



Risk Assessment				
Part: 1 General Detail				
Work activity	Operation of educational settings		Area of work	
Department	CJCS – Education		Section	
Manager			Risk assessor(s)	
Part: 2 Distribution and revision				
	Name:	Date:	Reason for review	Revision No.
<b>Submitted by:</b>	H S & R Team	01/04/2021	Changes to CEV & laundry	2021 (1)
<b>Submitted by:</b>	H S & R Team	19/05/2021	Changes to face coverings, Educational Visits and breakfast, afterschool clubs, music lessons, PE lessons, testing, transport and an added section regarding contact dermatitis.	2021 (2)
<b>Submitted by:</b>	H S & R Team	16/06/2021	Review in line with government announcement 14/06/2021 – changes to risk rating levels due to rise in community transmission of the Delta Variant, addition of a sports day section, visitors	2021 (3)
<b>Submitted by:</b>	H S & R Team	02/07/2021	Section added regarding pregnancy	2021 (4)
<b>Submitted by:</b>	H S & R Team	16/08/2021	Update for September 2021	2021 (5)
<b>Approved by:</b>				

This risk assessment template can be used to help premises and activity controllers to develop a specific risk assessment in relation to COVID-19. Below is a risk assessment template with a list of potential hazards and suggested risk control measure. The items listed below are not fixed or exhaustive and the risk assessor is advised to add or make changes where required. Using the template the assessor is instructed to work through the list and identify any existing controls that are already in place; describe how additional controls will be introduced, using the prompts; and evaluate the remaining risk level, using the risk calculation matrix.

**Coronavirus disease 2019 (COVID-19)** is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking. People can also become infected by touching infected surfaces and then touching their face. Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

**When risk assessing for COVID-19:**


- identify what work activity or situations might cause transmission of the virus;
- think about who could be at risk;
- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

Likelihood↓	Severity →				
	Insignificant	Minor	Moderate	Major	Catastrophic
Remote					
Unlikely					
Possible					
Likely					
Highly Likely					

Use the matrix to assess the level of risk.

1. Look at the likelihood and the severity
2. Identify the level of risk
3. Apply the appropriate control measure from the action/control measure box.

Control Measure	
Trivial Risk	No actions needed- operation can continue, continued improvement is essential
Tolerable Risk	Improvement actions are required, operation can be carried out but with additional precautions
Moderate Risk	Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented
Unacceptable risk	Operation must not be started/continued and improvement action must be implemented before operation is started/continued

Remote	<div style="text-align: center;">  </div>	Less likely to occur	<table border="1"> <tr> <td>Insignificant</td> <td>Minor injury or incidence</td> </tr> <tr> <td>Minor</td> <td>Minor injury or incidence (requiring first aid or minor treatment)</td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable or an injury/illness that results in an absence of 7 days or more</td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.</td> </tr> <tr> <td>Catastrophic</td> <td>Fatal Injury/Illness permanent disability</td> </tr> </table>	Insignificant	Minor injury or incidence	Minor	Minor injury or incidence (requiring first aid or minor treatment)	Moderate	RIDDOR reportable or an injury/illness that results in an absence of 7 days or more	Major	RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.	Catastrophic	Fatal Injury/Illness permanent disability
Insignificant		Minor injury or incidence											
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Moderate		RIDDOR reportable or an injury/illness that results in an absence of 7 days or more											
Major		RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.											
Catastrophic	Fatal Injury/Illness permanent disability												
Unlikely													
Possible													
Likely													
Highly Likely	More Likely to occur												

