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| **SCHOOL:** | Green Lane School |
| **HEADTEACHER:** | Joanne Mullineux |
| **NAME OF ASSESSOR/S:** | Joanne Mullineux and SLT |
| **CONTACT DETAILS:** | **TEL:** 01925 811617  **EMAIL:** deputy@greenlaneschool.co.uk |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in school. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from school | Y | Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 06 | Arrival and departure of school staff | Y | Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school. |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in the classroom. |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if pupils and staff use shared equipment and resources. |
| 11 | Use of shared spaces | Y | Higher risk of contamination if pupils and staff use shared spaces. |
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if pupils and staff use shared  outdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of pupils during break and lunch times and maintenance of social distancing measures. |
| 14 | Provision of school meals | Y | Mixing of staff and pupils whilst providing school meals. |
| 15 | Access to toilets and hand washing  facilities | Y | Mixing of pupils/staff during visits to toilets and handwashing facilities. |
| 16 | Physical education lessons and contact  sports | Y | Unable to maintain social distancing measures during contact sport and physical education lessons. |
| 17 | Supporting clinically vulnerable pupils  and staff | Y | Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. |
| 18 | Managing symptomatic pupils and staff | Y | Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 19 | Managing visitors and temporary staff | Y | Visitors do not adhere to social distancing measures put in place. |
| 20 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection. |
| 21 | Cleaning | Y | Ineffective infection control and increased risk of infection. |
| 22. | Changing of pupils and their intimate care. | Y | Ineffective infection control and increased risk of infection. |
| 23. | Managing pupils with challenging behaviours. | Y | Pupils spitting, biting and generally ignoring the social distancing guidelines. |
| 24. | Managing pupil’s remote learning. | Y | Pupils learning will be disrupted without an on-line offer. |
| 25. | Managing the bubble if there is a confirmed case of coronavirus. | Y | Pupil or staff member is confirmed as having coronavirus. |
| 26. | Protective Measures | Y | 1. Failure to Clean hands; 2. Failure to ensure good respiratory hygiene; 3. Failure to introduce enhanced cleaning; 4. Failure to engage with the NHS Test and Trace process; 5. Failure to deal with an outbreak of Covid-19 in school |
| 27. | Social Distancing | Y | 1. Grouping children 2. Control measures in classrooms 3. Social distancing around school 4. Measures for arriving and leaving school |
| 28. ` | School workforce | Y | 1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff |
| 29. | School operations | Y | 1. Dedicated school transport 2. Wider public transport 3. Pupil attendance 4. Educational visits 5. School uniform 6. Extra-curricular provision |
| 30. | Education Provision |  | 1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability |
| 31. | Contingency planning |  | 1. Preparing for another lockdown |
| 32. | Review of Risk Assessment in light of Government announcement on 14/06/21. |  | 1. Review of RA |

**Risk Scoring**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures**and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk** x the **Likelihood.**

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| Severity of Risk (S) | | **Likelihood (L)** | | | | | **L x S = Risk Rating Score (RR)** | |
| 1.  Rare. | 2.  Unlikely | 3.  Possible | 4.  Very likely | 5.  Almost certain |  | |
| 1. | Insignificant | **1** | **2** | **3** | **4** | **5** | Low (L) 1-6 | No further action required |
| 2. | Low | **2** | **4** | **6** | **8** | **10** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 3. | Tolerable | **3** | **6** | **9** | **12** | **15** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 4. | Major | **4** | **8** | **12** | **16** | **20** | High (H) 16-25 | Do not proceed |
| 5. | Intolerable | **5** | **10** | **15** | **20** | **25** | High (H) 16-25 | Do not proceed |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 1. Building and Systems not maintained prior to opening | * Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. * New variant of COVID | Y  Y | Y  Y | **Y**  **Y** | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All inspections, maintenance and servicing are up to date. Where equipment has not undergone the required statutory testing – we will assess the impact of use. (this will include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. * All tests are carried out either on a weekly, monthly or annual basis by SMO or Mears. * We will ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. Flushing of all water outlets will be routinely undertaken. Building Services we be contacted for any advice. * School has been open throughout pandemic and weekly checks have been carried out.   [See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS](http://www.myschoolservices.co.uk/Page/199) | 4 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * A visual inspection prior to opening the building to identify any hazards that could pose a risk to users of the building is taken. * We will contact Building Services to find out more information on what statutory testing needs to be undertaken or to discuss any required future testing where required. * We will keep up to date with any threats from this new variant. * Staff/pupils have been reminded of basic hygiene measures. * Regular review in response to changes in advice/guidance.   [See Managing School premises, which are partially open, during the corona outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) | 4 | L |
