

Mason Moor Primary School

COVID-19 Risk assessment



General Preamble

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (August 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to new guidance is as follows:

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

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together in bubbles or year groups
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20th March, welcoming more pupils back from 1 June. We have, therefore, already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that we should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. It is incumbent on us as a school to ensure that we implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

Personal Protective Equipment (PPE) including face coverings and face masks:

Wearing a face covering or facemask in primary school is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to primary schools. Individual staff members will be risk assessed and face visors will be used should they fall into a risk category. Government guidance is clear that primary aged children do not present a higher risk and therefore children and staff should not routinely wear face coverings.

Schools and other education or childcare settings should therefore **not** require staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond the government guidance, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron

and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community, in line with Government guidance.
- 9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In forming class and year group bubbles, we are taking this into account. We continue to work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle in our assessment and actions are **reduce the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, the balance between them will change depending on:

- Children's ability to distance
- The layout of the school e.g. toilet location for each class or year and play space organisation

- The feasibility of keeping distinct groups separate while offering a broad curriculum, distanced play and distanced lunch

For our younger children we will be in class or year group bubbles, depending on the activity. For example all learning will be in class bubbles. Lunch will be in distanced phase bubbles. All children will be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in consistent groups** and that each **group stays away from other people** and groups. Play space and lunches have been organised accordingly.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate. Siblings may inevitably be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Groups will be kept apart as far as possible and movement around the school site will be kept to a minimum. Nominated doors for the start and end of the day will support minimal large gatherings and parents will be encouraged to not linger on site. Access to school will be via office and pre booked appointments. Breaks and lunchtimes are planned to be staggered. Large gatherings such as assemblies and collective worship are cancelled and these will take place in the classroom bubble. The use of staffrooms has been minimised to 'take away' refreshments only.

Measures for arriving at and leaving school:

In order to prevent congestion or large gatherings at the start and finish of each day, doors and routes have been allocated to each class and year group. An earlier start time will enable sanitising of hands on entry. Parents are encouraged to 'drop and go' to avoid crowds. The office will be fully manned to support any information sharing. All spare adults will be available to support at these times.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, staff and pupils will have their own items that are NOT shared.

Classroom based resources will be shared within a bubble. These will be cleaned regularly as will surfaces. Resources shared between bubbles, such as sports, art and science equipment will be sterilised in between bubble use, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils can take books home, although unnecessary sharing should be avoided, these will be wiped with sanitiser on return. No bags or snacks will be in school. Only a lunchbox is allowed. Teachers will not be taking children's books off site.

Outdoor equipment will not be used. PE equipment will be sanitised in between use.

Engage with the NHS Test and Trace process:

The guidance will be fully consulted and followed by staff members. Information for parents/carers has been shared.

Manage confirmed cases of COVID-19:

We will consult with Public Health England and our local authority to act swiftly and follow guidance when we become aware that someone who has attended has tested positive for COVID-19. We will contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Premises Management

In conjunction with this risk assessment and guidance our premises team refers to all LA and government guidance in order to ensure the school buildings are suitably managed at this time. All the usual pre-term building checks have been undertaken to make the school safe.

Sharing Coronavirus (COVID-19) risk assessment

This assessment has been shared with our workforce and community members via website. It is hoped that this will provide transparency of approach to parents and carers.



