidising substances.</li> <li>• Spillages of the sanitiser are cleaned promptly.</li> <li>• Items of clothing that becomes heavily</li> </ul>	4	2	8	<b>Medium risk</b>	<p>The information below relates to first aid treatment and is taken from a <b>generic safety data sheet</b> for hand sanitiser.</p> <p><b>General description of first aid measures include:</b></p> <p>Rest, warmth and fresh air. Do not give victim anything to drink if they are unconscious. Get medical attention if any discomfort continues.</p> <p><b>Inhalation</b> Place unconscious person on the side in the recovery position and ensure breathing can take place. If respiratory problems, artificial respiration/oxygen. Get medical attention if any discomfort continues.</p> <p><b>Ingestion</b> Immediately rinse mouth and drink plenty of water or milk. Keep person under observation. Do not induce vomiting. If</p>



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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
			<p>contaminated with the solution will should be removed promptly to reduce the risk of ignition.</p> <p><b>Fire-fighting control measures.</b> A number of safety data sheets record that the most suitable extinguishing medium for alcohol based sanitiser fires include, carbon dioxide or dry chemicals, alcohol resistant foam and sand.</p>					<p>vomiting occurs, keep head low. Transport immediately to hospital.</p> <p><b>Skin contact</b> Wash off promptly and flush contaminated skin with water. Promptly remove clothing if soaked through and flush skin with water.</p> <p><b>Eye contact</b> Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Get medical attention promptly if symptoms occur after washing.</p> <p><b>If medical intervention is needed the safety data sheet/COSHH assessment for the hand sanitiser should be provided.</b></p>

# Schools Reopening – COVID - 19 Risk Assessment

STEP 1	STEP 2		STEP 3				Rating	What additional control measures are required?
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation				
				Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Acceptable - Unacceptable	
Uncontrolled use and storage of alcohol based hand sanitiser	Staff and pupils	Alcohol based sanitiser can cause serious eye irritation if the solution gets into the eyes. In high concentrations, inhalation of the vapour could cause drowsiness and dizziness in a person. Ingestion of the sanitiser may cause nausea, headache, dizziness and intoxication.	<ul style="list-style-type: none"> <li>Bottles used in classrooms have lids kept closed, they are not left unattended, are kept out of reach of children and once empty are rinsed with clean water and disposed of responsibly.</li> <li>The control measures above limit the likelihood of harm occurring.</li> <li>The hand sanitiser is used in accordance with the “How to Handrub” poster see end column.</li> <li>Posters are displayed in appropriate locations.</li> </ul>	4	2	8	<b>Medium risk</b>	 <p style="text-align: center;"> <a href="https://www.who.int/gpsc/5may/How-To-HandRub-Poster.pdf">https://www.who.int/gpsc/5may/How-To-HandRub-Poster.pdf</a> </p>

Likelihood scores					
Likelihood score	1	2	3	4	5
Description	Improbable	Unlikely	Possible	Likely	Almost certainty

# Schools Reopening – COVID - 19 Risk Assessment

<b>Broad description of frequency</b>	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
<b>Timed frequency</b>	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
Consequence score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Severe	Catastrophic
Impact and harm caused	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

## AUTHORISATION

<b>Head Teacher</b>	Liam Anderson	<b>Signature</b>	L Anderson	<b>Date</b>	22/7/20 14/10/20
<b>Chair of Governors</b>	David Moran	<b>Signature</b>	D Moran	<b>Date</b>	22/7/20 14/10/20
<b>Service and location</b>			<b>Telephone/email</b>	See school website	

Risk Assessment constantly updated – update 28 9 20 and 3 10 20

Shared with the Full Governing Body 14 10 20