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
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<p><b>Close proximity of individuals and groups on the school grounds i.e. outside of the main school building leading to infection transmission and spread</b></p>	<p>Staff Pupils Parents Contractors Visitors</p>	<p>Possibility of infection of Covid19 which may lead to ill health or death</p>	<ul style="list-style-type: none"> <li>Staff will be informed to keep social distance from other persons where possible on the school grounds</li> <li>Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side</li> <li>Where possible the maximum amount of school entrances and exits will be used to minimise contact between people and groups when entering and exiting the building</li> </ul>	<p><b>Tolerable Risk</b></p>	<ul style="list-style-type: none"> <li>New arrangements will be communicated with parents via: email, text, social media and phone contact. Where appropriate the translator service will be used.</li> <li>Markings or dividers on the school grounds to denote distances and standing areas for parents will be maintained.</li> <li>Parents have been allocated a 15 minute window in which to drop off and pick up children. All school gates will be open so they can plan their route around the school grounds and tailor it to meet their family's needs.</li> <li>Parents will be encouraged via signage and communication to maintain social distancing when on the school grounds</li> <li>Clear signage will be displayed around the school grounds to encourage people to maintain social distancing when dropping off /collecting pupils.</li> </ul>	<p><b>Trivial risk</b></p>

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					<ul style="list-style-type: none"> <li>One adult per family to enter the school grounds in order to drop off and pick up.</li> <li>Parents will be discouraged from standing in social groups on the school playground.</li> <li>Parents and guardians will still not enter into the school unless it is essential – the use of technology may be maintained to for non-essential contacts and meetings</li> </ul>	
<b>Close proximity of individuals and groups within the school premises leading to virus spread</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Staff will be informed of the importance to still use social distancing in the workplace where it is possible – especially in relation to other staff, visitors and parents</li> <li>Staff will be informed to keep positioning arrangements when talking to others on for example keeping</li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Staff to ensure they maintain social distancing in corridor areas and the school library.</li> <li>While the school will no longer be operating a bubble system throughout the autumn term 2021 staff are requested to limit their contact between phase teams and maintain the use of phase team staffrooms. The phase teams are as follows: <ul style="list-style-type: none"> <li>Early Years – Leos, nursery and reception</li> </ul> </li> </ul>	<b>Tolerable Risk</b>

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			<p>distance or standing to the side</p> <ul style="list-style-type: none"> <li>• Staff will be informed to avoid close direct close face to face contact and minimise time spent within 1m of anyone where possible – especially in relation to other staff, visitors and parents</li> <li>• PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids, such as first aid</li> <li>• Occupied spaces will be well ventilated using fresh air from natural means such as open doors and windows or</li> </ul>		<ul style="list-style-type: none"> <li>○ Key Sage 1 &amp; Year 3</li> <li>○ Key Stage 2 – Years 4 – 6</li> <li>○ SLT / Office team</li> </ul> <ul style="list-style-type: none"> <li>• Staff briefings will continue to be held virtually.</li> <li>• Parents will be regularly updated with regards to safety measures via: email, text, social media and phone contact. Where appropriate the translator service will be used.</li> <li>• Timetabled break times (daily mile) with designated areas. <ul style="list-style-type: none"> <li>○ Year 1:10.00 – 10.15</li> <li>○ Year 2: 9.30 – 9.45</li> <li>○ Year 3: 9.45 – 10.00</li> <li>○ Year 4: 10.30 – 10.45</li> <li>○ Year 5: 10.15 – 10.30</li> <li>○ Year 6: 10.30 – 10.45</li> </ul> </li> </ul> <p>Dinner times will be staggered within phase teams</p> <ul style="list-style-type: none"> <li>○ Reception – 11.30 -children will pre order and food will</li> </ul>	

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			<p>mechanical means such as air conditioning units</p> <ul style="list-style-type: none"> <li>School staff, pupils and parents to be made aware that there may be a re-introduction of the use of face coverings, for a temporary period to prevent further transmissions following an outbreak or on advice from a professional body.</li> <li>Face coverings will be recommended worn for visitors in where social distancing is not possible (for example, when moving around in</li> </ul>		<p>be on table at designated seats (register order). Children to go into Early Years outdoor space 12:00 – 12:30.</p> <ul style="list-style-type: none"> <li>Y1 – Y3: 11.30 – in the hall. Pre-order system to be used and food placed at designated seats (children to sit in register order). Y1 and 2 go onto KS1 yard @12 until 12.30. Y3 go on Y3/4 yard (staff carpark side) @12 until 12.30pm</li> <li>Y4 – Y5: Pre select and collect from counter children to sit in register order at tables. Y4 and 5 access the dining hall @12pm until 12.30 and then go onto the 5/6 yard. Y6 access the dining hall @12.30 having being on the 5/6 yard from 12pm.</li> </ul>	

