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| 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 Peter Cornforth** | **Risk assessor(s)** | Peter Cornforth/ Paul Bryson/ Christopher Connor/ Craig Keen |

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| 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: |  |  |  | 0 |
| Submitted by: |  |  |  | 1 |
| Approved by: |  |  |  | 1 |
| Submitted by: |  |  |  | 2 |
| Approved by: |  |  |  | 2 |

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.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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** | | **Unlikely** |  | **Minor** | **Minor injury (requiring first aid)** | | **Possible** | **Moderate** | **RIDDOR reportable moderate injury 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** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | Please describe additional control measures that are already in place.   * Staff will be informed to keep social distance (2 metres apart) from other persons where possible. * 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 * Signs will be placed to inform that entrances and exits must be kept clear at all times * Where possible staggered start and end times will be maintained to reduce interactions between groups * Groups (bubbles) will be maintained when entering and exiting the school and using the school grounds – for information on bubbles see the **Groups** section * Parents will be advised to maintain social distancing when on the school grounds * Clear signage to be displayed around the school grounds to advice people of the need to maintain social distancing when dropping off /collecting pupils. * Parents/guardians will be advised to have a single person drop of and collect pupils to reduce the number of people on the school grounds * Parents and guardians will still not enter the school grounds unless it is essential – the use of technology will be maintained to for contacts and meetings * Face coverings must be removed when entering the school premises * Temporary/disposable face coverings will be disposed in a closed bin * Reusable face coverings will be stored in a plastic bag to be taken home at the end of the day * Pupils and staff will be instructed to remove the face covering safely, by not touching the front of the face covering * Pupils and staff must wash their hands immediate on arrival at the school | **Tolerable Risk** | * Plan for ‘Autumn term opening emailed to staff on 14th July 2020. Plan clearly communicates the number of measures set out for Autumn Term re-opening. Staff shared their thoughts at briefing on 16th July in school hall. * Four-page Parental Information letter communicated via social media platform on 14th July 2020, detailing full set of control measures to be implemented upon Autumn Term ‘re-opening’. Feedback from parents was addressed in a FAQs post on social media. * Clear signage to be maintained around the school grounds to advise people of the need to maintain social distancing when dropping off /collecting pupils. * Designated waiting areas set up on each yard for parents and children. There will be one for each social bubble in order to minimise the risk of interaction between members of different bubbles, and each adult and child must be sure to maintain a two-metre distance from other parents and children. * Parents have been informed of the expectation for one adult to bring their child(ren) to school to limit the number of people on the school grounds at any one time. |  |
| **Close proximity of individuals and groups within the school premises** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | **Contact between individuals will be minimised and social distancing will be maintained wherever possible using the following arrangements**:   * Groups (bubbles) will be maintained * The size of a group will be kept as low as possible to allow normal educational delivery and limit the risk of widespread transmission * Primary school bubbles should be no bigger than a class * Secondary bubbles should be no bigger than a year group * Bubbles will not mix or interact where possible and any interactions will be kept to a minimum * Should a significant mixing of bubbles take place or pupils/staff move from one group to another this will be recorded for test and trace purposes * Staff will be informed to keep social distance (2 metres apart) from other persons where possible. * 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 staff cannot maintain social distancing measures, such as early years or delivering first aid, risk mitigations measures should be used. * Staff will be informed to avoid close face to face contact and minimise time spent within 1m of anyone * PPE will be provided for close contact interactions for those symptomatic or where there is a risk of contact with bodily fluids * For interactions where social distancing cannot be reasonable maintained, such as those with complex needs or where close contact is required – group sizes will be reduced as low as practical | **Tolerable Risk** | * Plan for Autumn term opening emailed to staff on 14th July 2020. Plan clearly communicates the number of measures set out for Autumn Term re-opening. Staff shared their thoughts at briefing on 16th July in school hall. * Four-page Parental Information letter communicated via social media platform on 14th July 2020, detailing full set of control measures to be implemented upon Autumn Term ‘re-opening’. Feedback from parents was addressed in a FAQs post on social media. * Each class will remain in their own classroom, as currently, and not go into other classrooms or areas designated for other children, as a general rule. However, in order to be able to teach the computing curriculum properly, we