

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Glodwick Infant and Nursery School	Assessment by: J. E. A. Brierley, Head Teacher	Date: 5 January 2021
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic – RA for opening to KWC and VC January 2021	Approved by: SLT and Staff	Date: 5 January 2021

This is a risk assessment for Glodwick Infant and Nursery School opening to students and staff during coronavirus (COVID-19) pandemic.

Guidance documents

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

Other helpful guidance documents for schools:

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

Overarching Principals

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

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

Symptoms of COVID-19

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

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

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

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

Risk Assessment

HT= Head Teacher

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<p>Vulnerable school staff</p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>Vulnerable staff may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>School senior leadership have implemented all latest relevant government advice and clearly communicated school reopening procedures to all staff, pupils and parents.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and introduction of shielding measures, staff who are clinically extremely vulnerable may abstain from work but if they attend must take extra care to maintain social distancing as much as possible in the workplace</p> <p>Individual risk assessments completed for vulnerable staff and updated as appropriate.</p> <p>Staff discussions have taken place with vulnerable members of staff and ongoing reviews show they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available</p>	<p>Staff to take on their roles from 6/1/2021 operating a rota system – face to face teaching and online teaching</p>	HT	05/01/2020	5 /1/2021

					<p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance here.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>		HT	05/01/2021	5/1/2021
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19	3	5	15	<p>Shielding advice for all adults and children reintroduced 4 January 2021, subject to a continued increase in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list may also return to school, but will maintain social distancing as much as possible in the school.</p>	Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.	HT Staff	05/01/2021	5/1/2021

				<p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found here.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>Quarantine room identified as the Disabled /Ladies/Gents toilet in the administration area of school</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here.</p>	<p>Find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p>	HT	05/01/2021	
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					<p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member tests positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 10 days.</p>				
<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Hygiene Stations set up in each teaching area to include hand sanitiser, anti-bacterial wipes, tissues, paper towels and a closed topped bin, doubled bagged and disposed of at the end of each teaching day.</p> <p>All sinks have necessary stock & restock as required.</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>In house cleaning team, provided by cleaning services sanitising sinks at the end of each day with appropriate cleaning chemicals.</p>	<p>Ensure all attending understand how to wash hands correctly – refresh guidance found here</p>	<p>In house cleaning team.</p> <p>Staff</p> <p>HT</p>	<p>05/01/2021</p> <p>Ongoing</p>	<p>5/1/2021</p>

					<p>Hand sanitisers only to be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly.</p> <p>All school building users have been reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently. Poster around the school as appropriate.</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found here</p>				
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Children , who have not attended already to be taught to wash hands regularly and how to use the hygiene stations effectively

					<p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p> <p>All Glodwick Staff advised to wear their own personal, reusable face shields when working in the school building to act as a cough/sneeze shield. The continuous wearing of face coverings is left to personal choice when working but they must be worn when meeting with anyone outside of the organisation.</p>				
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils,</p>	3	5	15	<p>Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard</p>		<p>HT Staff Cleaning team provided by</p>	05/01/2021	Ongoing

	visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19			<p>products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular inventory checks of cleaning products and stock and restocking proportionately as necessary.</p> <p>Children to access clean drinking water only when supervised by a member of staff to ensure a disposable, clean drinking vessel is used and that clean water is provided.</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones - keyboards - light switches - electronic entry systems - vending machines 	<p>To be continued in September 2020 and ongoing</p> <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue. Fire doors will not be propped open.</p>	<p>Cleaning Services SLA cleaning at the end of each day. Staff using anti-bacterial wipes and sprays to clean resources after each activity and at the end of the day.</p>		
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					<p>– toys</p> <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p> <p>All spaces well ventilated using natural ventilation (opening windows) or ventilation units where possible.</p> <p>All fire doors kept closed.</p> <p>Bubbled year groups have been allocated specific toilet blocks. Toilets checked by staff and cleaned regularly and children encouraged to clean their hands thoroughly after using the toilet</p>				
<p>Social Distancing</p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>To mitigate the risk, the HT, SLT and GB have worked with the LA and put in place a year group bubble of 90 children in R, Y1 and Y2, plus the staff team. During National Lockdown the year group bubbles will change to KS1, Reception and Nursery bubbles for the KWC and VC invited to attend.</p> <p>During the National Lockdown, January 2021: Bubble limits set at 10 per key stage (10 children in N/R, Early Years and 10 children in Y1/Y2, Key Stage 1, to support the limit of transmission alongside the burden on staff to deliver remote teaching and learning which, at Glodwick, includes feedback and marking.</p>	Children new back to school in	HT Staff Children Middays Mrs. Crebbin, music service teacher	05/01/2021	5/1/2021