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			corridors and communal areas).		<ul style="list-style-type: none"> <li>• Face coverings are no longer recommended for staff in classrooms. However, face coverings can be worn by staff and visitors in situations indoors and outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). Or when visiting areas outside of school for work purposes</li> </ul> <p>In relation to the safe wearing of a face covering staff and pupils are advised to:</p> <ul style="list-style-type: none"> <li>• Clean or sanitise hands before and after touching face coverings, – including to remove or put them on</li> <li>• safely store face coverings between use</li> <li>• not touching the front of face coverings during use or when removing them – face coverings should be removed using ear straps</li> <li>• Good ventilation will be maintained through the opening of windows.</li> </ul>	

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					<ul style="list-style-type: none"> <li>• There will continue to be restricted use of classrooms that do not have outside ventilation or that are considered to also act as a corridor and therefore have additional traffic.</li> <li>• Where contact is required with parents/carer and this cannot be carried out by telephone meetings will be risk assessed, the number of adults reduced to a minimum, they will take place in ventilated room where 2 metre social distancing can be maintained.</li> <li>• The covid amendment to the school's first aid procedures ensuring infection control and social distancing will remain in place during the autumn term 2021. Staff will receive clear notification when this amendment has been relaxed.</li> <li>• All clinically vulnerable children will be individually risk assessed in line with the most up to date guidance.</li> </ul>	



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					<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils, supply teachers, peripatetic teachers or other temporary staff will provide interventions as usual. These staff can move between settings but will ensure they minimise contact where possible and maintain as much distance as possible from other staff.</li> <li>Specialists will wear the correct PPE most appropriate for their role as per their own risk assessment.</li> <li>Visitors to the school will only be permitted for essential reasons were virtual meetings or means of communication cannot be used, such as maintenance contractors</li> <li>Were other visitors are on site the school will ensure social distancing is maintained, visitors limit movement around the school and will only enter areas were required</li> </ul>	

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					<ul style="list-style-type: none"> <li>• Visits will take place outside of school hours where possible if not possible they will be timed to ensure that the school is quieter and interactions with staff and pupils is limited</li> <li>• Schools will ensure that the school control measures on physical distancing and hygiene are communicated to the visitors before arrival</li> <li>• Where visitors or contractors or from another employer, the school will ensure close cooperation between employers to ensure safety standards are observed.</li> <li>• Visitors should be encouraged to wear face coverings whilst on the school premises</li> <li>• Arrangements for the delivery of play therapy across the federation to remain unchanged.</li> </ul>	
<b>Infection of clinically</b>	Staff Pupils	Possibility of infection of	All CEV children and young people should	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>• All Risk Assessment for CEV and CV staff and will be updated.</li> </ul>	<b>Tolerable risk</b>

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<b>extremely vulnerable or clinically vulnerable staff</b>	Contractors Visitors	Covid19 which may lead to ill health or death	attend the education unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend. In this circumstance the guidance on supporting pupils at school with medical conditions will be followed <a href="#">here</a>		<ul style="list-style-type: none"> <li>Risk Assessment meetings will be conducted staff living in the same house hold as a CEV or CV adult or child.</li> <li>Risk management advice will be sort from clinicians for child living with CEV or CV adult or child.</li> </ul>	
<b>Pregnant staff</b>	Staff baby	Possibility of infection of Covid19 which may lead to ill health or death to mother or baby	<ul style="list-style-type: none"> <li>Individual COVID risk assessment carried out for pregnant staff</li> <li>New and Expectant mothers form completed</li> <li>Guidance from <a href="#">PHE</a> and <a href="#">RCOG will be followed</a></li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>School will ensure pregnant staff can socially distance in the workplace</li> <li>Workplace adjustments will be put in place for staff at increased risk from infection that can't socially distance, such as remote working, moving to areas were social distancing can be maintained, virtual teaching</li> <li>Pregnant individuals including over 28 weeks of pregnancy or pregnant individuals with other</li> </ul>	<b>Tolerable Risk</b>