will need to restore the IT Suite to use, which will mean every computer keyboard, monitors and surfaces (including seats) will need to be thoroughly cleaned between uses, and children will have to wash or sanitise their hands before and after lessons. * 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. * Whilst we will be able to use more of our resources, these must not, as far as possible, be shared between bubbles. Where resources absolutely need to be shared they will need to be thoroughly cleaned before use by another bubble. * Children will be able to start taking reading books home in September. On their return, the books will need to be cleaned using a sanitising wipe, then quarantined for 72 hours, before being used again. * These daily events will need to continue to be carefully organised by rota – please see the rotas for term 1a. * The toilet rota is necessary to prevent bubble contact. With bubbles of 10 children we allowed one child in at a time. To get through 30 children in the same amount of time we will need to allow three children in the toilet at a time. In the male toilets, spacing between urinals will be considered and some will be taken out of use to promote social distancing. The children will need to wash and dry their hands thoroughly and without fail every time they use the toilet, and this must be insisted upon. * Playtime and lunchtime supervision will be managed by year group staff (supported by lunchtime staff). It is recognised in the guidance that staff can work across bubbles (eg PPA staff, music teachers), but it is also emphasised that staff must maintain their two metres of social distancing as far as practicably possible. One staff member can supervise the two year-group bubbles when outdoors, patrolling an area between them to make sure they do not get close to each other. They can then swap roles and this way staff get their breaks – pretty much in the way we have been managing currently. * Lunchtimes will cover a two-hour period, but each class will only have an hour’s break. This will mean we never have all children outside, thus keeping numbers down. Some weeks your class may start their lunch period at 11.30, other weeks it may be 12.30, meaning the afternoons will not start until 1.30. The rota will ensure you have a balance between longer and shorter mornings and longer and shorter afternoons. * Children will go for lunch with their bubble and sit with their bubble with as much social distancing between each other as possible; the crucial part in the guidance is the concept of minimising (preferably eliminating) any contact *between* bubbles, so the two bubbles in a year group should not intermingle and should be well separated when in the hall. * Y3 – Y6 will use the KS2 hall only, and R, Y1 and Y2 will use the KS1 hall only. We will need a maximum of 60 places in each hall to manage our lunchtimes, which will be straightforward in the bigger hall, and can be achieved in the smaller hall by moving some benches. * Where possible, classroom organisation will include a system of desks in rows, ensuring curriculum delivery can be maintained while reducing face-to-face contact. * We will use the same staff room and toilet system as currently, with the same socially distanced safety measures in place. There may be a sense of ‘normality’ created by the whole school being back, but we must not let complacency set in and forget these important measures. This has been reinforced within letter for staff. * Face Visors are readily available for any staff wishing to use them. * Where possible, and while occupied by teaching bubbles, 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. * Footfall should be minimised around the school; this will mean avoiding moving between key stages as far as practicably possible and not going into each other’s classrooms. * Current arrangements around cloakrooms will be maintained for bubbles of 30: children will take coats and belongings into their classrooms and hang them over their chairs. For KS1 groups – where cloakrooms are with classrooms – teachers can decide to adopt the same system or stagger children’s movement to in-class cloakrooms. * Parents and carers are advised not to enter the school setting unless it is absolutely essential – 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. One person (family) will be allowed inside the foyer at one time. There will be signage and markings for where to stand to maintain a 2m 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 will be created and distributed to each bubble to avoid the need for leaving their designated spaces. 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. * Staffing ratios have been planned to provide adequate supervision of children in all returning year groups without the risk of diminishing the implementation of social distancing, where possible. * In the event that a child needs to be removed from their own bubble, one of the teaching team, or a member of the Senior Leadership team will escort them to their destination. * Groups of children should not pass each other in the corridors or on the stairs. A one-way system will be implemented where children and adults stay close to the right hand side of corridors (with two-metre intervals between each person), and designated ‘up’ and ‘down’ flights of stairs: the ‘wildlife garden’ stairs will be the ‘up’ flight, the KS2 car park stairs the ‘down’ flight. There are two-metre markers next to walls to support the maintaining of social distance. There are also arrows and signs to highlight where and how to walk. * Share staff office space has been reviewed and either side-by-side organisation or 2m distancing can be maintained. |  |