					<p>Daily sanitising as appropriate</p> <p>Keep a record /timetable to show deployment of staff across the week.</p> <p><u>Traffic and Circulation Routes</u> Year groups accessed directly from outside.</p> <p><u>Year Groups</u> Year groups will be cohorting (bubbles) where possible (maintaining the same groups together in classroom and in the dining room/hall and outside.).</p> <p>There are 4 children attending in Nursery, 4 in Reception, 4 in Y1 and 4 in Y2 with Y1 and Y2 operating as a key stage working in Y1 teaching area. A total of 16 children.</p> <p>Teachers and other staff assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene promoted between groups.</p> <p>School has made small adaptations to the classroom to support distancing where possible.</p>	<p>September instructed on social distancing where possible, in their bubble.</p> <p>Middays to clean and sanitise tables and benches between each year group dining service. (During lockdown middays will not be required to attend to mitigate against additional transmission between staff)</p> <p>Year group service to maintain year group bubbles wherever possible: N- sitting at a distance to R. R – 11.15am to 12 noon Y1 – 12 noon to 12.45pm Y2 – 12.45 to 1.30pm</p> <p>During lockdown lunch will be served flexibly at 12noon for each bubble and the children will eat in the teaching areas.</p>			
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				<p>Classrooms kept well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Children and Staff to wash hands after outdoor activity and hand sanitise after each indoor activity.</p> <p><u>Breaks and Lunch Breaks</u> Breaks and lunch breaks staggered to maintain the year group bubbles, where possible. Tables for lunch kept apart as much as possible and tables cleaned between each group.</p> <p>Middy Supervisors to wear face visors, aprons and gloves and to return used plates to the kitchen counter. Aprons and gloves changed after each year group service</p> <p>Pupils directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. 'Where practicable 2m social distancing to be maintained especially between adults.</p> <p>Pupils who require additional support, provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas</u> Year groups take staggered breaks where possible</p> <p>Adequate cleaning using anti bacterial wipes and sprays between groups is in place,</p>				
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				<p>following the cleaning guidance found here.</p> <p>Use of staff rooms and offices is staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p><u>Outside Space / Playgrounds</u> School outside space used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas continued to be staggered where possible as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment is more frequently cleaned.</p> <p><u>Shared Resources</u> For individual and very frequently used equipment, such as pencils and pens, staff will have their own resources.</p> <p>Children’s resources handed out and collected in by staff and sanitised after each activity using anti bacterial wipes and spray.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these to be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment to be cleaned frequently and meticulously and always between bubbles,</p>				
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				<p>or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p><u>Pupil Equipment</u></p> <p>Children limit the amount of equipment they bring into school each day, to essentials such as hats, coats and book bags, Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing to be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p><u>Particular subjects/activities</u></p> <p><u>Music</u></p> <p>School to consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p><u>Sports / physical activity</u></p> <p>Pupils kept in consistent groups, sports equipment thoroughly cleaned between</p>					
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Music Service own RA