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					<p>underlying health conditions will only work in areas where stringent social distancing can be maintained and the risk of infection has been removed or managed</p> <ul style="list-style-type: none"> <li>• If safe alternatives cannot be found the individual will be offered suitable alternative work or working arrangements (including working from home)</li> <li>• Where all options have been exhausted and no alternative identified the individual will be put on authorised paid leave.</li> </ul>	
<b>Lack of key measures leading to a potential spread of infection</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>• Hygiene measures will be maintained and encouraged including: <ul style="list-style-type: none"> <li>○ Frequent and thorough hand cleaning using soap and water or sanitiser</li> </ul> </li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>• There will be regular opportunities for handwashing and hand sanitising.</li> <li>• Children will be asked to only bring essential items to school.</li> <li>• Children will keep their own equipment on their desk and in their tray.</li> </ul>	<b>Tolerable Risk</b>

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			<ul style="list-style-type: none"> <li>Respiratory hygiene measures will be maintained and encouraged including: <ul style="list-style-type: none"> <li>'catch it, bin it, kill it'</li> </ul> </li> <li>Using PPE were required as part of risk assessment</li> <li>All staff and pupils advised not to come into school if they have symptoms of Coronavirus or feel unwell.</li> </ul>		<ul style="list-style-type: none"> <li>Hand sanitiser, anti bacterial wipes, cleaning spray and blue roll will be stored in a lockable cupboard in the classroom. (as per previous RA)</li> <li>Visitors/ contractors will be asked to hand sanitise on entry and encouraged to wear a face covering when moving around the building. Signing in equipment will be sanitised after use.</li> <li>When using shared equipment such as photocopies staff will be required to 'wipe in and wipe out' as per previous RA.</li> <li>Cash payments will be kept to a minimum. When handling money staff will wear disposable gloves.</li> <li>PHE ebug resources will be used <a href="http://www.gov.uk/government/collections/information-about-the-coronavirus-ebug">Information about the Coronavirus (e-bug.eu)</a></li> </ul>	
<b>Someone develops symptoms of coronavirus</b>	Staff Pupils Contractors Visitors	Risk of infection and spread of	All staff are provided with LFD testing kits. Tests are carried out twice per	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Hartlepool Borough Council outbreak guide for schools will be followed by staff.</li> </ul>	<b>Tolerable Risk</b>

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<p><b>(COVID-19) whilst at work or in the work areas</b></p> <p><b>Or develops symptoms at home</b></p> <p><b>And goes to or remains in school spreading the infection</b></p>		<p>infection of COVID-19.</p>	<p>week at home, every 3 to 4 days.</p> <p>From September 2021, general face to face cross federation working will recommence. Before face to face meeting staff will be requested to undertake a LFD test. These tests will be in addition to the usual testing pattern.</p> <p><b>LFD tests are not for symptomatic persons and are used as a control measure to reduce the likelihood of asymptomatic persons attending a school or educating setting.</b></p> <p>If staff or student tests positive via a LFD test or develops coronavirus</p>		<ul style="list-style-type: none"> <li>• Staff will LFD test on a Monday and Thursday. Results to be reported to school in addition to staff updating the NHS site.</li> <li>• If a child displays symptoms they will be taken to the designated covid room with their siblings. Parents will be contacted and asked take their children for a PCR test. The children in the covid room will have access to the disabled toilet. Following collection all areas used by the children will be deep cleaned. Staff supervising children prior to collection will wear full PPE.</li> <li>• Siblings and other members of the household attending school should also be sent home as above</li> <li>• Staff should wash their hands for at least 20 seconds after contact with a person displaying symptoms.</li> <li>• Staff will be supplied with adequate PPE and provided with instructions on the safe use and disposal</li> </ul>	