| 2. Lack of communication with parents/carers and staff members | * Parents/carers may feel anxious about their child attending school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. * Staff may feel anxious about attending due to lack of information provided or the information on the controls in place to manage the risk of Covid-19. * New variant has increased transmission rate. | Y |  | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will ensure parents/carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school before the school opens or more pupils attend. Regular updates will be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. * All staff (including catering and mid-day assistants) will be provided with the measures the school are taking to ensure their health and safety once school opens. * Discuss any concerns with staff feedback on the controls in place. This will include any safety reps in school. * All teaching and non-teaching staff will receive regular Mental Health Awareness training and have access to Mental Health first aiders. * Class teams will have an induction to demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks identified for teaching/supervising individual pupils, ensuring full staff awareness. * Daily briefing session will be carried out with pupils to ensure awareness of procedures implemented in school. * We will follow local authority guidance on off site visits as well as considering local and national Covid information sources. | 4 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. * Share regular communication of mental health information and open door policy for those who need additional support. * Access to mental health first aiders. * All parents/guardians kept updated with control measures. * More tools for communication with parents (EFL, Tapestry) * Safeguarding team available to signpost parents to support. * Regular review in response to changes in advice/guidance.   See [GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19). | 4 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 3. Staffing levels | * Lack of staff available to teach or carry out required tasks in school | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19. Staff exhibiting symptoms will be advised to book a PCR test. Those double vaccinated will not need to isolate unless they receive a positive result. Those not double vaccinated will only return to work following a negative test or a 10 day isolation following a positive result. * We will ensure adequate numbers of staff identified to carry out day to day duties including: leadership, safeguarding, Sendco, first aiders / fire wardens, caretaking and cleaning staff. * We will ensure appropriate arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions). An individual risk assessment will be put in place for staff falling into this category. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) * All parents/guardians kept updated with control measures. * More tools for communication with parents (EFL, Tapestry) * Staff meetings and parents’ evenings to be held online where possible. * Safeguarding team available to signpost parents to support. * Regular review in response to changes in advice/guidance. | 4 | L |
| 4. Lack of Fire Wardens & First Aid Provision | * Unable to provide adequate first aid or able to supervise fire evacuation procedure. | Y | Y | **Y** | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will ensure there are enough First Aiders and Fire Wardens to ensure appropriate cover in place for the needs within school. * Posters displaying first aid/fire warden contact information. * We will identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. (See PPE later in risk assessment.) * In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-19 procedures). Once at assembly points social distancing must be complied with. * Evacuation assembly points, will allow for social distancing. * Fire Evacuation procedures have been re-written and sent to all staff. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  See GN 25 – First Aid via MSS   * Regular review in response to changes in advice/guidance. * Staff have had defibrillator training.   [See Guidance on Covid-19 in relation to carrying out CPR and resuscitation](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) | 4 | L |
| 5. Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will advise children and young people to distance on school transport where possible (following current guidelines). * We will advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities they will use hand sanitizer. (After parental permission sought.) * All school transport arrangements will cater for any changes to start and finish times. * Transport providers will not work if they are displaying any symptoms of Covid-19 and follow hygiene rules and try to keep distance from their passengers * Escorts to wear appropriate PPE when transporting pupils to and from school. * Regular contact with school transport around making safety arrangements for the transportation of pupils. Strategy in place to safely bring pupils into the building. Parents bringing in their own child have been given specific times to pick up and drop off to reduce the volume of traffic on site. | 8 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting. * Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers   (Including avoiding peak times) when planning their travel.   * If necessary, take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting our children and young people with complex needs who need support to access the vehicle or fasten seatbelts. * Provide guidance or training for school pupils on how to use school transport. * If necessary, Transport will substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers * If necessary, cordon off seats and eliminate face-to-face seating, where vehicle capacity allows, to help passengers spread out. * Secondary age pupils and all staff to wear masks going to and from transport, as well as on board (unless exempt.) * This is out of our control and will be down to school transport. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
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| 6. Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Ask staff to wash their hands on arrival and prior to leaving the school. * Advise staff to adhere to the social distancing measures where possible. * Hygiene measures will be a constant feature of staff briefings and pupils will be constantly reminded during the day. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Staff to wear masks at all times during this period. * Staff will be reminded of their responsibilities in this regard on a regular basis. * Regular review in response to changes in advice/guidance. | 6 | L |
| 7. Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Advise parents that if their child needs to be accompanied to the school only one parent should attend. * Advise children and adults to socially distance, where possible on the way into the building. * Instruct pupils to wash their hands on arrival and prior to leaving the school. * Provide help to children and young people who have trouble cleaning their hands independently. * Hand sanitiser and other products to be safely stored and administered by an adult. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Use different entrance /exit points for children if required. * Secondary age pupils and staff advised to wear masks during arrival and departure. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 8. Unable to maintain social distancing measures in the classroom. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Rearrange classrooms to maximise opportunities to socially distance where possible. * Reposition seating arrangements to be forward facing where appropriate to age and needs of pupils. * Minimise movements to different desks or clean down in between if this is not possible. * Cleaning products and PPE will be provided e.g. aprons, gloves, face masks sanitiser, cleaning products etc. * Classrooms to be well ventilated, including use of CO2 monitors. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will consider which lessons or classroom activities could take place outdoors (without diluting the quality of learning). * Where a sink is not nearby, we will provide hand sanitiser and tissues in classrooms and other learning environments. * Reference in individual RAs, those children who cannot socially distance effectively. * Staff to implement their own control measures appropriate to their class. * Regular review in response to changes in advice/guidance. | 6 | L |
| 9. Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Revised timetable available if necessary, to reduce movement around the school or building. * We will stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time. * We will encourage classes to socially distance from each other whilst moving around the building. * We will remind pupils to keep to the left hand side of corridors. * Spaces to be well ventilated, including use of CO2 monitors. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Pupils to have lunch in the classrooms to reduce large numbers of pupils in communal spaces. * Staff meetings and parents’ evenings to be held online where possible. * Accessing rooms directly from outside where possible. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 10. Higher risk of contamination if pupils and staff use shared equipment and resources. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will limit the amount of shared resources in use. * We will limit the sharing of stationery and other equipment by allocating pupils their own equipment where possible. * Shared materials and surfaces will be cleaned more frequently. * Practical lessons will only go ahead if equipment and classroom can be cleaned thoroughly. * Individual storage containers used in some instances. * Lidded bins for disposal of paper towels. Hygiene and social distancing will be constantly reinforced throughout the day. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  tagger the use of outdoor areas for breaks, lunch times and outdoor activities:   * We will limit the exchange of take-home resources between children, young people and staff. * Regular review in response to changes in advice/guidance. * Individual control measures for each class | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 11. Higher risk of contamination if pupils and staff use shared spaces. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will stagger breaks between lessons so that areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. * Windows in rooms will be open to allow for improved ventilation. Use of CO2 monitors to monitor ventilation. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Staff are encouraged to socially distance and spread out across school, outside of lesson times. * New KS4 building will allow for a reduction of numbers in different parts of school. * Staff meetings and parents’ evenings to be held online where possible. * Smaller numbers on playground at any one time. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 12. Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities. * We will ensure that outdoor areas are supervised to ensure that social distancing measures are maintained where possible. * Equipment will be cleaned between groups of children and young people using it. Read COVID-19: cleaning of non-healthcare settings. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Regular review in response to changes in advice/guidance. * Forest school sessions to ensure 1 class at a time taking part. * In PE, each class is using different equipment per half term, eliminating sharing of resources. | 6 | L |
| 13. Mixing of pupils during break and lunch times and maintenance of social distancing measures. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Break and lunch times staggered so that different cohorts of pupils don’t mix. * Pupils asked to wash their hands beforehand. * If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in. * Pupils and staff encouraged to socially distance where possible. * Children to eat their lunch in their classrooms, tables and chairs wiped afterwards. * Classrooms to be well ventilated, including use of CO2 monitors. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * All upper school pupils and staff will be advised to wear face coverings on the corridors when going out and coming in from the playground unless there is a valid reason for them not to do so. * All upper school pupils and all staff will be advised to wear face coverings on the corridors when collecting and taking out pupils to/from the bus bays unless there is a valid reason for them not to do so. * Pupils and staff will have the option of wearing a face covering when on the playground. * We will review break time arrangements and use of outdoor areas on a regular basis. * Staff to be encouraged to constantly move around the playground and not stay in one position. * Regular review in response to changes in advice/guidance. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 14. Mixing of staff and pupils whilst providing school meals. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils. * Cleaning products and hand sanitiser to be available for use by the school meals staff. * MDAs assigned to specific classes. * Classrooms to be well ventilated, including use of CO2 monitors. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):  tagger the use of outdoor areas for breaks, lunch times and outdoor activities:   * No unnecessary visitors in the kitchen area to avoid over crowding. * Kitchen staff made aware of safety issues around Covid-19. * Staff encouraged to use their own cutlery and crockery to be individually sourced and washed. * Staff encouraged to follow advanced hygiene measures if using communal cutlery and crockery. * Regular review in response to changes in advice/guidance. | 6 | L |
| 15. Mixing of pupils/staff during visits to toilets and hand washing facilities. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Toilets will not become crowded by limiting the number of children or young people who use the toilet facilities at one time. * Social distancing encouraged. * Pupils and staff to wash their hands for 20 seconds using warm water and soap. * Different classes/individuals will be assigned to different toilets and for those requiring intimate care, different hygiene rooms where possible. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * An additional seven hand sanitiser stations have been installed across the school. * Regular review in response to changes in advice/guidance. | 6 | L |

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| 16. Unable to maintain social distancing measures during contact sport and physical education lessons. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).   Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Pupils playing sports or games together in line with most current guidance. * The PE lead has provided advice and an adapted curriculum overview plan. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities: * All classes to use different equipment each half term for PE lessons. * External sports coaches’ attendance to be reviewed on an individual case basis, and cleaning protocols to be followed. * Access to sanitiser during lessons to be arranged. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  | |  | | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 17. Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | | Y | | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * A child, young person or a member of staff who is or who lives with someone previously described as clinically vulnerable or clinically extremely vulnerable, have been advised that they can attend school. * Pupils and young people (0 to 18 years and 6 months of age) who have been previously classed as clinically extremely vulnerable due to pre-existing medical conditions will continue to follow the advice of a medical physician and will have a personal RA which will be reviewed in line with changes in response or guidance (this person may also have additional safety measures in place). * A child that is advised to shield by a medical physician will have their personal risk assessment reviewed and shared with the LA. They will access home learning and will have welfare calls and/or visits. * A member of staff that is advised to shield by a medical physician will have their personal risk assessment reviewed. They may work in isolation on site or at home. * Liaise with any pregnant member of staff around home working during their third trimester. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * PPE to be worn where possible at key times e.g. feeding, medicating or carrying out intimate care tasks. * Individual RAs to be completed for pupils particularly at risk. * Regular review in response to changes in advice/guidance. | 4 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 18. Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Ensure that staff are aware of the process for sending home pupils and staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. * If a child is awaiting collection:   - Move them to a room where they can be isolated behind a closed door  - Depending on the age of the child and with appropriate adult supervision if required.  - Open a window for ventilation.  - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  - PPE should 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).  - Call 999 if they are seriously ill or injured or their life is at risk.   * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If the child subsequently tests positive, the member of staff is advised to book a PCR test and follow guidance for close contacts. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Staff and pupils will be extra vigilant around hand washing. * LS pupils showing symptoms to be isolated in the medical room, staff to wear full medical PPE. * Upper School to use the OT room. * Do not enter signage to be put on the door. * Strict cleaning regime to be followed. * Monitoring by staff to take place every day, taking temperatures if necessary. * Within individual RAs normal temperature rates will be recorded for specific pupils who may have a normal raised temperature. * Close contacts of positive cases to follow guidance * Those up to 18 and 6 months and adults that are double vaccinated are advised to book a PCR test. They do not need to isolate while waiting for the result. If the result is positive then they must isolate for 10 days and are well. * Those adults that are not double vaccinated are advised to book a PCR test. They do need to isolate for 10 days and are well. * Regular review in response to changes in advice/guidance. | 4 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
|  |  |  |  |  | * Clean 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. See the COVID-19: cleaning of non-healthcare settings guidance. |  |  |  |  |  |
| 19. Visitors do not adhere to social distancing measures put in place. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Non-essential visits may be cancelled and rearranged for the future or conducted remotely. This will be considered on a case by case basis. * We will limit the number of visitors at any one time. * A record of all visitors, including contact details will be maintained. * The above measures have been discussed with our office staff so non-essential visitors can be considered on a case by case basis. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * We will encourage potential visitors to contact the schools remotely rather than visiting the school. * Visiting medical professionals advised to wear full PPE and dispose of it themselves. * Staff meetings and parents’ evenings to be held online where possible. * Regular review in response to changes in advice/guidance. | 6 | L |
| 20. Delivery of inbound goods - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All deliveries to be left at the entrance. * We will ensure that incoming goods are cleaned if appropriate and required. * These arrangements have already been discussed with office staff and are in operation. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Introduce greater hand washing and hand washing facilities for staff handling goods and merchandise and provide hand sanitiser where this is not practical. * Restrict non-business deliveries, for example, personal deliveries to staff. * Continue to closely monitor all deliveries. * Regular review in response to changes in advice/guidance. | 6 | L |
| 21. Cleaning - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Agree a cleaning schedule with the Cleaning Service. * Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance. * Additional cleaning requirements and hours agreed with provider. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. * Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. * On activation of fire alarm these doors will be freed. * Coats can be worn inside if it is particularly cold and windows need to open for ventilation. * Monitor and review cleaning practices regularly. * Insist that cleaning checklists are completed if standards of cleaning drop below satisfactory levels. * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  |  |  |  | * Deep cleans of the building are put into place where there is a confirmed case of COVID-19. * Frequently touched surfaces are cleaned frequently with detergents and bleach by staff. * Toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, are cleaned more regularly than normal. |  |  |  |  |  |
| 22. Changing of pupils and their intimate care. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * See school hygiene protocol. * The hygiene protocol for intimate care and changing in place and shared with all staff * PPE including masks advised to be worn for intimate care (where deemed necessary), administering medication and the supervision of any child displaying symptoms. | 9 | M | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * All used PPE should be double bagged and disposed of as soon as possible in a PPE bin. * Regular review in response to changes in advice/guidance. | 4 | L |
| 23. Managing pupils with challenging behaviours which may include spitting and biting. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * all individual behaviour plans and PHPs have been reviewed. * Behaviour lead will be called to support if a pupil shows escalating behaviours. * Quiet space will be offered to the pupil and a member of staff will be assigned for CALM talk. * TeamTeach intervention will still be used if a pupil is in crisis and is posing a threat to other pupils or staff. * PPE (visors, gloves, aprons) will be provided for staff who may need to physically intervene with a pupil. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Wherever possible we will try to avoid excluding a pupil but where serious and health threatening incidents occur this may be a short-term measure. * Regular review in response to changes in advice/guidance. | 2 | L |
| 24. Managing pupil’s remote learning. | Pupil’s education severely disrupted because they have to self-isolate for whatever reason. |  | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * All classes have produced home learning grids which are placed on the school website and are updated when required. * Physical resources will be provided where appropriate. * Parents will be supported and provided with guidance and resources to work on IEP targets. * Parents will be supported to deliver any therapy activities, such as SALT (where appropriate). * EfL / Loom and directions to a series of on-line sites have been produced for each class. * If a child has to self-isolate, for whatever reason, home learning will come into play. * Weekly phone calls to the child’s home will be made. * Requests to show work on-line e.g. on EfL will show that a pupil is accessing the on-line work. * ICT resources will be provided by those who do not have them at home. * Support will be provided for families that do not have access to data. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):   * Regular review in response to changes in advice/guidance. | 2 | L |

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| 25. Managing a confirmed case of coronavirus. |  | Y | Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. All staff and students in school will be encouraged to get tested in this scenario. * Where the child, young person or staff member tests negative, they can return to school (if well enough). * Close contacts of a positive case will be contacted by Test and Trace, but may be supported by school due to mixed Transport with Fox Wood School and College. * Close contacts of positive cases to follow guidance * Those up to 18 and 6 months and adults that are double vaccinated are advised to book a PCR test. They do not need to isolate while waiting for the result. If the result is positive then they must isolate for 10 days and are well. * Those adults that are not double vaccinated are advised to book a PCR test. They do need to isolate for 10 days and are well. | 6 | L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * If school experiences an outbreak (as set out by the DfE) then the school will introduce additional measures as set out in the school contingency plan (available on the website) in consultation with Public Health Warrington. | 4 | L |