| **Shielding staff or pupils** |  |  | * Shielding advice will pause for most people on the 1st August – * Those who were previously shielding will be identified and a risk assessment conducted - people shielding may be classed as clinically vulnerable * Those pupils or staff who are still required to shield will be supported to remain at home * Those pupils or staff who may be required to self-isolate or shield following a rate rise will be supported to remain at home | **Moderate risk** | * Previously shielding staff or pupils have been reminded to make their condition known to the school * 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. | **Tolerable risk** |
| **Clinically vulnerable staff or pupils** |  |  | Those who are defined as clinically vulnerable can attend the education or childcare setting; the following measures should be put in place:   * Staff should who are vulnerable will be advised to make their condition known to the school * The individual will be consulted and conduct a risk assessment conducted to determine if they can safely return to work or if the need to work from home      * If homeworking cannot be undertaken, the individual will be offered the safest available on site roles, staying 2 meters from others and not exposed to infection risks, such as first aid or working with children who may spit. * Parents should be advised of the government guidance regarding clinically vulnerable persons and should be advised of the related mitigation strategies * Schools should ensure that they have a regular updated list of pupils health conditions * Further information can be found in section 9 of <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing> | **Tolerable risk** | * Any members of the school community identified from control measures will have an additional risk assessment carried out to ensure they are kept safe at work. |  |
| **Potential spread of infection** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Children will be placed into groups, which will be kept separate and social distancing will be maintained * Those who are unwell are instructed to stay at home – the controls for those who develop symptoms will be followed * PPE is provided as required and PPE controls will be followed * Staff pupils and visitors will be advised to wash their hands on arrival * Robust hand washing measures will be continued and reinforced * Pupils will clean their hands regularly including:   + On arrival at school   + When returning from breaks   + When changing rooms   + Before and after eating * Hand wash/sanitiser stations are available throughout the school for staff, pupils and visitors * Small children and those with complex needs will be supervised to ensure hands are cleaned properly * Arrangements are in place to ensure that equipment brought from home will be kept to a minimum * Reinforcement of Catch it, Bin it, Kill it – staff will remain vigilant and will help children where required * An adequate supply of tissues and covered bins are available * Shared equipment is reduced and any shared equipment will be backed up with cleaning procedures – such as wipes for photocopiers * Cash handling is kept to a minimum and cashless payment utilised where possible | **Tolerable risk** | * 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. * Playtime and lunchtime supervision will be managed by year group staff (supported by lunchtime staff). It is recognised in the guidance that staff can work across bubbles (eg PPA staff, music teachers), but it is also emphasised that staff must maintain their two metres of social distancing as far as practicably possible. One staff member can supervise the two year-group bubbles when outdoors, patrolling an area between them to make sure they do not get close to each other. They can then swap roles and this way staff get their breaks – pretty much in the way we have been managing currently. * Lunchtimes will cover a two-hour period, but each class will only have an hour’s break. This will mean we never have all children outside, thus keeping numbers down. Some weeks each class may start their lunch period at 11.30, other weeks it may be 12.30, meaning the afternoons will not start until 1.30. The rota will ensure staff have a balance between longer and shorter mornings and longer and shorter afternoons. * Children will go for lunch with their bubble and sit with their bubble with as much social distancing between each other as possible, minimising (preferably eliminating) any contact *between* bubbles, so the two bubbles in a year group should not intermingle and should be well separated when in the hall. * Y3 – Y6 will use the KS2 hall only, and R, Y1 and Y2 will use the KS1 hall only. We will need a maximum of 60 places in each hall to manage our lunchtimes, which will be straightforward in the KS2 hall, and can be achieved in the KS1 hall by moving some benches. * 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 (once the child has removed the lid and socially distanced from the staff member). Water bottles will then be taken home by the child for cleaning. This will remove the need for children to leave their bubble. * 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. * Groups of children should not pass each other in the corridors or on the stairs. A one-way system will be implemented where children and adults stay close to the right hand side of corridors (with two-metre intervals between each person), and designated ‘up’ and ‘down’ flights of stairs: the ‘wildlife garden’ stairs will be the ‘up’ flight, the KS2 car park stairs the ‘down’ flight. There are two-metre markers next to walls to support the maintaining of social distance. There are also arrows and signs to highlight where and how to walk. Non-fire doors will be held open to reduce the need of touching door handles. Frequent cleaning of door handles will be used where this may compromise fire safety. | **Tolerable Risk** |
| **Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas** | 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**  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)   * All site users will be instructed not to attend site if they have symptoms * Children, (including siblings or other members of the household) or staff should be sent home and advised to self-isolate for 10 days, their fellow household members should isolate for 14 days. * The individual cannot go straight home they will be moved to a ventilated isolation room – supervision will be provided if required * A separate bathroom will be used for anyone who becomes symptomatic * PPE will be provided for staff to use if close contact is required – **see PPE section for PPE use** * Staff assisting someone who is unwell or cleaning the area after use will be instructed to clean their hands for 20 seconds * The classroom/area where the person become unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant. * In an emergency, call 999 if the pupil is seriously ill or injured, if COVID-19 is suspected, inform the call handler. * If available the school will issue a home testing kit to parents/guardians or * 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 7 days after symptoms have started and or when symptoms resolve and the temperature returns to normal for 2 days * If someone tests positive they will be required to continue to self-isolate for 10 days from the start of symptoms and only return to school if they no longer have symptoms other than a cough or anosmia * If the person tests positive for coronavirus the NHS test and trace will contact the individual via email or text to instruct how to share details with people they have had contact with. * The NHS will contact persons or the parents and guardians of a person under 18 and will advise them to self-isolate for 14 days. * The school should encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation. * The school should contact the parents, carer or member of staff no later than 48 hours after the person has been sent home for an update regarding the test and results and the persons welfare. | **Moderate Risk** | * 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 14 days. * Staff in school reporting this incident should contact local authority single point of contact on Tel. 01429 523733   Procedure for removing child from bubble to send home   * One member of staff from the symptomatic child’s bubble should escort the child to KS2 Corridor resource room. Windows should be opened 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 until it has been thoroughly cleaned by cleaning contractors. Office staff and Site Supervisor will communicate this need with cleaning contractors. * If this toilet is unavailable for any reason, the child should use their bubbles designated toilet and a sign placed on this door restricting anyone else from entering until it has been thoroughly cleaned by cleaning contractors. * If staff member needs to be within 2m of symptomatic child, PPE should be used: This should include gloves, mask, visor and apron (PPE will be readily available form school office as well as distributed to each bubble). * 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. * Public areas that a symptomatic person has passed through should be cleaned as normal * The rest of the symptomatic child’s bubble will be moved from their designated space and taken to the designated ‘back-up’ teaching room on their side of the school. * A sign will be displayed on the door of the teaching room the symptomatic child and their bubble was removed from to restrict anyone else from entering until it has been thoroughly cleaned by the cleaning contractors. * All remaining children in removed symptomatic child’s bubble should wash their hands for 20 seconds with soap and water and continue to maintain strict social distancing measures. Windows should be opened in rooms occupied by bubbles to maximise airflow. * Staff are reminded that if they come in to contact with someone who is unwell they should wash their hands for at least 20 seconds after contact. * 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. * The affected area will remain closed (with signage in place) until cleaning contractors have completed thorough clean. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * 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 | **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. | **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 if they are made aware of a confirmed case.**   * The local health protection team will carry out a risk assessment to confirm who has been in close contact with an infected person * Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive, will be sent home and advised to self-isolate for 14 days from the period of direct contact   **Close contact is defined as:**   * direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * travelling in a small vehicle, like a car, with an infected person * A template letter has been provided by Hartlepool Borough Council to send to parents and staff– the health protection team will provide advice on who should be sent home and who should be notified. * Household members of those sent home will be advised not to self-isolate unless they or someone in their household develops symptoms | **Moderate Risk** | * Hartlepool Borough Council has produced an outbreak guide for schools * Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Describe any additional arrangements that may be required * Where the person tests positive they will be contacted by the NHS test and trace team who will gather contact information for anyone the individual has come into contact with. * PHE will contact the school * Parents will be contacted using the letter supplied by HBC to advise that parents/careers of children in the bubble that they need to isolate their children | **Tolerable Risk** |