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			<p>symptoms, they should tell the school and:</p> <ul style="list-style-type: none"> <li>• self-isolate immediately</li> <li>• get a PCR test to confirm the result</li> <li>• follow the <a href="#">stay at home guidance for households with possible coronavirus infection</a></li> </ul> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell &amp; taste) in an education setting they must be sent home and advised to follow the</p>		<p>(please see the PPE section of the risk assessment).</p> <ul style="list-style-type: none"> <li>• In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler.</li> <li>• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms or the person tests positive.</li> <li>• Affected areas will be cleaned in line with guidance. Disposable cleaning materials should be used and staff should wear gloves and aprons. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Public areas that a symptomatic person has passed through should be cleaned as normal</li> <li>• Parents will be informed when a person presents with symptoms via either telephone or a letter.</li> </ul>	

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			<p>governments - <a href="#">staying at home guidance</a></p> <ul style="list-style-type: none"> <li>Children or staff with symptoms, will be sent home and advised to get a PCR test, self-isolate for 10 days and follow all advice from test and trace</li> <li>Staff and pupils will be advised to order a test immediately at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or call 119</li> <li>Results: if the test is positive, staff and pupils must complete the remainder of the self-isolation period</li> <li>If the test is negative then the staff and pupils can return to</li> </ul>		<ul style="list-style-type: none"> <li>All site users will be advised not to attend the school if they are displaying symptoms of coronavirus</li> <li>Those who have been in contact with a person with symptoms or confirmed positive case but is not displaying symptoms themselves does not have to self-isolate; however they must be advised to: <ul style="list-style-type: none"> <li>Avoid individuals who are at high risk, from pre-existing medical conditions</li> <li>Must take extra care in social distancing and hygiene measures</li> <li>Adhere to any advice issued from the NHS test and trace team</li> </ul> </li> <li>Where a child has developed symptoms at school and has been attended to by a member of staff are advised to wash their clothes, in a hot wash and tumble dried or ironed with a hot iron.</li> </ul>	



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			<p>school after 10 days after symptoms have started and or when symptoms resolve and the temperature returns to normal for 2 days</p> <ul style="list-style-type: none"> <li>• If the person tests positive for coronavirus the NHS test and trace will contact the individual</li> <li>• The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation.</li> <li>• If a parent or carer insists on a pupil attending school, the</li> </ul>			

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			school head teacher will make the decision to refuse the pupil, based on a reasonable judgement, to protect other pupils and staff from possible infection with COVID-19. In this circumstance public health advice will be sought.			
<b>Site user tests positive for COVID-19</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services.	If staff tests positive via a LFD test or develops coronavirus symptoms, they should tell the school and: <ul style="list-style-type: none"> <li>self-isolate immediately</li> <li>get a PCR test to confirm the result</li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Hartlepool Borough Council has produced an outbreak guide for schools – this document will be used by the Strategic Team when dealing with covid cases. The information contained in this document will be made available to staff on the staff shared drive. Paper copies will be available in the SLT Hub and HoS office.</li> </ul>	<b>Tolerable Risk</b>

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
			<p>follow the <a href="#">stay at home guidance for households with possible coronavirus infection</a></p> <p>If a member of staff tests positive via a PCR test, they should tell the school and:</p> <ul style="list-style-type: none"> <li>• self-isolate immediately</li> <li>• get a PCR test to confirm the result</li> </ul> <p>follow the <a href="#">stay at home guidance for households with possible coronavirus infection</a></p> <p>Where the person tests positive they will be contacted by the NHS for additional advice</p>			

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				Unacceptable Risk		Unacceptable Risk
<b>Staff identified as a contact of COVID-19 and does not isolate or follow safety measures</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services.	Those identified as a contact of someone with COVID-19, including those in the same household are reminded to self-isolate, unless they are exempt and instructed not to by test and trace Exemptions include: <ul style="list-style-type: none"> <li>Fully vaccinated with MHRA approved COVID-19 vaccine in the UK and 14 days have passed since they received the recommended doses of the vaccine</li> <li>They are below the age of 18 years 6 months</li> <li>They have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul>	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>If possible and appropriate arrangements for staff to work from home will be made</li> <li>Staff will be requested to undertake daily lateral flow tests prior to entering the building</li> <li>Staff will be advised to get tested and immediately self-isolate if develop symptoms</li> <li>Staff will be advised to wear a face covering when moving around work areas</li> <li>Staff will be requested to be mindful of the following personal hygiene practices: <ul style="list-style-type: none"> <li>Promoting 'Catch it, bin it, kill it' when coughing or sneezing</li> <li>Clean frequently touched surfaces, such as photocopiers with a provided disinfectant or alcohol wipe before and after use</li> <li>Not sharing equipment or utensils with others</li> </ul> </li> </ul>	

