



**ST JAMES**  
C.E. PRIMARY SCHOOL

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# WHOLE SCHOOL RISK ASSESSMENT

In response to the COVID-19 outbreak and wider reopening of school

Principal: Lisa Belfield

CEO: Jill Pilling

Chair of Governors: Mr John Waring

Part of the Bolton & Farnworth Church of England Primary Multi-Academy Trust

# Risk Assessment

<b>Task/Activity:</b> Risk Assessment of the Phased Reopening of School and Increased Numbers of Pupils	<b>Date assessment completed:</b> 20.05.20	<b>Review Date:</b> Ongoing, on a weekly basis.
<b>Brief Details of Task/Activity</b> To ensure appropriate social distancing, cleanliness and H&S measures are in place to reduce the risk of the spread of COVID-19.	<b>Assessment completed by:</b>  Lisa Belfield	<b>Signature:</b>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
e.g. slip/trip hazards, electricity, manual handling, work equipment	e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...						
<b>School reopening without due consideration and procedures in place.</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Principal receiving daily updates from DfE and sharing with relevant staff members.</li> <li>Principal and Vice Principal in regular online communication with MAT central team to discuss most up to date guidance and use this to build plans that will mitigate risks.</li> <li>School adhering to the risk assessment produced by the MAT that was approved at the board of trustees.</li> <li>School staff kept up to date with planned procedures through online staff meetings, electronic communication.</li> </ul>	<p>School will follow the guidance as set out in the MAT Risk Assessment.</p> <p>School risk assessment to be quality assured by the MAT.</p> <p>School risk assessment to be sent to the board of trustees for approval.</p>		LB SLT	01.06.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• Use of INSET day on June 1<sup>st</sup> to update all staff on expectations regarding the phased return and site procedures.</li> <li>• School communicates with parents on regular basis through updates on the school website, Facebook page and text message. Letter outlining expectations around the phased reopening to be sent to parents on 22.05.20.</li> <li>• SLT to work together and discuss how persons will come onto site, move around on site and leave the site safely, e.g. one-way systems, floor markings – as per Government guidance.</li> <li>• SLT will work together to identify how to reduce congregation of students and identify possible pinch points on the site.</li> <li>• Staff to decide what non-essential play or learning resources can and should be removed and take action to do this.</li> <li>• Identify and put in place enhanced cleaning regimes across site. Work with cleaning team as needed to identify areas which need additional cleaning.</li> <li>• Visitors will be reduced to essential persons only. Only 1 person/family allowed in the office area at any one time and social distancing to be observed around site at all times.</li> </ul>	MAT team to support Principal with carrying out the risk assessment by attending on site.				

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		<ul style="list-style-type: none"> <li>Principal/Vice Principal will approve all visitors to site.</li> <li>Staff, pupils, parents, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines.</li> <li>Parents/Carers are instructed to monitor their child's health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms.</li> <li>Individual pupil risk assessments such as PEEPs will be updated when the relevant children return to school. Children who demonstrate challenging behaviours and are returning to school will need an individual risk assessment carrying out and recording.</li> <li>SENDco regularly updating EHCP risk assessments for relevant children.</li> </ul>					
<b>Building compliance checks not completed or the school site is not sufficiently clean to <u>prior to opening</u></b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	<ul style="list-style-type: none"> <li>Principal to confirm that compliance and building checks are up to date and recorded and any issues acted upon.</li> <li>Principal to liaise with CFO within the MAT for any advice.</li> <li>Bolton LA cleaning team have deep cleaned each area of school in readiness for a phased reopening.</li> </ul>	Reporting to the IRC within the MAT to evidence that compliance checks are up to date.  School have a copy of the Bolton LA Cleaning Risk Assessment.		LB	01.06.20	

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	Possible/increased risk of infection/ legal, financial and reputational risk – not ensuring the building is safe for use	<ul style="list-style-type: none"> <li>Keep on site Bolton LA cleaning team updated with the cleaning schedule, as this will need to change as more of the building becomes operational. Ensure staff are aware which areas in school have been used on a daily basis.</li> </ul>					
<b>Poor communication with staff parents/governors/visitors</b>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>This RA and controls will be discussed with MAT central team for quality assurance and also sent to board of Trustees for approval. School staff will receive a copy of this RA and the trust RA prior to opening. INSET day on June 1<sup>st</sup> will allow for discussion around the RAs to ensure all staff understand it's content.</li> <li>Relevant parts of this RA will be communicated with parents/governors/visitors and other relevant persons either by email or sign post to the school website. Paper copies will be available in the school office if required.</li> </ul>	<p>Communication strategy is in place for all stakeholders. Parents will be communicated with via text, Facebook, signposted to website and email or personal phone call if required.</p> <p>MAT Team will continue to run weekly 'Heads Together' online meetings.</p> <p>LGB will be informed when changes take place. All decision making is at trust level.</p>		LB	01.06.20	
<b>Cleaning regime not sufficient for needs/numbers on site</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff,	Principal/caretaker to work together and identify the type of cleaning regime in place and what enhanced cleaning	Keep cleaning regime under review daily.		LB VP	01.06.20	