Online learning during lockdown

				<p>each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>School to refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Communication / Meetings Consideration has been given to how staff communication will be done e.g. area 'phones, electronically, where possible.</p> <p>Start and End Times Staggered start and finish times to keep groups apart as they arrive and leave school in place. Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where</p>	<p>PE curriculum taught outside. Any equipment used sanitised using anti bacterial spray after each activity/use. Social distancing principles taken into account wherever possible</p> <p>(During lockdown, all children to arrive at their gate at 8.50am and collected at 3pm from their gate. N part time child to arrive at 12noon and collected at 3pm)</p> <p>Nursery to arrive 10 mins later at 8.40am for am session due to parents not being allowed into the Nursery building. Reception and Y2 children to arrive at 8.50am</p>			
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					<p>possible</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils.</p> <p>Entrances supervised by staff to prevent parents entering premises and discourage loitering around school. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p><u>Educational Visits</u></p> <p>No domestic overnight and overseas educational visits, - further information can be found here.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found here.</p>	<p>Y1 children to arrive at 9.00am One parent to drop off their child. Parents to wait on the highway footpath and be directed to enter the school grounds to drop off their child, by a member of staff, to control social distancing between parents, children and staff.</p> <p>Reception and Nursery Children to be collected 15 minutes earlier to control social distancing between parents, children and staff. Adjusted as the term moves on and the routine quickens as it is established.</p> <p>Unsettled children to be calmed down with their parent and member of staff in the covered area of each year group bubble. Distances kept wherever possible</p>			
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						<p>Daily electronic briefings to staff as necessary, particularly as there may be different staff covering.</p> <p>Consider staggered start and end times where possible</p> <p>Send out letter to parents not to gather at school gates and not to come onto site without prior appointment'</p>			
<p>Personal Protective Equipment (PPE)</p> <p>Inadequate PPE provision in school</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	2	4	8	<p>School implement government guidance on PPE in schools, found here and here–</p> <p>Ensure adequate bins and tissues are made available.</p> <p>School has an adequate stock of rubber gloves. PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained).</p> <p>Ensure all staff and children know the procedures to follow.</p>	<p>HT Staff Cleaning Team (Cleaning Services SLA9</p>	05/01/2021	In place 5/1/2021	

					<p>School has an adequate supply of face visors should these be required for all staff at any time.</p> <p><u>Face coverings</u> School does not require staff, children and learners to wear face coverings. However where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p><u>Other PPE</u> Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care 				
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					<p>needs, who will receive their care in the same way.</p> <p>Rubber gloves washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found here 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours. <p>Such waste stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p>Stress</p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	15	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – posters around school as appropriate.</p>		HT and SLT	05/01/2021	In place

					<p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>Guidance available from Public Health England here - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p> <p>.</p>				
<p>Contractors / Visitors (including governors)</p> <p>Visitors and spread of Coronavirus</p>	<p>All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19</p>	3	5	15	<p>Consideration given to contractors on site and assessment made by headteacher if their visit is essential.</p> <p>Contractors and visitors including Governors to complete COVID-19 screening form before entering premises. Where form suggests risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises restricted and all non-essential visitors cancelled/postponed where it won't impact on the education or health of pupils.</p>	<p>reception / office staff and all staff are aware of contractor /visitor arrivals and screening form and notified of who is on the premises and where they will be working.</p> <p>All contractors to work after 3pm unless it is an emergency</p>	<p>HT SLT Admin Team Staff</p>	5/01/2021	In place

					<p>Parent Workshops to be videoed and shared via Class Dojo.</p> <p>One parent policy - Parents asked to drop off at the school year group entrance and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p> <p>Reception / office staff and all staff are aware of contractor /visitor arrivals and screening form and notified of who is on the premises and where they will be working.</p> <p>All contractors to work after 3pm unless it is an emergency</p> <p>Signage in place, where appropriate.</p>	<p>Parents to be informed ahead of opening re one parent policy including drop off and pick up routines via Class Dojo, school website or telephone calls.</p> <p>Provide signage where appropriate.</p>			
<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	3	3	9	<p>Staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments carried out and readily accessible for relevant staff.</p> <p>School to follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands</p>		HT SLT	05/01/2021	In place