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			<ul style="list-style-type: none"> <li>• They are not able to get vaccinated for medical reasons</li> <li>• They do not have any Coronavirus Symptoms and have received a negative PCR test result</li> </ul> <p>Before coming into school staff will be reminded to:</p> <ul style="list-style-type: none"> <li>• Get a PCR test</li> <li>• Follow all advice from test and trace</li> <li>• Contact the line manager to inform that they are a contact and discuss how to keep themselves and others safe</li> </ul>			

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			<p>Staff should only come in if identified as a contact if they:</p> <ul style="list-style-type: none"> <li>• Have been advised by test and trace that they are not required to isolate</li> <li>• Have had a negative PCR test</li> <li>• Do not have symptoms and feel well</li> <li>• Working from home is not possible</li> </ul> <p>On coming into school those identified as a contact should:</p> <ul style="list-style-type: none"> <li>• Take twice weekly lateral flow tests</li> <li>• Follow social distancing measures</li> </ul>			

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			<ul style="list-style-type: none"> <li>Wear a face covering whilst at work especially in crowded areas</li> <li>Are not in direct contact with vulnerable persons</li> <li>Follow strict personal hygiene measures</li> <li>Immediately isolate if develop symptoms</li> </ul> <p>All staff and pupils are advised to isolate if they are symptomatic or have a positive PCR or lateral flow test.</p>			
<b>Fire and emergency evacuations</b>	Staff Pupils Contractors Visitors	Resulting in burns. Injury or death	<ul style="list-style-type: none"> <li>Social distancing should only be re-established when safe to do so.</li> <li>When it is safe and the school can be re-occupied,</li> <li>Fire doors must not be held open, if they</li> </ul>	<b>Tolerable Risk</b>	<ul style="list-style-type: none"> <li>Social distancing measures when evacuating the building, lining up outside and returning to the building will be maintained.</li> <li>The alarm company should be instructed of any changes to operating hours.</li> </ul>	<b>Tolerable Risk</b>

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			are to be held open a hold open devices that releases the door on the alarm sounding must be used			
<b>First Aid</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	For close contact, face to face first aid. First aiders should wear a fluid resistant face masks where possible	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>The covid amendment to the school's first aid procedures ensuring infection control and social distancing will remain in place during the autumn term 2021. Staff will receive clear notification when this amendment has been relaxed. This policy is available from the EHT or school website.</li> </ul>	<b>Tolerable Risk</b>
<b>Inadequate Cleaning arrangements</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Enhanced cleaning regime introduced</li> <li>frequently touched surfaces cleaned with disinfectant/ washing detergents on regular basis at least twice a</li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Additional cleaning from HBC staff will be maintained throughout the autumn term 2021.</li> </ul>	<b>Moderate Risk</b>



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			<ul style="list-style-type: none"> <li>day at the beginning and end of the day</li> <li>• Frequency of cleaning occupied areas increased</li> <li>• Disinfectant or alcohol wipes provided for frequently touched areas such as photocopiers</li> <li>• Clutter and hard to clean surfaces/items reduced</li> <li>• Frequently touched surfaces in bathrooms will be cleaned on a regular basis and at least a minimum of twice a day</li> </ul>		<ul style="list-style-type: none"> <li>• Wipe in and out system for multi touch areas, such as printers, entry systems to be maintained</li> <li>• Disposal arrangements for cleaning materials to be maintained.</li> <li>• Stocks of cleaning materials will be managed and maintained by the SBM.</li> <li>• Following use the covid room will be cleaned as per government guidance.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	
<b>Inadequate handwashing and personal hygiene</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which	<ul style="list-style-type: none"> <li>○ Staff and pupils encouraged to clean hand frequently using soap and water or hand sanitiser:</li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>• Staff, pupils and visitors will be reminded to wash their hands or sanitise before leaving home, on arrival at the premises and before and after handling any articles or</li> </ul>	<b>Tolerable Risk</b>