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	<p>Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>regime is needed as school reopens or increases numbers by considering:</p> <ul style="list-style-type: none"> <li>• What areas will be open for use?</li> <li>• Which areas will be high-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells?</li> <li>• Consider how bodily fluid cleaning will be managed?</li> <li>• How will these be cleaned and how often? How will cleaning records be maintained?</li> <li>• How will desks, IT equipment/telephones be cleaned by staff and how will this be communicated?</li> <li>• Which play equipment/resources can be removed for the time being, put into temporary storage, ensuring this is done, including items such as soft furnishings/difficult to clean items.</li> <li>• Teaching staff to identify play or other equipment in their area which needs cleaning and how this will be done?</li> <li>• Principal to communicate cleaning regime with others through updated staff handbook and June 1<sup>st</sup> INSET day.</li> <li>• Surfaces that a symptomatic person has come into contact with will be cleaned and</li> </ul>	<p>Monitor the frequency of PHS replacing and removing bodily fluids bin.</p> <p>Report to MAT through Heads Together and IRC meetings.</p> <p>Equipment that needs to be removed from shared areas can be stored in the Little Saints Nursery as this is unopen for the foreseeable.</p> <p>PPE stations are set up around school. School staff had online PPE training</p>				

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		<p>disinfected, including items which are visibly contaminated with body fluids. Areas where this happens will be put out of use until thoroughly cleaned.</p> <ul style="list-style-type: none"> <li>• All staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with the Principal or Vice Principal.</li> <li>• Fabric chairs to either be removed and replaced with plastic chairs or assigned to individual members of staff and are not to be shared.</li> <li>• Staff and pupils are encouraged to use E-bug resources on <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> - an interactive site on how to stop germs spreading.</li> <li>• Principal to confirm that waste bins for tissues will be emptied twice a day (lunchtime and hometime). They will be double bagged. These bags will then be placed in the outside bin store for 72 hours until they can be placed into the large waste bins.</li> <li>• Principal to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus.</li> </ul>	<p>on 01.06.20. Cleaning staff will be informed if any symptomatic person has been in school and where they have been within the building.</p>				

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		<ul style="list-style-type: none"> <li>Any used PPE will be placed in lidded tissue bins so that they can be double bagged and emptied twice a day. As per usual practice any bodily fluids or PPE with bodily fluids on will be placed in the yellow bodily fluids bin that will be collected by PHS.</li> <li>School to seek advice from cleaning team/LA or DfE as needed regarding cleaning of the premises.</li> </ul>					
<b>Lack of cleaning products on site</b>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>Principal to work with CFO and Bolton Cleaning to establish what cleaning products are needed and ensure there is a continued sufficient supply on site.</li> <li>Office staff/Caretaker and Principal to monitor the amount of cleaning products such as soap, sanitiser, paper towels, toilet roll, disposable cloth, bin liners etc and order when supplies are low, not when they have ran out. All staff to help with this.</li> <li>Reminder to staff and others that soap and water are the best products to use to maintain clean hands.</li> </ul>	<p>Work with other schools within the MAT if products are hard to source – consider sharing of resources if necessary.</p> <p>Fortnightly stock takes in place to ensure supplies are maintained. Proforma to be kept in the school office.</p>		LB VP MW MB	01.06.20	



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<b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> <li>Individual risk assessments have been carried out with BAME staff as per BAMEed Network guidance.</li> </ul>	Consult with HR for further advice if necessary.		LB SLT	01.06.20	
<b>Pupils with underlying health issues or those who are shielding are not identified and so measures have not</b>	All persons/vulnerable persons Possible/increased risk of infection, legal,	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the</li> </ul>	SENDco in contact with parents of children with underlying health needs and completes or		LB SLT	01.06.20	