| **Wider outbreak** |  |  | * If the school has two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected the school will notify the local outbreak management team and will follow all advice given | **Tolerable risk** | * In some cases the local outbreak management team may recommend a larger number of pupils will need to self-isolate * Business impact assessments in relation to school breakfast and after school clubs have been reviewed from previous partial closure. The findings will be considered when planning for any further closing. * 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. |  |
| **Lack of information for testing and tracing purposes** |  |  | * The details of visitors within the school premises will be recorded and retained for 21 days, visitors include contractors, parents attending meetings or anyone visiting premises who has been in contact with another person * Test and Trace File set up in school office to be used in conjunction with signing in book. All visitors will be required to complete a form that details their full contact information for use in testing and tracing procedures. | **Tolerable risk** |  |  |
| **Fire and alarm systems** | Staff  Pupils  Contractors  Visitors | Resulting in burns. Injury or death | * 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 * Fire evacuation procedures will be reviewed and updated where necessary and communicated to staff * Social distancing and group separation is not required for during emergency evacuation. Once it is safe to do so, social distancing can be reintroduced at the Fire Assembly Points. * When safe to return to the school groups will be organised, separated and reoccupying will be socially distanced | **Tolerable Risk** | * Fire evacuation procedures reviewed annually in September. This review will take into account any changes made to policy and/or procedures during the partial closures. |  |
| **First Aid** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * The school will Identify and review risk assessments for children who may have a particular needs, in relation to first aid. * An assessment will be conducted for pupils who may pose an additional risk, including those who require direct care or support | **Moderate Risk** | * A review of staff with first aid certificates has been conducted and each teaching bubble will have at least one first aid trained staff member. * Additional first-aid boxes have been created so that each teaching bubble has their own for use when using outdoor space. * Should a staff member require additional first aid boxes, they are to ring the office to request one is brought to their designated 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. * 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. | **Tolerable Risk** |
| **Cleaning arrangements** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * Enhanced cleaning is in place, including: * Additional cleaning of rooms and areas that are shared by different groups * Frequently touched surface will be cleaned on a regular basis * Toilets will be cleaned regularly * Robust measures will be in place to encourage pupils to wash their hands after using the toilet * Government guidance on cleaning will be followed: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * Cleaning materials, such as disposable cloths and wipes will be disposed in lidded bins * Waste from cleaning for areas where people have been unwell will be double bagged and stored for 72 hours before disposal * Hard to clean objects and items will be removed and the use discontinued * Isolation rooms that have been used as holding rooms for anyone with symptoms will be deep cleaned, those cleaning the room will be issued with appropriate PPE | **Tolerable risk** | * The requirements for a heightened, thorough cleaning regime has been communicated to staff in ‘Plan for wider 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. * The number of teaching spaces around the school will be kept to a minimum to reduce the number of rooms that require thorough cleaning at the end of each day. * 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. * Cleaning materials and tissues are to be disposed of into ‘doubled-up’ black bin bags and are to be tied up when full. Extra vigilance around hand hygiene (washing for at least 20 seconds with soap) should be noted when disposing of cleaning materials and/or tissues. * Additional stocks of cleaning materials (including additional hand sanitiser units) have been purchased and distributed throughout school. These stocks will be monitored and more purchased where appropriate. Staff have been asked to report any concerns around stock as soon as possible. * Each child will have their own table and personal set of work equipment which will not be shared with other children to minimise the impact on the cleaning regime. * To further minimise the pressures on cleaning, any surplus furniture will be stored in unused rooms. This will apply to soft furnishings, soft items, upholstered items, difficult to clean items etc will also be stored safely in unused rooms. * Additional cleaning considerations will be made for cleaning rooms that have been used as holding areas for anyone who has displayed symptoms on school premises. This is most likely to be Mr Connor & Mr Keen’s room and the toilet near the photocopier room. These rooms will have readily available signage to prevent people entering before a thorough clean can be undertaken. * Further guidance:   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |  |
| **Handwashing and personal hygiene** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death | * An adequate provision of hand washing areas and hand sanitiser stations are in place and are appropriately located near to entrance and exits * Staff pupil and visitors will be reminded to wash their hands before leaving home; on arrival at the premises; before and after breaks; before and after lunch time; 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 * Staff and pupils will be continuously reminded not to touch their face * “Catch it, Bin it, Kill it” approach will be reinforced across the school | **Tolerable 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 |  |
| **Alcohol gel hand sanitiser** | 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 will be used in preference to hand sanitiser. * If used alcohol based hand sanitiser must only be used by children and young people under close supervision. * Alcohol based hand sanitiser will not be used or applied near to open flames or sparks such as kitchens or hot works * Hand sanitiser will be stored safely and away from sources of ignition | **Tolerable risk** | * Moderate 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 | * 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 * Guidance on wearing and acquiring PPE is communicated to all staff * Staff are be instructed that wearing gloves should not be substituted for handwashing * PPE will 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 stocks will be counted on a regular basis to ensure that there is an adequate supply * [Safe working in education childcare and children’s social-care including the use of personal protective equipment PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)   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 | **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 * 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) * Staff Plan for June wider opening communicated guidance on wearing and acquiring PPE within school. This will be reinforced during staff ‘wider re-opening’ Zoom meeting on 9th June 2020. This was further reinforced during staff briefing on 16th July 2020. * . * PPE has been purchased and is available within school in line with PHE guidance. Staff should raise any concerns with the availability of PPE to senior leaders as soon as possible. * Staff must wear PPE when dealing with suspected cases of COVID   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. |  |
| **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. * Phased return for children and staff, taking a cautious and measured approach. * 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> |  |
| **Violence and aggression toward staff or other parents** | Staff  Pupils | Work related stress or distress. Injury from physical violence  Possibility of infection of Covid19 which may lead to ill health or death |  | **Tolerable risk** | * Social distancing measures in place and messages reinforced. * Open lines of communication maintained with staff and parents/carers. * Parents/ Carers will be encouraged to communicate through email or telephone. * Clear social distancing procedures have been communicated including designated areas on the playground, staggered drop off/ pick up times and multiple exit/entrances to minimise the number of people that come into contact with each other. Further social gathering has been discouraged through parent letter from school. * Current systems will remain in school for recording and exchanging information on parents to reduce the risk of staff coming in contact with unexpected aggressive behaviour. This will be taken into consideration should any staff be working with unfamiliar children. |  |
| **Unaccounted absentees** | Pupils, vulnerable children or young people | Safeguarding risks, pupil welfare | * Children will have attendance monitored in line with regular school policy. * Periodic review of absenteeism. * Family Support Officer and safeguarding leads will maintain frequent communication with vulnerable children and continue to use the CPOMS system for recording and sharing information. |  | * Attendance in early September will be closely monitored both in line with school and local authority policy as well as a heightened review of data due to reduced pupil numbers during COVID-19 pandemic to date. * Any actions will be dealt with in a swift and timely manner. |  |
| **COVID related, affected or indirect risks** | Staff  Pupils  Contractors  Visitors | Possibility of infection of Covid19 which may lead to ill health or death  Disruption to educational delivery | * Staffing and cover levels are periodically reviewed to ensure there is a consistent staff offering that ensures the school can operate in line with Autumn term full opening plans. |  |  |  |
| **Risks to education delivery** | Pupils, vulnerable children or young people | Disruption to educational delivery | * As outline in Full Re-opening Plan circulated to staff on 14th July 2020, 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’ * In the early Autumn term, the school have proposed to complete an audit of Home Learning routines and resources. Findings of this audit will lead to actions being taken to develop this area of curriculum deliver to minimise the impact of any future closing of the school during term time. |  |  |  |
| **Pupils behaviour on the return to school prevents social distancing or appropriate infection control** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * A FAQ, will be published publically to detail expected behaviours for pupils at school |  | * Plan for ‘Re-opening’ emailed to staff on 14th July 2020 clearly communicates the number of measures set out to plan for full re-opening. All planned measures will have a positive impact on behaviour management within the school. * Four-page Parental Information letter communicated via social media platform on 14th July 2020, detailing full set of control measures to be implemented upon Autumn Term ‘re-opening’. All of these messages will be reinforced through further correspondence with parents/ carers as well as on site signage and systems put in place. * Behaviour policy addendum has been created and approved by governing body. This takes into account newly adopted systems and the continued need to promote positive behaviours. * The effectiveness of measures put in place will be reviewed as a whole school team on a regular basis throughout the full re-opening. * Staff will be encouraged to share any concerns with the effectiveness of organisational and operational procedures as soon as possible with senior leaders. * Senior leaders will review measures put in place as part of regular meetings. Governors will also be informed. |  |
| **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 will not be used unless it is appropriately cleaned between groups of children * Multiple groups do not use play equipment simultaneously. * If outdoor equipment is used it will be used by small groups and will be cleaned before use and between groups. * 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 * Outdoor areas can still be used for exercise but groups must be maintained | **Tolerable risk** |  |  |
| **Visitors and contractors** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * All visitors and contractors will be provided for site rules and will be advised to use hand sanitiser or handwashing areas * 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 * Those visiting site to carry out direct care or support will not mix across bubbles and social distancing will be maintained where possible * If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment | **Tolerable risk** |  |  |
| **Deliveries** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * 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 singing deliveries in and out * Where possible single or consistent groups will be used for deliveries | **Tolerable risk** |  |  |
| **Driving for work/transporting children** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * Where possible vehicles will only be used by one person * Vehicles will not be shared where possible * Vehicles will be provided by the school where possible * Car seats will not be removed and placed into multiple vehicles were possible, if a car seat is to be moved to an additional vehicle it will be cleaned with disinfectant – which will be supplied by the school * If vehicles have to be used by one or more persons a distance of 2m will be maintained * If 2m distance cannot be maintained the following measures will be observed: * 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 teams or persons from the same bubble * Ventilation will be encouraged by means of open windows * Wearing of a face covering when travelling in multiples when social distancing cannot be maintained * Face covering and masks will be removed before entering the school building – see PPE controls * The transporting risk assessment will be reviewed to ensure compliance * If a child becomes unwell the driver will assess if the car needs to be stopped or the child driven to safe place – the controls for symptomatic persons will be used * For any spilt fluids the car must be deep cleaned and appropriate PPE worn – see PPE controls * Travel records of drivers, assistants and passengers will be maintained for test, track and trace purposes | **Tolerable risk** |  |  |
| **COSHH** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * COSHH assessments will be reviewed and revised for any additional items brought onto site | **Tolerable risk** |  |  |
| **Ineffective risk controls/monitoring performance** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * The health, safety and risk team will conduct an inspection of the school during the Autumn term to ensure all controls are in place and working effectively * The risk assessment will be reviewed periodically to ensure that risk controls are effective * An internal check list will be used to conduct periodic checks are in place | **Tolerable risk** |  |  |
| **Infection risks during physical activity in school** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * Pupils will be kept in consistent groups * Sports equipment will be thoroughly cleaned between each groups use * Contact sports will be avoided * Outdoor activities will be prioritised * Indoor activities will have thorough cleaning and hygiene procedures and social distancing will be maintained and maximised where possible * Pupils and staff will be advised to clean their hands before and after any activity * <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> | **Tolerable 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. |  |
| **Infection risks during practical activities – such as music** | Staff, Pupils, vulnerable children or young people | Possibility of infection of Covid19 which may lead to ill health or death | * The use of practical lessons or sharing of equipment will be reduced where possible * Pupils and staff will be advised to clean their hands before and after any activity * Pupils will be kept in consistent groups * Equipment will be thoroughly cleaned between each groups use * Music groups will be limited to no more than 15 people * Practical activities, such as music will be conducted outside where possible * Pupils will be positioned side to side or back to back * Singing and wind instruments will not take place in larger groups | **Tolerable 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. |  |