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		<p>may lead to ill health or death</p> <p>Dry cracked sore hands</p>	<ul style="list-style-type: none"> <li>○ At arrival at school</li> <li>○ After breaks</li> <li>○ After sport activities</li> <li>○ After using the toilet</li> <li>○ After coughing or sneezing (catch it, kill it, bin it)</li> <li>○ Before leaving for home</li> <li>○ Staff and pupils reminded to not touch their eyes, nose or mouth with unwashed hands</li> <li>○ Staff and pupils reminded to not share objects that come into contact with the mouth , such as cups and bottles</li> </ul>		<p>substances. Sanitising stations will be located at entrance areas.</p> <ul style="list-style-type: none"> <li>● Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing</li> <li>● Staff will remain vigilant for any evidence of any contact dermatitis and appropriate action will be taken to prevent hands becoming sore.</li> <li>● Hands must be dried properly using either hand dryer or disposable towels</li> <li>● “Catch it, Bin it, Kill it” posters will be displayed and key messages reinforced.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Posters will be displayed to remind staff, pupils and visitors of key personal hygiene measures</li> </ul>			
<b>Alcohol gel hand sanitiser used or stored incorrectly</b>	Staff Pupils Visitors	Possibility of infection of Covid19 which may lead to ill health or death  Skin inflammation or burns	<ul style="list-style-type: none"> <li>Hand washing with soap and water used in preference to hand sanitiser.</li> <li>Alcohol based hand sanitiser must only be used by younger children under close supervision.</li> <li>Staff informed not use or store alcohol based hand sanitiser near to open flames or sparks such as kitchens or hot works</li> </ul>	<b>Tolerable Risk</b>	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser should not be used or applied near to open flames or sparks such as kitchens or hot works</li> <li>Hand sanitiser should not be stored or located in kitchen areas where there is a possible source of ignition. Hand sanitiser supplies are stored in the EHT cupboard away from any sources of ignition.</li> <li>COSHH assessment has been undertaken and is available from the school office.</li> </ul>	<b>Trivial Risk</b>
<b>Inadequate provision and</b>	Staff Pupils	Possibility of infection of	<ul style="list-style-type: none"> <li>A provision of PPE will be available for staff to access</li> </ul>	<b>Tolerable Risk</b>	<ul style="list-style-type: none"> <li>If a child becomes unwell with symptoms of coronavirus and need</li> </ul>	<b>Trivial Risk</b>

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<b>use of Personal Protection and</b>	Visitors	Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>○ PPE is only required where a risk assessment identifies its use.</li> </ul> <p>Additional PPE for COVID-19 is only required in a number of scenarios:</p> <ul style="list-style-type: none"> <li>• if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary</li> <li>• when performing aerosol generating procedures (AGPs)</li> </ul> <p>PPE may also be required for first aid where bodily fluids are present</p>		<p>direct care or supervision until they can return home the following PPE should be worn:</p> <ul style="list-style-type: none"> <li>○ A fluid resistant face mask</li> <li>○ Disposable gloves</li> <li>○ Disposable apron</li> <li>○ A face shield or eye protection is there is a risk of coughing, spitting or vomiting</li> </ul> <ul style="list-style-type: none"> <li>• Staff should be instructed that wearing gloves should not be substituted for handwashing</li> <li>• PPE must be provided for direct care in line with PHE guidance</li> <li>• Staff must wear PPE when dealing with suspected cases of COVID</li> <li>• PPE donning and doffing PHE guide note will be issued to staff</li> <li>• <a href="#">PPE donning and doffing guide note</a></li> <li>• PPE used when assisting person symptomatic, for deep cleaning or cleaning up bodily fluids must be</li> </ul>	