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<b>been put in place to protect them</b>	financial and reputation risk for not following Government guidelines	<p>school has sought to ensure that the appropriate guidance has been acted upon.</p> <ul style="list-style-type: none"> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	updates individual risk assessments when necessary.				
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	Staff/Pupils/Parents	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>Staff and parents reminded not to use public transport unless absolutely essential. Also reminded about the use of correct PPE when using transport – face masks.</li> </ul>	Letter to parents 22.05.20 reminds parents to avoid public transport where possible.		LB	01.06.20	
<b>Too many staff / students/ others on site to be able to maintain social distancing</b>	All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>Phased gradual return to school for each priority year group in place – not all year groups on site at once.</li> <li>Part time timetable in place ensures less pupils and less staff on site compared to a full time model. This allows for the sharing of bathroom facilities to be spread out across 'Home Teams'. Thus reducing contamination risks further.</li> </ul>	Parental survey indicates a poor take up of school places at this point in time; this allows for even more social distancing within classrooms.		LB SLT	01.06.20	

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		<ul style="list-style-type: none"> <li>• INSET day on June 1<sup>st</sup> will allow staff to consider the set up for safe social distancing in their classrooms.</li> <li>• Class sizes will have no more than 15 pupils in each Home Team.</li> <li>• Key worker and vulnerable children will remain in a 'Key worker' Home Team and will not be placed back in with usual year group due to part time timetable in operation. There will now be two key worker groups for each Key Stage.</li> <li>• Staff to be briefed on social distancing requirements for pupils and themselves through INSET day June 1<sup>st</sup> and updated staff handbook.</li> </ul>					
<b>Lack of social distancing by parents at beginning and end of the day on the school site</b>	All persons/vulnerable persons Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Staggered entry and exit times in place for each Home Team which is currently planned for 10 minute intervals.</li> <li>• School will communicate the staggered timings and the procedures for drop off and pick up with all staff members and parents. Older pupils will also be reminded of this.</li> <li>• Parents to enter the school site as instructed (entrance through Hillside Avenue gate, follow path around school in one way system to exit gate on Brookland Avenue) to avoid a bottle neck at the school gate.</li> </ul>	Weekly support from MAT team to help senior leaders identify pinch points, bottlenecks and further measures to be put in place to ensure 2m social distancing is adhered to.		LB SLT	01.06.20	

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		<ul style="list-style-type: none"> <li>Identify, reduce and manage 'pinch points' and 'bottlenecks' proactively.</li> <li>Ensure adequate duty rotas are in place for maximum supervision at all times, SLT to meet and greet, ensuring times are adhered to.</li> <li>Families who miss their slot to be asked to ring school.</li> <li>Only one parent to bring child. Dissuade to bring siblings not in school, where possible.</li> <li>Social distancing signage displayed on school fences.</li> <li>Parent with more than one child attending school to liaise with school and agree a set time for all children to be brought to school together.</li> </ul>					
<b>Transfer of child to school/school to parent promotes further cross contamination.</b>	Staff, Pupils, Visitors, Parents.  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Parents to ensure child washes hands before leaving the house.</li> <li>Encourage parents and children to walk or cycle to school to avoid traffic congestion.</li> <li>Social distancing signage displayed and markings on the grounds.</li> <li>Parents enter the playground and line their child up 2m apart from others then leave – following the one way system.</li> <li>Staggered arrival and departure times.</li> <li>SLT present on the school gates to monitor and remind parents/pupils of social distancing.</li> </ul>			LB SLT	01.06.20	

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		<ul style="list-style-type: none"> <li>• Children to bring only a named water bottle into school.</li> <li>• Parents asked that children are dressed in fresh clothes daily (preferably school uniform but not essential).</li> <li>• Coats to be placed on backs of chairs in classroom.</li> <li>• Routine established where children wash their hands on arrival and before departure to parent.</li> </ul>					
<p><b>Cross contamination and lack of social distancing in the office and foyer Area.</b></p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• No entry to office for staff except those staff whose designated area it is.</li> <li>• Demarcate on the floor with tape to ensure any visitors are 2m from office hatch.</li> <li>• No entry for children to office.</li> <li>• Signage in place to inform users that office can have no more than 2 person occupancy only.</li> <li>• Staff should knock on office door to request and pass information. Keep a 2m distance from office staff – a floor sticker will identify where staff can stand.</li> <li>• Disinfectant spray/wipes in place to clean phone and surfaces.</li> <li>• Hand sanitiser to ensure good hand hygiene practices are maintained.</li> <li>• Cease handshaking of visitors.</li> <li>• Boxes to be left in the foyer for post deliveries and emptied in a timely manner by the office staff.</li> </ul>	<p>Parents who need to collect FSM vouchers or work packs to be asked to visit school between 10am-2pm to avoid other parents and pupils.</p>		All Staff	01.06.20	

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		<ul style="list-style-type: none"> <li>• Office staff to wear gloves to open envelopes and deal with letters/cash.</li> <li>• Two office staff have assigned fabric chairs that are not to be shared by others.</li> <li>• All money including dinner money to come in a sealed envelope into school with children. Staff members to take to the school office in allocated bags.</li> <li>• Only essential professionals allowed access into the school building. RA explained prior to entry.</li> <li>• Covid-19 good practice poster displayed in the entrance hall.</li> <li>• Signage in place to ensure only 1 person/family in the foyer area/entrance hall at any one time.</li> <li>• Lines marked along the entrance path to the main entrance for parents/visitors to queue for the office.</li> <li>• Exit from the office onto path that exits onto Brookland Avenue.</li> <li>• Office window to remain closed.</li> <li>• Deliveries to be spaced out to limit boxes in foyer or hall. Orders not to be processed together for different year groups.</li> <li>• If a parent requests a work pack or FSM vouchers from the office, the required items will be left in the foyer when they 'buzz in' from the</li> </ul>	Key points from the RA will be put together for visitors in a simple to use and follow format.				

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		entrance gates so staff do not need a face to face hand over.					
<b>Signing in and out of visitors promotes further cross contamination.</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff.  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Before signing in, hands should be sanitised to ensure good hand hygiene practices are maintained.</li> <li>• After signing in, staff should sanitise the pad using cleaning equipment provided</li> <li>• Lidded bin available for waste to be emptied regularly.</li> <li>• Use of hand sanitiser in foyer area for entry and exit.</li> <li>• No parents allowed entry into school (beyond the foyer) without a prior appointment and only where communication cannot take place with the use of general communication via email/ telephone and letters.</li> </ul>	Visitors and given stickers to wear that can be disposed off after their visit.  Consider use of online meetings for parents where parents can facilitate this and require it.		LB MW	01.06.20	
<b>Cross contamination and lack of social distancing in the staffroom.</b>	Staff / Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Learning Lodge and staffroom both to be utilised for staff breaks.</li> <li>• Rota for breaks and lunch to ensure that minimum number of staff have breaks simultaneously.</li> <li>• Staff to be seated 2m apart and no more than 4 staff members in the staffroom at any point.</li> <li>• Each member of staff to have a designated seat (hard surface) which is their 'area'. This must be wiped and disinfected after use.</li> <li>• All soft furnishings removed from the staffroom – this includes fabric</li> </ul>	Staff asked not to use the staffroom to sit in at the start of the school day so that space is available for those who wish to use the photocopiers.		LB SLT All staff	01.06.20	

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		chairs that will be stacked up and replaced with plastic chairs. <ul style="list-style-type: none"> <li>• All staff have their own crockery, cutlery and cup.</li> <li>• Pots washed and put away immediately after use.</li> <li>• Social distancing signage displayed.</li> <li>• Hand sanitiser to ensure good hand hygiene practices are maintained</li> <li>• Increased cleaning/ disinfecting regimes in place.</li> <li>• All staff to sanitise kettles/ microwave and any other equipment after use.</li> <li>• Visitors who are in school long enough to require a break will be allocated their own plastic chair which will be cleaned on their departure.</li> </ul>					
<b>Lack of social distancing around school.</b>	Staff/ pupils/ visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Social distancing signage to be displayed.</li> <li>• Tape to be placed on floors at 2m intervals.</li> <li>• Increased cleaning/ disinfecting regimes in place for all common touch points –cleaning staff to clean these after a fixed period of use.</li> <li>• One way system in place using signage and floor tape.</li> <li>• Children not to take registers or any other items to the office – 1 member of staff should email the office with numbers and</li> </ul>			LB SLT All staff	01.06.20	