Health and Safety Risk Assessment – Mason Moor Primary School

School	Mason Moor Primary School			Assessment No.	1
Address					
Subject of Assessment	Re-opening schools to full use for the Autumn term				
Assessed by	Kristy Wharton	Date	28 th August 2020	Review date	Detailed at bottom of risk assessment
Details of workplace/activity	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off, First aid and external visitors to the school.			Persons Affected (<i>Who may be harmed</i>)	
				Pupils, Families, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions √/X (<i>If √ See Actions</i>)
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 1-2m apart from others, should follow staff members instructions and should not congregate outside the school; Parents issued specific school protocols for school attendance for them to explain to their children; Parents of SEN students or those with care plans are individually consulted over the first few weeks of autumn term, in order that plans are reviewed to include any new safety measures; Staff are briefed on school procedures and the plans for re-entry of students; 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)	
		<ul style="list-style-type: none"> • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, lunch, play, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 Risk Assessment published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children ahead of September start. Additionally, any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via video conferencing or phone, and email are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 and to consult with medical practitioner and consider visor use. 	<p style="text-align: center;">Low</p>	<p style="text-align: center;">X</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> buildings; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash hands as they leave the school building; Hand-wash stations are located at the exits from their classroom; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to students on how to adequately wash their hands; Good hand washing signage to instruct students how to do this effectively is displayed. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no large gatherings such as assemblies or collective worship with more than one Year group / phase 'bubble'.</p> <p>Early years staff to student ratio: In accordance with the early year's framework class sizes for early years will adhere to the following:</p> <ul style="list-style-type: none"> Children three or over – one adult for every 13 children The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; All other classroom controls are the same as primary below. <p>Primary:</p> <ul style="list-style-type: none"> Classroom sizes are restricted to a normal number of students (approximately 15 - 30), 1 teacher and TA if required (specific needs of class); Students are kept in bubble groups as they cannot socially distance themselves at all times; The phase bubble will remain socially distanced from other groups within the school; Each phase has their own toilets that they can use Hand washing is completed on entrance to the class and between specific activities; Students are allocated resources and are not encouraged to 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> share; Individual student desks (two children facing forward to a table) and chair will be assigned; Individual and very frequently used equipment such as pencils and pens are not shared; Staff and pupils have their own items; Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; Outdoor equipment is removed or not used; Equipment students bring in to school - only essentials such as lunch boxes, hats, coats, books; Students are regularly reminded not to touch their or other students faces; Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face; Where possible classes/activities will be completed outside; The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. 	<p>Low</p> <p>Low Low</p> <p>Low Low</p> <p>Low</p> <p>Low Low</p> <p>Low</p> <p>Low Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X X</p> <p>X</p> <p>X X</p> <p>X</p> <p>X X</p> <p>X</p> <p>X</p> <p>X</p>
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Primary:</p> <ul style="list-style-type: none"> Distanced lunch breaks and distanced eating are designated for each phase group (bubble). Students will stay in these groups during lunch; Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. Students are advised to clean hands before and after eating lunch in the classroom. All children to sit in rows in the hall to eat their lunch facing forward. Everyone to walk down corridors on the left to maintain social distance 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms will be wiped down at lunch breaks and cleaned after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; Common areas will be cleaned once a day; Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; All adult work stations and equipment are cleaned with antibacterial wipes before each use even if it was used by the same person the day before this include desk, keyboard, mouse, telephone handset and buttons Printers are wiped with antibacterial wipes before touching, staff avoid queuing at printers in order to maintain social distancing If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; School offices are either reduced in occupation or desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; Staff are encouraged to use the larger dining areas, keeping a suitable distance from other occupants; Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Employees will be provided with and wear PPE when required in accordance with Government guidance. 	Low	X
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; Inappropriate handling/removal of clinical waste Intimate care procedures. 	<ul style="list-style-type: none"> Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); Do not touch a wound with bare hands Do not touch any part of the dressing that will become in contact with a wound The school has a specific room/area dedicated for suspected cases of COVID-19; Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. All building users advised about monitoring their own health, reporting of symptoms and self-isolating Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 	<p>Low</p>	<p>X</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of supply teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • All visitors must read and agree to the visitors protocol 	Low Low Low Low	X X X X
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers with TAs accompanying; • Toilet in use signs are in use; • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing. • Each phase bubble has separate toilets to use 	Low Low Low Low Low	X X X X X
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 	Low Low	X X
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programmes are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air. Extra door wedges made available to assist this. 	Low Low Low Low Low	X X X X X
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 	Low Low	X X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	X
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly points for occupants following social distancing requirements; ➤ Safe exit via the nearest available final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; All other fire system testing and maintenance has continued as normal. A fire drill will be carried out at the earliest opportunity to ensure familiarity for staff and children 	Low	X
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering provider has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering provider has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	NA	NA
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term Trips suspended for non-overnight domestic educational visits. 	Low	X
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</p> <ul style="list-style-type: none"> • The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 	Low	X
			Low	X
			Low	X

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions
NA	

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Reviews and comments (kept in hard-copy)

There will be a review of procedures everyday from Tuesday 1st September until Wednesday 9th September 2020.

Weekly reviews of procedures from week commencing Monday 14th September 2020