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			<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure</a>		double bagged and left for 72 hours before disposal	
<b>Outside areas including play equipment and play furniture</b>	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Outdoor equipment will be appropriately cleaned between uses as part of enhanced cleaning regimes</li> </ul>	<b>Tolerable risk</b>	<ul style="list-style-type: none"> <li>If outdoor furniture or play or equipment, such as a trim trail is to be used, all hand holds and grips must be dried after cleaning to reducing slipping</li> </ul>	<b>Trivial Risk</b>
<b>Visitors and contractors</b>	Staff, Pupils, vulnerable children or	Possibility of infection of Covid19 which	<ul style="list-style-type: none"> <li>Visitors to site for good reason including aid educational delivery</li> </ul>	<b>Tolerable risk</b>	<ul style="list-style-type: none"> <li>Arrangements and requirements for the visitors/ contractors: <ul style="list-style-type: none"> <li>pre booked visits</li> </ul> </li> </ul>	<b>Trivial risk</b>

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	young people Visitors and contractors	may lead to ill health or death	<p>or for essential school maintenance.</p> <ul style="list-style-type: none"> <li>Where possible meetings with 3<sup>rd</sup> parties will be held virtually</li> <li>Visitors to school are encouraged to wear a face covering whilst on school premises unless exempt</li> </ul>		<ul style="list-style-type: none"> <li>school will gather information for the NHS test and trace services and store information in line with GDPR regulations</li> <li>Information will be give around the use of face coverings</li> <li>Where appropriate third parties may be asked to provide their organisations risk assessment EG health providers such as physio therapists who need to be in physical contact with pupils</li> </ul>	
<b>Deliveries and shopping</b>	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death		<b>Tolerable risk</b>	<ul style="list-style-type: none"> <li>School deliveries to be dropped off at the Children's Centre to ensure products may be safely dropped off without close contact with the delivery drivers etc. Kitchen deliveries to be dropped off at the kitchen entrance and social distancing maintained.</li> <li>Where possible shopping / purchases should be made on line</li> </ul>	<b>Trivial risk</b>

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					or via click and collect shopping/purchases.	
<b>Driving for work/transporting children – children travelling to the setting</b>	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Children will only be transported by school staff when essential and members of the household are not able to do so</li> <li>Pupils will be advised to follow public and dedicated transport rules regarding face coverings and hygiene measures</li> <li>Pupils will be advised not to board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of COVID-19.</li> </ul>	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>Individual trip risk assessments to detail covid safe transport measures.</li> <li>If staff are to car share when commuting staff are advised to: <ul style="list-style-type: none"> <li>Minimise the numbers of those traveling in the vehicle as low as possible</li> <li>Windows should be opened for ventilation</li> <li>Traveling side by side or behind people and not facing each other</li> <li>Consider wearing a face covering for all persons in the vehicle</li> <li>Ensuring that touch surfaces are cleaned in the vehicle</li> </ul> </li> </ul>	<b>Tolerable risk</b>
<b>Increased risk arising from</b>	Staff, Pupils,	Possibility of infection of	<ul style="list-style-type: none"> <li>Outdoor sports prioritised, where possible</li> </ul>	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>Children to come to school in their PE kits on PE days</li> </ul>	<b>Tolerable risk</b>

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<b>physical education, sport activities</b>	vulnerable children or young people	Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Indoor PE lessons will be held using the following measures: <ul style="list-style-type: none"> <li>Equipment thoroughly cleaned between each group use</li> <li>Ventilation will be maximised using mechanical ventilation and open doors and windows</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Wipe in wipe out system for the use of sports equipment.</li> </ul> <p>Additional guidance on sports activities during the COVID pandemic can be found here:  <a href="https://www.gov.uk/guidance/coronaviruses-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronaviruses-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></p>	
<b>Increased risk Arising from Educational Visits</b>	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death	Full risk assessment taking into account covid safety measures.		<ul style="list-style-type: none"> <li>Day visits and residential educational visits will be covid risk assessed on an individual basis.</li> <li>Full thorough risk assessments must be completed to ensure that visits can be undertaken safely.</li> </ul>	



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					<ul style="list-style-type: none"> <li>Advice and guidance must be taken for indoor/outdoor venues.</li> </ul> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#educational-visits">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#educational-visits</a>	