					<p>thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School following normal procedures on administration of medication in line with school policy.</p> <p>individual risk assessments undertaken where required.</p> <p>Adequate First Aid equipment is available. School emergency procedures in place.</p>				
Lone working	Staff unable to summon help in event of emergency	4	2	8	<p>Member of staff keeps in contact with office/line manager whether working from home/travelling or visiting school site.</p> <p>Make sure staff contact information is up to date</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working. Staff requested to notify HT on Year Group Whats App group when they arrive and when they leave site, to protect against lone working and for safety as staff will be working on a rota system</p> <p>Additional safety measures due to rota system:</p>	Make sure staff contact information is up to date.	HT Staff	05/01/2021	

<p>Emergency Procedures</p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p>	<p>All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire and/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p> <p>Social Distancing</p> <p>All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access will it be required.</p>	<p>HT Staff</p>	<p>05/01/2021</p>	<p>In place</p>
<p>Building</p>	<p>All building</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All statutory building compliance checks are</p>		<p>HT</p>	<p>Ongoing</p>	<p>In place</p>

<p>Maintenance</p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>				<p>maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks taken place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building brought back to use and full checks completed after being 'moth-balled'.</p>		<p>Admin Team Premises manager</p>	<p>and in place by 05/01/2021</p>	
<p>Accidents / Incidents</p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		2	5	10	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>		<p>HT and SLT</p>	<p>Ongoing and in place currently</p>	<p>Ongoing and in place currently</p>
<p>Safeguarding</p>		4	4	16	<p>Revised Safeguarding/Child Protection</p>	<p>Revised Safeguarding and</p>	<p>HT and</p>	<p>September</p>	<p>Ongoing</p>

				<p>Policy</p> <p>A revised Safeguarding/Child Protection Policy is in place and links in with this reopening Risk Assessment.</p> <p>We recognise that as children return to school they may disclose to staff and each other concerns that we will respond to appropriately and with due diligence to our policy.</p> <p>All safeguarding information is up to date and incidents are reported and filed on the school electronic system CPOMS which directly shares each incident with the Designated Safeguarding Lead and Senior Leaders.</p> <p>Full Risk Assessments have been undertaken for children under social care and/or have Education, Health, Care Plans. These are very detailed and have been shared with the LA. All families of children with EHCPlans have chosen to keep their child at home. They have been risk assessed to show that they are safe to do so. We are in touch with them daily and home education is provided to meet the majority of their objectives in their plan. The main issue is social development for these children, which due to social distancing is an aspect of their plan that cannot easily be achieved at home or in school.</p> <p>All DBS are in place and up to date.</p> <p>We have a mental health and well-being lead to work with teachers who report issues with children in their class. We have a well-being team and support structure for staff who are being mentally challenged linked to anxiety due to Covid-19.</p> <p>We are doing everything we can to ensure that children at home are being kept safe online.</p>	<p>Child Protection Plan shared with staff, including the KCSIE 2020 update</p>	<p>DSL SLT All Staff GB</p>	<p>2020 and ongoing</p>	
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					<p>Bereavement guidance for staff in place using Child Bereavement UK, in order for staff to support children who have experienced bereavement during the Covid-19 outbreak.</p> <p>Similarly documentation and guidance to support staff who have experienced bereavement during this period.</p>				
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REVIEWS:		
DATE OF REVIEW: 5 January 2021	REVIEWED BY: SLT and STAFF	COMMENTS: RA updated with a view to reopening to all children and staff from 2 September 2020 and then revised due to National Lockdown with effect from 6 January 2021.
DATE OF REVIEW: 21 July 2020	REVIEWED BY: Oldham LA Health and Safety Team	COMMENTS: RA approved (amendments due to lockdown from 5 Jan 2021 no significant changes so not reviewed by Oldham LA H and S Team)
DATE OF REVIEW: 5 January 2021	REVIEWED BY: GB	COMMENTS: Approved 5 January 2021
DATE OF REVIEW: 5 January 2021	REVIEWED BY: STAFF and shared with parents and Trade Unions via School Website and Class Dojo	COMMENTS: Approved 5 January 2021

RISK MATRIX

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

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

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

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

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

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance