|  |  |  |  |
| --- | --- | --- | --- |
| Risk Assessment | | | |
| Part: 1 General Detail | | | |
| Work activity | **Re-opening of schools for the Autumn Term** | **Area of work** | Fens Primary School |
| Department | **CJCS - Education** | **Section** |  |
| Manager | **Mr Christopher Connor** | **Risk assessor(s)** | Paul Bryson/ Christopher Connor/ Craig Keen |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part: 2 Distribution and revision | | | | |
|  | **Name:** | **Date:** | **Reason for review** | **Revision No.** |
| Submitted by: | Paul Bryson | 16th July 2020 | Autumn term opening for all pupils | 0 |
| Approved by: | Governing Body | August 2020 |  | 0 |
| Submitted by: | Paul Bryson | 18th January 2021 | January 2021 opening to vulnerable and key worker pupils during period of national lockdown | 1 |
| Approved by: | Keith Kitching (Chair of Governors) | 26th January 2021 |  | 1 |
| Submitted by: | Paul Bryson | 2nd March 2021 | March 8th Wider opening for all pupils | 2 |
| Approved by: | Keith Kitching (Chair of Governors) | March 2021 |  | 2 |
| Submitted by: | Paul Bryson | May 2021 | Update from HBC | 3 |
| Approved by: | Mr P Cornforth |  |  | 3 |
| Submitted by: | Paul Bryson | July 2021 | Update from HBC - Review in line with government announcement 14/06/2021 – changes to risk rating levels due to rise in community transmission of the Delta Variant, addition of a sports day section, visitors (Section added regarding pregnancy – July 2021) | 4 |
| Approved by: | Mr P Cornforth | July 2021 |  | 4 |
| Submitted by: | Paul Bryson |  | Update for September 2021 | 2021 (5) |
| Approved by: | Mr C Connor |  |  |  |
| Submitted by: | Paul Bryson | November 2021 | Termly Review following close monitoring of current measures | 2021 (6) |
| Approved by: | Mr C Connor |  |  |  |
| Submitted by: | Paul Bryson | January 2022 | Termly Review following close monitoring of current measures | 2021 (7) |
| Approved by: | Mr C Connor – Headteacher  Mr K Kitching – Chair of Governors |  |  |  |

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

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

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Likelihood🡻** | **Severity 🡺** | | | | | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** | | **Remote** |  |  |  |  |  | | **Unlikely** |  |  |  |  |  | | **Possible** |  |  |  |  |  | | **Likely** |  |  |  |  |  | | **Highly Likely** |  |  |  |  |  | |  | | | | | | | **Control Measure** | | | | | | | **Trivial Risk** | **No actions needed- operation can continue, continued improvement is essential** | | | | | | **Tolerable Risk** | **Improvement actions are required, operation can be carried out but with additional precautions** | | | | | | **Moderate Risk** | **Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented** | | | | | | **Unacceptable risk** | **Operation must not be started/continued and improvement action must be implemented before operation is started/continued** | | | | |  |  | | --- | | **Use the matrix to assess the level of risk.**   1. Look at the likelihood and the severity 2. Identify the level of risk 3. Apply the appropriate control measure from the action/control measure box. |  |  |  |  |  | | --- | --- | --- | --- | |  | |  | | | **Remote** | **Less likely to occur** | **Insignificant** | **Minor injury or incidence** | | **Unlikely** |  | **Minor** | **Minor injury or incidence (requiring first aid or minor treatment)** | | **Possible** | **Moderate** | **RIDDOR reportable or an injury/illness that results in an absence of 7 days or more** | | **Likely** | **Major** | **RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.** | | **Highly Likely** | **More Likely to occur** | **Catastrophic** | **Fatal Injury/Illness permanent disability** | |

| **TASK/HAZARD** | **Persons at Risk** | **RISK** | **CONTROL**  **Control measures already in place, reducing the likelihood of harm.** | **RISK RATING** | **ADDITIONAL CONTROL**  **Additional control measures to be introduced to further reduce risk of harm.** | **RESIDUAL**  **RISK RATING** |
| --- | --- | --- | --- | --- | --- | --- |
| **Trivial Risk** | **Trivial Risk** |
| **Tolerable Risk** | **Tolerable Risk** |
| **Moderate Risk** | **Moderate Risk** |
| **Unacceptable Risk** | **Unacceptable Risk** |
| **Close proximity of individuals and groups on the school grounds i.e. outside of the main school building leading to infection transmission and spread** | Staff  Pupils  Parents  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | *.*   * Staff will be informed to keep social distance from other persons where possible on the school grounds * Staff will be informed to keep positioning arrangements when talking to others on the school grounds – for example keeping distance or standing to the side * Where possible the maximum amount of school entrances and exits will be used to minimise contact between people and groups when entering and exiting the building | **Tolerable Risk** | **The following are examples of measures that could be introduced or continued:**   * Parental Information letter communicated via social media platform and on school website on 20th July 2021, detailing changes to and arrangements for full set of control measures to be implemented upon Autumn Term opening. * Plan for ‘Autumn term opening emailed to staff on 20th July 2021. Plan clearly communicates the number of measures set out for Autumn Term opening. Staff shared their thoughts at staff briefing. * Clear signage to be maintained around the school grounds to advise people of the need to maintain social distancing when dropping off /collecting pupils (use of face coverings to be a personal choice in the first instance – any escalations to this to be clearly communicated through text message and/or social media and website.) * Designated waiting areas set up on each yard for parents and children. There will be one for each year group/ class in order to minimise the risk of close mixing during these times of the day. * One way systems remain in operation for the start and the end of the school day – these systems have been reinforced through parental communications and through signage. * Parents will be encouraged via signage and communication to maintain social distancing when on the school grounds. * Parents and guardians will still not enter into the school unless it is deemed necessary by SLT – the use of technology may be maintained to for non-essential contacts and meetings. | **Trivial risk** |
| **Close proximity of individuals and groups within the school premises leading to virus spread** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Staff will be informed of the importance to still use social distancing in the workplace where it is possible – especially in relation to other staff, visitors and parents * Staff will be informed to keep positioning arrangements when talking to others on for example keeping distance or standing to the side * Staff will be informed to avoid close direct close face to face contact and minimise time spent within 1m of anyone where possible – especially in relation to other staff, visitors and parents * PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids, such as first aid * Occupied spaces will be well ventilated using fresh air from natural means such as open doors and windows or mechanical means such as air conditioning units * School staff, pupils and parents to be made aware that there may be a re-introduction of the use of face coverings, for a temporary period to prevent further transmissions following an outbreak or on advice from a professional body. * Face coverings will be recommended worn for visitors in where social distancing is not possible (for example, when moving around in corridors and communal areas). | **Moderate Risk** | **The following are examples of measures that could be introduced or continued:**   * Parental Information letter communicated via social media platform and on school website on 20th July 2021, detailing changes to and arrangements for full set of control measures to be implemented upon Autumn Term opening. * Plan for ‘Autumn term opening emailed to staff on 20th July 2021. Plan clearly communicates the number of measures set out for Autumn Term opening. Staff shared their thoughts at staff briefing. * Break times will take place outside. The KS2 yard will be split into two sections so that Upper KS2 and Lower KS2 can avoid mixing wherever possible. * Two separate halls will be used for lunchtime to allow for KS2 to eat separately from EYFS/KS1. Duty staff will encourage children to sit with their year group peers, whenever possible, to allow for decreased mixing of groups within school * Current arrangements will be maintained around staff using two separate staff rooms (KS1 and KS2). Staff have been advised to monitor occupancy carefully and use additional breakout rooms (KS1 Library and KS2 Library) where appropriate, * Face coverings have been reintroduced for staff and visitors to wear in communal areas and when travelling around school. * Whole school assemblies are carried out remotely (using Zoom). Any gathering in the hall will be discussed prior by the SLT. * Staff meetings to continue to be remote (using Zoom).   In relation to the safe wearing of a face covering staff and pupils are advised to:   * Clean or sanitise hands before and after touching face coverings, – including to remove or put them on * safely store face coverings between use * not touching the front of face coverings during use or when removing them – face coverings should be removed using ear straps * Each child will continue to have a personal set of work equipment which should not be shared with other children. We will also continue with the current water bottle system, with no children filling up bottles or refilling their own bottle at the water machines. * Where possible, and while occupied, teaching spaces should be kept well-ventilated at all times with windows being open to keep the air flowing. Consideration must be given to fire doors: they can be held open (but not wedged) for entry and exit but must be kept closed at other times. * Cloakroom arrangements will be kept under review (more pertinent for KS2). Initially, children will take coats and belongings into their classrooms and hang them over their chairs * Parents and carers are advised not to enter the school setting unless it is deemed necessary – technology should be used to communicate or hold meetings with parents. Where this is not possible, the school foyer has social distanced markings or social distancing/ effective hand hygiene should be reinforced * Social distancing measures will be implemented in the school foyer. There will be signage and markings for where to stand to maintain a distance from office staff. Office screen to be closed. Markings will be placed on the outside pavement to encourage social distance in any instances where queuing is necessary. Where contact is required with parents/carer and this cannot be carried out by telephone, the foyer social distancing measures outlined above should be followed * First aid procedures have been reviewed and additional first aid kits have been created and distributed around the school. Staffing levels have been planned with consideration given to first aid training as well as adequate ratios to make first aiders readily available to all bubbles. PPE packs will also be distributed to staff in each bubble to ensure government guidance can be followed * Specialists, therapists, clinicians and other support staff for pupils, supply teachers, peripatetic teachers or other temporary staff will provide interventions as usual. These staff can move between settings but will ensure they minimise contact where possible and maintain as much distance as possible from other staff. * Specialists will wear the correct PPE most appropriate for their role as per their own risk assessment. * Visitors to the school will only be permitted for essential reasons were virtual meetings or means of communication cannot be used, such as maintenance contractors * Where other visitors are on site the school will ensure social distancing is maintained, visitors limit movement around the school and will only enter areas were required * Visits will take place outside of school hours where possible if not possible they will be timed to ensure that the school is quieter and interactions with staff and pupils is limited * Schools will ensure that the school control measures on physical distancing and hygiene is communicated to the visitors before arrival * Where visitors or contractors or from another employer, the school will ensure close cooperation between employers to ensure safety standards are observed. * Where visitors or contractors or from another employer, the school will ensure close cooperation between employers to ensure safety standards are observed. * Door handle covers that kill microbes have been purchased and fixed to door furniture. | **Tolerable Risk** |
| **Infection of clinically extremely vulnerable or clinically vulnerable staff** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | All CEV children and young people should attend the education unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend.  In this circumstance the guidance on supporting pupils at school with medical conditions will be followed [here](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) | **Moderate risk** | **The following are examples of measures that could be introduced or continued:**   * Previously shielding staff or pupils have been reminded to make their condition known to the school * Separate government guidance has been issued on [how employers can make workplaces COVID-safe](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19), including how they can maintain social distancing and a system of risk management in your workplace. The Health and Safety Executive (HSE) has also published guidance on [protecting vulnerable workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm), including advice for employers and employees on how to talk about reducing risks in the workplace * Communication between senior leaders and staff members has been open and staff continue to be supported with their individual circumstances * Any changes to this will be determined buy further risk assessments taking place * List of children’s health conditions has been reviewed and used in planning for specific children. A specific list of health concerns is kept centrally and is updated in September of each year. Any identified children will be monitored and be considered in any changes due to wider circumstances such as a rate rise * Individual Risk Assessments will be carried out for vulnerable staff and children * All staff have been double vaccinated. Numbers will continue to be monitored to accommodate new members of staff. | **Tolerable risk** |
| **Pregnant staff** | Staff  baby | Possibility of infection of Covid19 which may lead to ill health or death to mother or baby | * Individual COVID risk assessment carried out for pregnant staff * New and Expectant mothers form completed * Guidance from [PHE](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) and [RCOG](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/) will be followed | **Moderate Risk** | **The following are examples of measures that could be introduced or continued:**   * School will ensure pregnant staff can socially distance in the workplace * Workplace adjustments will be put in place for staff at increased risk from infection that can’t socially distance, such as remote working, moving to areas were social distancing can be maintained, virtual teaching * Pregnant individuals including over 28 weeks of pregnancy or pregnant individuals with other underlying health conditions will only work in areas where stringent social distancing can be maintained and the risk of infection has been removed or managed * If safe alternatives cannot be found the individual will be offered suitable alternative work or working arrangements (including working from home) * Where all options have been exhausted and no alternative identified the individual will be put on authorised paid leave. | **Tolerable Risk** |
| **Lack of key measures leading to a potential spread of infection** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Hygiene measures will be maintained and encouraged including:   + Frequent and thorough hand cleaning using soap and water or sanitiser * Respiratory hygiene measures will be maintained and encouraged including:   + ‘catch it, bin it, kill it’ * Using PPE were required as part of risk assessment * All staff and pupils advised not to come into school if they have symptoms of Coronavirus or feel unwell. | **Moderate Risk** | **The following are examples of measures that could be introduced or continued:**   * List of children’s health conditions has been reviewed and used in planning for specific children. A specific list of health concerns is kept centrally and is updated in September of each year. Any identified children will be monitored and be considered in any changes due to wider circumstances such as a rate rise. * Break times will take place outside. The KS2 yard will be split into two sections so that Upper KS2 and Lower KS2 can avoid mixing wherever possible * Two separate halls will be used for lunchtime to allow for KS2 to eat separately from EYFS/KS1. Duty staff will encourage children to sit with their year group peers, whenever possible, to allow for decreased mixing of groups within school * The current child water bottle system will be maintained: children bring their own water bottle into school and keep it on their own desk. Jugs of fresh water will be used by staff to fill the children’s bottles. Water bottles will then be taken home by the child for cleaning * Each classroom will have COSHH-labelled disinfectant spray, so that staff can maintain a regular cleaning regime as far as possible and the site supervisor will ensure a good supply of soap in each classroom. Staff should ask senior leaders if they feel more of these supplies are required from the central stock * COSHH-labelled disinfectant spray will be placed in photocopier rooms and staff rooms, so that staff can maintain a regular cleaning regime where equipment is shared. Staff should share any concerns with stocks of these materials as soon as possible to senior leaders * The office staff have reviewed their practices when handling cash and any other physical materials that could carry the threat of spreading infection. Cash handling will be kept to a minimum where possible. Staff will wear gloves when handling any items brought into school, including cash. They will dispose of the gloves once the activity is complete and wash their hands immediately after for at least 20 seconds. Gloves will be made available to however staff will be reminded that gloves should not be substituted for regular handwashing * Any visitors/ contractors are asked to sign in upon arrival. They are encouraged to use their own pen – if they do not have one, the office will supply a pen and allow the visitor to keep it. They are asked to complete a ‘Track and Trace’ form, sanitise their hands using the dispenser in the entrance and are asked to wear a face covering where applicable * Key infection control measures have been communicated to staff upon reopening and this message has been reiterated to children. * Work areas, including classrooms, must be kept well ventilated. CO2 monitors have been distributed for use in classrooms. * Additional midday cleaning of high contact areas to be maintained. * Current arrangements will be maintained around staff using two separate staff rooms (KS1 and KS2). Staff have been advised to monitor occupancy carefully and use additional breakout rooms (KS1 Library and KS2 Library) where appropriate, * Face coverings have been reintroduced for staff and visitors to wear in communal areas and when travelling around school. * Whole school assemblies are carried out remotely (using Zoom). Any gathering in the hall will be discussed prior by the SLT. * Staff meetings to continue to be remote (using Zoom). * Staff directed to the PHE ebug resources [Information about the Coronavirus (e-bug.eu)](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) | **Tolerable Risk** |
| **Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas**  **Or develops symptoms at home**  **And goes to or remains in school spreading the infection** | Staff  Pupils  Contractors  Visitors | Risk of infection and spread of infection of COVID-19. | **Hartlepool Borough Council has produced an outbreak guide for schools to follow the guide includes a single point of contact to report suspected and confirmed infections - The school must contact Hartlepool Borough Council promptly on 01429 523733**   * **Lateral Flow Testing (LFT)** – Testing kits have been made available to all staff. Staff complete two tests per week (suggested as Monday and Thursday) while at home and log their results using the online portal. They also record their result with Mr Keen in school. * Any staff that receive a positive result on a LFT **MUST NOT** come into work. They should book a PCR test at a designated testing site and follow the government guidance.   **LFD tests are not for symptomatic persons and are used as a control measure to reduce the likelihood of asymptomatic persons attending a school or educating setting.**  If staff or student tests positive via a LFD test or develops coronavirus symptoms, they should tell the school and:   * self-isolate immediately * get a PCR test to confirm the result * follow the [stay at home guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)   If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell & taste) in an education setting they must be sent home and advised to follow the governments - [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection)   * Children or staff with symptoms, will be sent home and advised to get a PCR test, self-isolate for 10 days and follow all advice from test and trace * Staff and pupils will be advised to order a test immediately at <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119 * Results: if the test is positive, staff and pupils must complete the remainder of the self-isolation period * If the test is negative, then the staff and pupils can return to school after 10 days after symptoms have started and or when symptoms resolve and the temperature returns to normal for 2 days * If the person tests positive for coronavirus the NHS test and trace will contact the individual * The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation. * If a parent or carer insists on a pupil attending school, the school head teacher will make the decision to refuse the pupil, based on a reasonable judgement, to protect other pupils and staff from possible infection with COVID-19. In this circumstance public health advice will be sought. | **Moderate Risk** | **The following are examples of measures that could be introduced or continued:**   * Hartlepool Borough Council has produced an outbreak guide for schools * If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell & taste) in an education setting the school will send them home and advise them to follow the governments - [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection) Children or staff should be sent home and advised to self-isolate for 10 days, their fellow household members should isolate for 10 days. * Staff in school reporting this incident should contact local authority single point of contact on Tel. 01429 523733   Procedure for removing child from class to send home   * One member of staff from the symptomatic child’s class should escort the child to KS2 resource room. Door to be left open to increase air circulation. * A phone call should be made to the office asking them to inform the child’s parent/carer and ask for the child to be collected from school as soon as possible. The child should remain in KS2 Corridor resource room until they are collected. * If the child needs to use the toilet, they should use the men’s toilet located near Site Supervisor’s office. A sign will be placed on this door restricting anyone else from entering the toilet. The toilet will be cleaned before any further use. * If staff member needs to be within 2m of symptomatic child, PPE should be used: This should include gloves, face mask, visor and apron (PPE will be readily available form school office as well as distributed to each bubble). When dealing with symptomatic person- especially now with the new, more transmittable variant of the virus; visor should never been used instead of the face mask, but may be used in addition to it (only fluid repellent, type IIR – surgical masks, should be used) * As soon as staff member has dealt with symptomatic child, they should wash their hands thoroughly with soap and water for at least 20 seconds – they should then ensure thorough cleaning/ secure disposal of their PPE. * Room that the symptomatic child has been removed from will be temporarily evacuated while cleaning takes place. Staff should wear appropriate PPE when undertaking any cleaning. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * Office staff or next available staff member to contact parents/carers of the symptomatic child upon being informed. They should request the child is collected as soon as possible, fully explaining circumstances. The symptomatic child should remain in KS2 Corridor Resource room until they are collected. Parents/ Carers must be advised to order a test immediately at <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119. They should follow government guidelines for test, track and trace. * Staff will be supplied with adequate PPE and provided with instructions on the safe use and disposal. * In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler * If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms or the person tests positive * Public areas that a symptomatic person has passed through should be cleaned as normal * All site users are advised not to attend the school if they are displaying symptoms of coronavirus * Those who have been in contact with a person with symptoms, but is not displaying symptoms themselves does not have to self-isolate; however they must be advised to:   + Avoid individuals who are at high risk, from pre-existing medical conditions   + Must take extra care in social distancing and hygiene measures   + Adhere to any advice issued from the NHS test and trace team * Where a child has developed symptoms at school and has been attended to by a member of staff are advised to wash their clothes, in a hot wash and tumble dried or ironed with a hot iron. | **Tolerable Risk** |
| **Site user tests positive for COVID-19** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services. | If staff or student tests positive via a LFD test or develops coronavirus symptoms, they should tell the school and:   * self-isolate immediately * get a PCR test to confirm the result   follow the [stay at home guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  If staff or student tests positive via a PCR test, they should tell the school and:   * self-isolate immediately * get a PCR test to confirm the result   follow the [stay at home guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  Where the person tests positive they will be contacted by the NHS for additional advice | **Moderate Risk** | **The following are examples of measures that could be introduced or continued:**   * Hartlepool Borough Council has produced an outbreak guide for schools – * SLT/ FSO will report details of daily cases to HBC Public Health team and follow advice given. * HBC and School Outbreak Management plan has been communicated to all governors and staff through email and further discussion in staff briefing * School COVID Risk Assessment and Outbreak Management Plan to be uploaded to school website and parents/ carers to be signposted through social media platform. | **Tolerable Risk** |
| **Staff or Pupil identified as a contact of COVID-19 and does not isolate or follow safety measures** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services. | Those identified as a contact of someone with COVID-19, including those in the same household are reminded to self- isolate, unless they are exempt and instructed not to by test and trace Exemptions include:   * Fully vaccinated with MHRA approved COVID-19 vaccine in the UK and 14 days have passed since they received the recommended doses of the vaccine * They are below the age of 18 years 6 months * They have taken part in or are currently part of an approved COVID-19 vaccine trial * They are not able to get vaccinated for medical reasons * They do not have any Coronavirus Symptoms and have received a negative PCR test result   Before coming into school identified close contacts must the guidance below:  From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:  • fully vaccinated adults – people who have had 2 doses of an approved vaccine  • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status  • people who are not able to get vaccinated for medical reasons  • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine    Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.  Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection   * Follow all advice from test and trace * Contact the line manager to inform that they are a contact and discuss how to keep themselves and others safe   Staff should only come in if identified as a contact if they:   * Do not have symptoms and feel well   On coming into school those identified as a contact should:   * Take daily lateral flow tests seven days * Follow social distancing measures * Wear a face covering whilst at work especially in crowded areas * Are not in direct contact with vulnerable persons * Follow strict personal hygiene measures * Immediately isolate if develop symptoms     All staff and pupils are advised to isolate if they are symptomatic or have a positive PCR or lateral flow test. | **Moderate risk** | **In this instance, measures will be consider by SLT on a case-by-case basis. Such as:**   * Making arrangements to work from home * Undertake daily lateral flow tests * Get tested and immediately self-isolate if develop symptoms * Wear a face covering when moving around work areas (this can be removed at desks/work stations) * Reinforcing personal hygiene practices:   + Promoting ‘Catch it, bin it, kill it’ when coughing or sneezing   + Clean frequently touched surfaces, such as photocopiers with a provided disinfectant or alcohol wipe before and after use * Not sharing equipment or utensils with others |  |
| **Fire and emergency evacuations** | Staff  Pupils  Contractors  Visitors | Resulting in burns. Injury or death | * Social distancing should only be re-established when safe to do so. * When it is safe and the school can be re-occupied, * Fire doors must not be held open, if they are to be held open a hold open devices that releases the door on the alarm sounding must be used | **Tolerable Risk** | **The following are examples of measures that could be introduced or continued:**   * Fire evacuation procedures re-communicated during January policy reviews including direct toolbox talk with TAs including Fire Warden refresher discussion (19th May 2021) * Fire Procedures re-communicated with whole staff during cyclical policy and procedure reviews in January 2021 * Further Cyclical review will be undertaken and communicated in September 2021 | **Tolerable Risk** |
| **First Aid** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | For close contact, face to face first aid. First aiders should wear a fluid resistant face masks where possible | **Moderate Risk** | * A review of staff with first aid certificates has been conducted and there are adequate numbers of first aid trained staff. * Additional first-aid boxes have been created so that each teaching bubble has their own for use when using outdoor space * Heightened cleaning and hygiene regime will be reinforced at all times through communications to staff and additional signage, including when and where first aid has been administered * Social distancing should be adhered to where possible but should not compromise the delivery of first aid * Where social distancing cannot be maintained, PPE will be readily available within the teaching bubble rooms as well as the school office. * Should a child or any other person display symptoms of Covid-19, PPE should be donned and procedures outlined above followed * July 2021 – September opening plan shared with all staff and emphasis on vigilance when implementing control measures * Any identified Health Care Plans that are in place for returning pupils have been considered when establishing teaching bubbles. Staff members working with teaching bubbles will have these needs communicated to them * Pupils who may pose an additional risk, including those who require direct care or support will have an individual risk assessment. | **Tolerable Risk** |
| **Inadequate Cleaning arrangements** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Enhanced cleaning regime introduced * frequently touched surfaces cleaned with disinfectant/ washing detergents on regular basis at least twice a day at the beginning and end of the day * Frequency of cleaning occupied areas increased * Disinfectant or alcohol wipes provided for frequently touched areas such as photocopiers * Clutter and hard to clean surfaces/items reduced * Frequently touched surfaces in bathrooms will be cleaned on a regular basis and at least a minimum of twice a day | **Moderate Risk** | * The requirements for a heightened, thorough cleaning regime has been communicated to staff in ‘September 2021 Plan for opening’ * COSHH-labelled disinfectant has been made available to all ‘in-use’ teaching rooms as well as additional stocks held in the school office. * Additional hand sanitiser units have been put in place at key points around the school. * An additional supply of soap has been made available within school. * Cleaning contractor managed by site supervisor to provide additional hours of cleaning. Cleaning contractors are performing additional cleaning duties at Lunchtimes. * COSHH-labelled disinfectant has been made available for use at entry and exit points, photocopiers/printers. Staff have been asked to follow a ‘wipe in-wipe out’ system when using any shared equipment, especially multi-touch equipment. * Room that the symptomatic child has been removed from will be temporarily evacuated while cleaning takes place. Staff should wear appropriate PPE when undertaking any cleaning <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | **Moderate Risk** |
| **Inadequate handwashing and personal hygiene** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Staff and pupils encouraged to clean hand frequently using soap and water or hand sanitiser:   + At arrival at school   + After breaks   + After sport activities   + After using the toilet   + After coughing or sneezing (catch it, kill it, bin it)   + Before leaving for home * Staff and pupils reminded to not touch their eyes, nose or mouth with unwashed hands * Staff and pupils reminded to not share objects that come into contact with the mouth , such as cups and bottles * Posters will be displayed to remind staff, pupils and visitors of key personal hygiene measures | **Moderate Risk** | * Additional hand sanitiser units have been put in place at key points around the school, including near to all exits/ entrances * An additional supply of soap has been made available within school * Staff pupil and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling any articles or substances * Staff, pupils and visitors will be reminded to wash their hands before eating or drinking, using the toilet, after activities such as PE and after coughing or sneezing * Hands must be dried properly – consideration should be given to using disposable hand towels and not hand driers. Any hand driers will be taken out of use and adequate stocks of paper towels will be monitored * Staff and pupils will be reminded not to touch their face * Staff and parents/carer have been reminded of the importance of maintaining good hand and respiratory hygiene in writing and additional verbal reminders and signage will be used to reinforce this. * The “Catch it, Bin it, Kill it” approach has been included in these reminders and will form part of the curriculum to children upon their return * Any children with skin conditions encouraged to inform the school * Use a non-scented soap or an olive oil based one * Use of an emollient however, written consent from parent/carer should be provided * Emollient not to be used when pupil is using any equipment with slippery hands could result in a fall or injury * Hands must be dried properly. | **Tolerable Risk** |
| **Alcohol gel hand sanitiser used or stored incorrectly** | Staff  Pupils  Visitors | Possibility of infection of Covid19 which may lead to ill health or death  Skin inflammation or burns | * Hand washing with soap and water used in preference to hand sanitiser. * Alcohol based hand sanitiser must only be used by younger children under close supervision. * Staff informed not use or store alcohol based hand sanitiser near to open flames or sparks such as kitchens or hot works | **Tolerable Risk** | Alcohol based hand sanitiser should not be used or applied near to open flames or sparks such as kitchens or hot works   * Alcohol based hand sanitiser should not be used or applied near to open flames or sparks such as kitchens or hot works * Describe the arrangements to store and secure hand sanitiser safely and away from sources of ignition * Hand sanitiser should have a suitable COSHH assessment | **Trivial Risk** |
| **Inadequate provision and use of Personal Protection and PPE** | Staff  Pupils  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * A provision of PPE will be available for staff to access * PPE is only required where a risk assessment identifies its use.   Additional PPE for COVID-19 is only required in a number of scenarios:   * if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary * when performing aerosol generating procedures (AGPs)   PPE may also be required for first aid where bodily fluids are present  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure> | **Tolerable Risk** | * If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn:   + A fluid resistant face mask   + Disposable gloves   + Disposable apron   + A face shield or eye protection is there is a risk of coughing, spitting or vomiting * September 2021 opening plan communicated with staff through email and reinforced during discussion in staff briefing. * Staff should be instructed that wearing gloves should not be substituted for handwashing * PPE must be provided for direct care in line with PHE guidance * Staff must wear PPE when dealing with suspected cases of COVID * PPE donning and doffing PHE guide note will be issued to staff * [PPE donning and doffing guide note](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) * PPE used when assisting person symptomatic, for deep cleaning or cleaning up bodily fluids must be double bagged and left for 72 hours before disposal * Staff have been reminded that the sharing of PPE with other staff members is prohibited. Once PPE has been used, it become the property and responsibility of that staff member. This includes the thorough cleaning of any reusable PPE. | **Trivial Risk** |
| **Poor mental wellbeing of staff and pupils** | Staff  Pupils | Acute or long-term mental distress |  |  | * Open communication between senior leadership and staff * Staff have been given advance notice of timetables and plan for wider re-opening * Staff will be reminded of well-being Leader’s role and well-being initiative undertaken this academic year. They will be encouraged to share any concerns * Staff will be signposted to the following guidance:   <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak> |  |
| **Risks to education delivery** | Pupils, vulnerable children or young people | Disruption to educational delivery | * As outlined in previous communications, the school aims to: ‘Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content’ |  | * DfE guidance on Remote Learning ‘Good Practice’ considering when establish school practice * Remote Learning aims and expectations formulated by whole staff team. Fens Primary School Remote Learning will follow the following key aims. To:   + ensure pupils receive clear explanations   + support growth in confidence with new material through scaffolded practice   + apply new knowledge or skills   + enable pupils to receive feedback on how to progress * Children trained in using eSchools Learning Platform in Autumn term in preparation for any wider partial closures * Children at risk of not being able to access Remote Learning identified by SLT and households supported appropriately * Staff trained and familiarised in the use of eSchools platform for remote learning * Aims and expectations of eSchools platform shared with staff, children and parents * There are ‘open lines of communication’ between home and school for any parental/ carer concerns or issues: eSchools messaging system and year group email system. |  |
| **Outside areas including play equipment and play furniture** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * Outdoor equipment has been distributed to each class to use separately. | **Tolerable risk** | * If outdoor furniture or play or equipment, such as a trim trail is to be used, all hand holds and grips must be dried after cleaning to reducing slipping | **Trivial Risk** |
| **Visitors and contractors** | Staff, Pupils, vulnerable children or young people  Visitors and contractors | Possibility of infection of Covid19 which may lead to ill health or death | * Visitors to site for good reason including aid educational delivery or for essential school maintenance. * Where possible meetings with 3rd parties will be held virtually * Visitors to school are encouraged to wear a face covering whilst on school premises unless exempt | **Tolerable risk** | * Any visitors/ contractors are asked to sign in upon arrival. They are asked to complete a ‘Track and Trace’ form, sanitise their hands using the dispenser in the entrance and are asked to wear a face covering where applicable. * Visitors will be kept to minimum and will only be permitted if essential * Contractors visiting site will provide a risk assessment before work can commence, the risk assessment will have to include infection controls * Contractors will be isolated where possible and will not mix with groups – contact between individuals should be kept to a minimum and social distancing should be maintained * If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment | **Trivial risk** |
| **Deliveries and shopping** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death |  | **Tolerable risk** | * Contact with delivery personal will be kept a minimum and social distancing will be maintained * Where possible a pick up and drop off point will be established away from occupied areas * Electronic paperwork will be encouraged for signing deliveries in and out * Where possible single or consistent groups will be used for deliveries | **Trivial risk** |
| **Driving for work/transporting children – children travelling to the setting** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * Children will only be transported by school staff when essential and members of the household are not able to do so * Pupils will be advised to follow public and dedicated transport rules regarding face coverings and hygiene measures * Pupils will be advised not to board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of COVID-19. | **Moderate risk** | * Handwashing will be carried out before entering the vehicle and on arrival at the destination * Hand sanitiser will be provided for additional hand sanitising where hand washing is not available – see hand sanitiser controls * Hand sanitiser will not be left or stored on the dashboard of the car as this poses a fire risk – where possible hand sanitiser will be stored in a glove box * Touch surfaces inside the vehicle will be wiped before and after use using disinfectant cleaner * Travel time and time in the vehicle will be as short as possible and will only include travel to and from the destination * Side to side positioning for people in the vehicle and distancing will be maintained where possible on the back seats or bench seats * Where possible those travelling will used fixed groups * Ventilation will be encouraged by means of open windows | **Tolerable risk** |
| **Increased risk arising from physical education, sport activities** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * Outdoor sports prioritised, where possible * Indoor PE lessons will be held using the following measures:   + Equipment thoroughly cleaned between each year group use   + Ventilation will be maximised using mechanical ventilation and open doors and windows | **Moderate risk** | * Frequent early reviews will take place, taking feedback from staff regarding the impact of the safety measures put in place. Feedback as well as monitoring the wider COVID-19 landscape will be used to plan for the rest of the year.   Additional guidance on sports activities during the COVID pandemic can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events> | **Tolerable risk** |
| **Increased risk**  **Arising from Educational Visits** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | Educational Visits to be discussed prior and additional ‘visit specific’ COVID risk assessments will be undertaken. |  | * Educational Visits to be discussed prior and additional ‘visit specific’ COVID risk assessments will be undertaken * Any risk assessment provided from the visit destination will be fully considered and analysed prior to the visit. They will be shared with all visit stakeholders. |  |