**Additional safeguards introduced for the full opening of school in September 2020**

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 26. Protective measures  a. Cleaning hands  b. Ensuring good respiratory hygiene  c. Enhanced cleaning  d. Engaging with the NHS Test and Trace process  e. Outbreak of Covid-19 in school | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) and by not   cleaning hands properly. | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Sufficient time will be allocated for pupils and staff to wash their hands before, during and at the end of lessons; before and after breaks and at the start and end of the day. * All pupils and staff will be reminded frequently to catch their coughs and sneezes in their elbows or in a tissue. * Tissue to be binned and hands washed with soap and warm water for 20 seconds. * Windows will be open where possible to ensure ventilation. Use of Co2 monitors. * Lidded bins will be in all classrooms. * All areas will be thoroughly cleaned on a daily basis by cleaning staff from Cleaning Services. * Explanation of, and compliance with the NHS Test and Trace system will be communicated to all pupils, staff, parents and visitors. * See also points 24 and 25 above. * School will follow the procedures outlined in the WBC Covid-19 Outbreak Control Plan | 6  6  6  6  6 | L  L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Hand sanitiser will be available in every class for use throughout the day. * All classrooms have their own sink with access to hot water. * Bins will be emptied every night and sprayed with anti-bac. * Paper towels will be provided in each classroom. * A cleaning checklist has been produced for use in classrooms. Staff will follow this checklist throughout the day. * School has a Home Learning Plan which will be actioned in the event of individuals who are isolating at home. | 4  4  4  4  4 | L  L  L  L  L |
| 27. Social Distancing   1. Grouping children 2. Control measures in classrooms 3. Social distancing around school 4. Measures for arriving and leaving school   See sections 6 and 7 above. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Class sizes are smaller this year and additional classrooms have been made available in the KS4 building, reducing the number of people in most parts of the building. * Rota in place for breaks and lunch times. * Our classrooms have been rearranged to allow for social distancing. * Wherever possible pupils will sit alongside each other. * Staff will attempt to socially distance where possible and appropriate. * Classrooms to be well ventilated, including use of CO2 monitors. * Whole school assemblies will be virtual. Creation of Little Sing in place. * The school hall will not be used for school dinners. * Pupils will be reminded to distance from other classes when moving down corridors and will keep to the left of the corridor. * Lunch break and dinner time will be staggered. | 6  6  6  6 | L  L | Examples of mitigating action which could be introduced to reduce the spread of infection::   * Pupils will be discouraged from sharing some resources. * A cleaning checklist for the classroom will be followed throughout the day. * Staff rotas for breaktimes and lunchtimes have been discussed and agreed. * Staff meetings and parents’ evenings to be held online where possible. | 4  4  4  4 | L  L  L  L |
| 28. School workforce   1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * Those staff who were deemed clinically extremely vulnerable or clinically vulnerable will have a risk assessment and this will be reviewed in light of national guidance and individual medical guidance. * The school day will not be any longer and staff will not be asked to work beyond their contracted hours. * PPA time may be taken from home if feasible. * TAs may be asked to ‘cover’ for teachers at certain times supervising pupils. | 6  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Mental health support available from all staff via SLT and Mental Health First Aiders. * Arrangements will be put in place to ensure visiting staff are considered during any test and trace process and can be contacted if necessary. | 4  2  2 | L  L  L |
| 29. School operations   1. Dedicated school transport 2. Wider public transport 3. Pupil attendance 4. Educational visits 5. School uniform 6. Extra-curricular provision | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school has already adopted.   * School has been consulted on the use of school transport. * Escorts and drivers are advised to wear face masks on the buses. * Pupils are closely supervised when boarding and disembarking transport. * Very few pupils travel by public transport. We assess the public transport situation and keep it under review. * Although attendance will be mandatory from September we expect there may be differing circumstances which may affect attendance. We will be mindful of these circumstances. * Educational visits will be considered on a case by case basis. * We do not offer breakfast or after school clubs and do not intend to do so. | 6  6  6  6 | L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Pupils aged 11 and above advised to wear a face mask on transport. * Pupils are being dismissed from their class bases rather than the hall. | 4  4  4  4 | L  L  L  L |
| 30. Education provision   1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | * Pupils will be following the same timetable / curriculum as before lockdown. * Time will be provided to work with pupils who may struggle on their return. * The school behaviour policy has been reviewed and updated. * Positive Handling Policy has been reviewed. * We plan to baseline all pupils across a range of subjects within the first two weeks of our return. | 4  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Pupils will be returning to new classes in many cases so the first week will be spent on a ‘reorientation’. * Refresher training for Team Teach will take place on 24/07/2020 for those staff who require it. * These staff will be provided with appropriate PPE. | 2  2 | L  L |
| 31. Contingency planning | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y | Y |  | * Contingency Plan has been created and is available on the website. * Home Learning Plan ready and available for any pupils who may be isolating. |  |  | Examples of mitigating action which could be introduced to reduce the spread of infection: |  |  |