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		attendance for electronic registering by office staff. <ul style="list-style-type: none"> <li>• Staff and pupils to remain within their own group and designated areas and not to relocate to other groups to avoid cross-contamination.</li> <li>• Staff to be allocated to their own classrooms (where possible) in order to access resources.</li> <li>• Lunches to be eaten in the classroom to avoid movement around school.</li> <li>• Pupils to bring a coat and a packed lunch if not provided with a school lunch. Coats to be placed on the backs of chairs and not in cloakrooms to avoid congestion.</li> </ul>					
<b>Cross contamination and lack of social distancing in staff toilets.</b>	Staff/Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Visitors and males use the unisex toilets.</li> <li>• Signage on staff toilet doors to state that only 1 adult allowed in at a time. Staff should politely knock to ensure that there is space in the toilet – not to walk in.</li> <li>• Ensure that sanitiser is available.</li> <li>• Hand dryers out of use.</li> </ul>	Toilets in use that day to receive a deeper clean than usual from cleaning staff.  Cleaning needs of school to be discussed daily with Bolton LA cleaning staff in case of any changes.		LB SLT All staff	01.06.20	
<b>Cross contamination and lack of social distancing in pupil toilets.</b>	Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Each group to be allocated specific toilets.</li> <li>• Staff to clean touch points at lunch time such as door handles/pads.</li> </ul>	Toilets in use that day to receive a deeper clean than usual from cleaning staff.		LB SLT All staff	01.06.20	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>• Only one child at a time in the toilets.</li> <li>• A 'queue here' sign will be placed 2m away from the toilet door for pupils to stand on.</li> <li>• Pupils sent to the toilet one at a time prior to play times and lunch times. Member of staff to monitor the corridor when the pupils are being sent out.</li> <li>• Hand dryers not in use.</li> </ul>	Cleaning needs of school to be discussed daily with Bolton LA cleaning staff in case of any changes.				
<b>Cross contamination and lack of social distancing in lessons.</b>	Staff/Pupils/Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Hands washed prior to every lesson.</li> <li>• "catch it, bin it, kill it" method to be reinforced to pupils regularly and any tissue waste to be put in lidded bins.</li> <li>• Work completed in books but not marked.</li> <li>• Pupils (Y1 -6) to sit at tables during lessons. Tables spread as far apart as possible.</li> <li>• 15 pupils maximum number in classes</li> <li>• Same adults allocated to each group.</li> <li>• Pupils discouraged from leaving desks except for use of toilets.</li> <li>• If weather permits, outdoor lessons may take place.</li> <li>• Minimum furniture in each classroom</li> <li>• Limit number of chairs at each table.</li> <li>• Group restricted to allocated classroom area.</li> </ul>	<p>Lidded bins to be provided.</p> <p>Following guidance of Bolton Cleaning in regards to furniture e.g. stack up chairs and tables that are not in use.</p> <p>PE Lessons will not take place during the first couple of weeks.</p> <p>Purchase of additional door stops to keep doors open.</p> <p>The use of fans are not permitted.</p>		LB SLT All staff	01.06.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>Assemblies to take place within group each day.</li> <li>PE session to take place outside at staggered times with each group of children. Children not to change into PE kit to reduce the spread of the virus and ensure privacy is adhered to.</li> <li>Windows and doors open where possible to ensure natural ventilation.</li> <li>Children with SEND to have individual risk assessment, access to social stories/visual prompts to support them in following rules. School will use 'reasonable endeavours' to provide provision stated in EHCPs.</li> </ul>					
<b>Cross contamination with shared resources.</b>	Staff/Pupils/Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Minimum amount of resources.</li> <li>All children have own personal stationery pack.</li> <li>All soft toys and equipment that cannot be disinfected to be removed.</li> <li>Resources to be disinfected daily.</li> <li>Tubs of resources for individuals if required.</li> <li>Lessons planned so resources are individual, not shared.</li> <li>All surfaces to be wiped down regularly.</li> <li>Regular hand washing routine established.</li> <li>Resources kept at school and not taken home.</li> </ul>	Children bring own named, water bottle.		LB SLT All staff	01.06.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>Water fountains are not to be used.</li> </ul>					
<b>Cross contamination and lack of social distancing due to pupils not adhering to school policy.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>The school's behaviour policy to be amended with an appendix added for issues particularly appertaining to COVID-19 and the remit to reduce the risk of the spread of infection.</li> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings.</li> <li>For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>Any children breeching social distancing measures in a deliberate way will not be permitted to re-enter the premises, all schools update their behaviour policy to be compassionate and proportionate.</li> </ul>	Vice Principal will update the school behaviour policy. Updated COVID-19 policies will be shared on the school website and parents informed they are there.  Risk rating can be reduced to D when all expected pupils have attended site as staff will then be aware of individual needs regarding social distancing.		LB SLT All staff	Ongoing	
<b>Cross contamination and lack of social distancing at play times.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Reminders to pupils regarding social distancing prior to time outside.</li> <li>Staff to monitor the social distancing between pupils and to remind children to adhere to the guidance during play.</li> <li>Staff to adhere to timings given for breaks.</li> </ul>	Each Home Team will be allocated a play space and a staggered play time.  Use of equipment to be assessed by staff and wiped down after use.		LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Cross contamination with snack time.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Paid snack time (toast) to be stopped to start with.</li> <li>• Hands washed prior to infant fruit snack and milk.</li> <li>• Adult from Home Team collects the snack.</li> </ul>			LB SLT All staff	Ongoing	
<b>Cross contamination and lack of social distancing at lunch times.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Lunches to be eaten in class.</li> <li>• Tables disinfected prior to lunch.</li> <li>• Hands washed prior to and after lunch.</li> <li>• School dinners – packed lunch brought to designated place by SMSA.</li> <li>• For school dinners – rubbish placed into bag and left under desk for removal during afternoon break. For packed lunches, all rubbish placed back in lunch box and placed under the desk to be taken home.</li> <li>• If weather permits, lunch may be eaten outside.</li> </ul>	School have a copy of the catering RA. Daily communication with kitchen manager takes place regarding routines and pupil numbers.  If school kitchen needs to close consider use of a hub kitchen with a local school within the cluster.		LB SLT All staff	Ongoing	
<b>Cross contamination and lack of social distancing within the EYFS.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Reception split into three groups and on part time timetable – one week on one week out.</li> <li>• Mrs Nuttall's Reception group based in Nursery due to her absence on Fridays. Mrs Jammeh will lead and can call on Mrs Belfield for support, who will be next door.</li> <li>• Activities provided should encourage social distancing at all times.</li> <li>• Cease use of shared cups. Children MUST have individual labelled</li> </ul>	Separate EYFS Policy to be written and shared with staff before 15.06.20.		LB VN SLT All staff	Before EYFS start date 15.06.20.	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>water bottle kept in child's place and these are sent home daily.</p> <ul style="list-style-type: none"> <li>• Carry out same personal hygiene procedures as other classes.</li> <li>• Groups of children have their own resources/play equipment that are appropriately cleaned after use.</li> <li>• Soft toys/furnishings/dressing up clothes removed along with toys that have intricate parts.</li> <li>• Support children who have trouble cleaning their hands independently.</li> <li>• All paper based activities provided for children in their own plastic folder, along with equipment such as glue, scissors, pencils etc at the start of each day to minimise contact. Completed activities are placed in a central box in class and left until safe to touch.</li> <li>• Regular 'Wake and Shake' and active sessions throughout the day to encourage the children to stay active at their tables and reduce need to wander.</li> <li>• Use of 2m distance tape on EYFS playground to support children when lining up to come back inside.</li> <li>• Use of spaced out, large hoops to place resources in ie wooden blocks, laminated cards, counting aids that children can play with. Once they have finished, the resources are all in one place to be</li> </ul>					

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<p>easily cleaned before the next child comes to use them.</p> <ul style="list-style-type: none"> <li>Under 2's/3's EYFS/KS1 – the HT will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available.</li> </ul>					
<b>Cross contamination when providing intimate care.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>Staff to wear gloves and aprons when administering first aid or providing intimate care (intimate care policy). Face masks available for staff to increase confidence.</li> <li>First Aid certificates to have 3 months extension until training can resume.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	<p>Little Saints unable to open due to staffing issues.</p> <p>Used PPE will be disposed of into lidded bins, unless it is soiled with bodily fluids, then it will be placed in the bodily fluid yellow bin which is in the unisex/disabled toilets.</p>		LB SLT All staff	Ongoing	
<b>Cross contamination due to poor hygiene.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Parents to ensure child washes hands before leaving the house.</li> <li>Hand gel in all classroom areas.</li> <li>Hand gel order in large quantities.</li> <li>Children hand wash on entry to school, before snack, after snack, before lunch, after lunch, leaving school, using the toilet and when they sneeze.</li> </ul>			LB SLT All staff	Ongoing	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>• Washing hands posters to be replaced if damaged.</li> <li>• Reminders on how to wash hands properly.</li> <li>• Ensure adequate stock levels of tissues for each class/office.</li> <li>• Inform parents of hygiene expectations and to discuss with children.</li> </ul>					
<b>Cross contamination due to lack of first aid equipment and PPE.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>• Named first aiders on site each day, including PFAs.</li> <li>• First aid stations accompanied by relevant PPE situated in centralised places around school – staff informed of this on INSET day June 1<sup>st</sup> through staff handbook.</li> <li>• Learning Mentor and Senior Office Administrator to check each first aid kit has the right quantity of equipment and to monitor the use of equipment. Monitor the use of PPE to ensure PPE stations are well supplied and sufficient supplies remain in school.</li> <li>• The use of reusable ice packs to be avoided. Purchase disposable. If reusable ice pack has to be used in exceptional circumstance then disinfect before and after use. Store safely away for 72 hours in a double bag before it can be reused again.</li> <li>• Home Team staff to carry out basic first aid themselves using equipment and PPE from the central store e.g. putting on a plaster for a</li> </ul>	<p>All staff have accessed online CPD from Red Cross Training in relation to basic first aid.</p> <p>Principal and Vice Principal have undertaken online PFA training.</p> <p>Senior Administrator and Learning Mentor to monitor the first aider list to see when training needs to take place.</p>		LB/VP MW/DM All staff	Ongoing	



What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		small graze. If needed, a first aider from another Home Team can be used as long as PPE is used and hands are washed thoroughly afterwards.					
<b>Cross contamination due to a child being unwell.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>Isolation area provided - SLT Office (or Learning Lodge second option)</li> <li>The Principal or SLT will be notified immediately.</li> <li>Parents/Carers will be contacted to arrange for their child to be collected – <ul style="list-style-type: none"> <li>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (depending on the age of the child), with appropriate adult supervision and a window will be opened for ventilation if possible. If this is not possible, move to an area which is at least 2m's away from other people. If the pupil needs the toilet whilst waiting to be collected, they should use a separate one if possible and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.</li> </ul> </li> </ul>	<p>Designated medical room is the SLT office.</p> <p>Staff to receive training on PPE during June 1<sup>st</sup> INSET Day.</p> <p>A child who is self isolating in school will be allowed to use the unisex/disabled toilet. This will then become out of action until a thorough clean has taken place.</p>		LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.</li> <li>• The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.</li> <li>• School will develop a suspected coronavirus letter to be sent home with each child and parents/carers are asked to monitor the health of their child and continue to follow Government/NHS guidelines and advice from their GP.</li> <li>• Member of staff to remain with child at least 2m distance.</li> <li>• Apron and gloves to be worn if contact with the child, a face mask to be provided if 2m cannot be adhered to.</li> <li>• Hand sanitisers and wipes to be used.</li> <li>• If a child develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their parents will be advised that fellow household members should self-isolate for 14 days. The parents of the child will be encouraged to have the child tested</li> <li>• To access testing parents should use the 111 online coronavirus</li> </ul>					

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>service if their child is 5 or over. They should call 111 if the child is under 5.</p> <ul style="list-style-type: none"> <li>In the event of a child or member of staff testing positive for coronavirus (COVID-19), the relevant group of people within the school with whom the child has mixed closely (their cohort), should be sent home and advised to self-isolate for 14 days. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</li> <li>If the child tests negative, they can return to school.</li> <li>One staff toilet allocated for the child if needed then closed afterwards until thoroughly cleaned.</li> <li>Regular contact with affected families –wellbeing checks.</li> </ul>					
<b>Cross contamination due to an adult being unwell.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>The adult will immediately leave the school premises and return straight home.</li> <li>If the adult has COVID-19 symptoms, he/she will contact the school Principal who will arrange a test with Bolton HR.</li> <li>If an adult develops symptoms compatible with coronavirus, they</li> </ul>	Adults working from home will still need to notify Principal of Coronavirus symptoms so a test can be arranged. Staff have to notify the Principal within 72 hours so that a		LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>will be sent home and advised to self-isolate for 7 days. They will be advised that fellow household members should self-isolate for 14 days.</p> <ul style="list-style-type: none"> <li>• If the adult tests positive, the rest of their group (pupils and adults) at school will be sent home and advised to self-isolate for 14 days. The other household members of that wider group will be advised that they do not need to self-isolate unless the child, they live with in that group subsequently develops symptoms.</li> <li>• If the adult tests negative, they can return to school.</li> <li>• Regular contact with affected staff – wellbeing checks.</li> </ul>	<p>test can be conducted.</p> <p>Staff to be reminded of this process through INSET day 01.06.20 and the updated staff handbook.</p>				
<b>Pupil and staff mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.</b>	Pupils	<ul style="list-style-type: none"> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Resources/websites to support the mental health of pupils have been provided throughout lockdown for CPD.</li> <li>• Learning Mentor for school pupils. Referral can be made to school counsellor if needed.</li> <li>• Pastoral Team in the MAT available for staff if they need to speak to someone regarding mental health.</li> </ul>			LB DM SLT All staff	Ongoing	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>Staff have access to OH Employee Assistance Programme which is available for all staff.</li> <li>Staff have access to the school counsellor (Wigan Family Welfare).</li> </ul>					
<b>Pupils and staff are grieving because of loss of friends or family.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>			LB DM SLT All staff	Ongoing	
<b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school.</b>	Pupils	<ul style="list-style-type: none"> <li>Senior Office Administrator is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>			LB MW	Ongoing	
<b>Danger to children or staff.</b>	Pupils	<ul style="list-style-type: none"> <li>Update pupils risk assessments and fire risks as doors need to be kept opened and rooms well ventilated.</li> </ul>			LB LM VP	Ongoing	
<b>Staff not reassured/trained in new procedures, leading to risks to health.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Senior staff to be visibly present throughout the school day</li> <li>Communications strategies including weekly briefings for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> </ul> </li> </ul> <p>Other partners</p>	<p>MAT central team to carry out monitoring checks.</p> <p>Staff to sign updated training record to say they have received the relevant training for reopening.</p>		LB VP SLT	01.06.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> </ul> </li> </ul> <p>Risk management</p>					
<b>Availability of staff and class sizes</b> <b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>• Full use is made of testing to inform staff deployment.</li> <li>• Any class will be suspended by the CEO and Chair of Trustees, in conjunction with the Principal, if sufficient staffing is unavailable or positive confirmed case.</li> </ul>			LB VP	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Curriculum</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>Efforts will be made to ensure that SEND children will still work with or have access to their key worker/learning support assistant.</li> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Plans are in place for those pupils who have fallen behind in their learning.</li> <li>Some resources will not be available to pupils due to the increased risk of transmission.</li> <li>Curriculum will not be broad and balanced at this time as stated in the <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li>Online learning continues for other year groups until they are re-introduced into school.</li> </ul>	Online learning continually available for pupils not attending. Well-being will be the first priority when pupil groups return.		VP SLT	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition.</b>	Pupils	<ul style="list-style-type: none"> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, to assist with pupils' transition.</li> <li>• Communication strategy in place to support the parents of incoming pupils such as letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils for new intake of pupils and these to be sent via Tapestry.</li> <li>• Online induction days for pupils and parents are planned.</li> </ul>	Learning Mentor available to speak with pupils and their parents about the next stage in their education and resolve any issues/concerns.		LB VP BM VN DM	Ongoing	
<b>Fire procedures are not appropriate to cover new arrangements.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:</li> <li>• Reduced numbers of pupils/staff</li> <li>• Social distancing rules during evacuation and at meeting points</li> <li>• Possible need for additional meeting point(s) to enable social distancing where possible.</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• Children and staff who are on site and require PEEPs will have these updated if necessary.</li> </ul>			LB MB	Ongoing	



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Fire evacuation drills - unable to apply social distancing effectively.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Weekly fire drills as new Home Teams and Year groups re-enter school.		LB MB	Ongoing	
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Legionella Risk Assessment 28.05.20 Fire Risk Assessment 05.06.20 (TBC)  Premises have remained open with weekly flushing of water outlets taking place.  Principal and Vice Principal have undertaken weekly checks of fire alarm, lighting and equipment. Principal has undertaken monthly legionella checks. (Caretaker currently absent)		LB MB	Ongoing	
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control</li> </ul>	Other than in emergencies no internal jobs should be conducted by outside staff unless they can be entirely socially isolated.		LB MB	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		measures are required to keep staff, pupils and contractors safe. <ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	For any large contracted works taking place, the full risk assessment will be shared with contractors.				
<b>Legislation not followed.</b>	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for	<ul style="list-style-type: none"> <li>Covid 19 section to be added to school website</li> <li>Covid 19 risk assessment to be approved by Chair of Trustees</li> <li>Records of staff &amp; pupils displaying symptoms recorded and Trustees informed of numbers weekly.</li> </ul>	CEO to report the numbers of staff and pupils displaying symptoms to the Trust Board.		LB	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
	not following Government guidelines						

CATEGORIES OF LIKELIHOOD	
<b>Highly Likely</b>	Expected to happen/reoccur, possibly frequently.
<b>Possible</b>	Might happen/reoccur at some time depends on circumstances.
<b>Unlikely</b>	Not expected to happen/reoccur but possible in certain circumstances.
<b>Very Unlikely</b>	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
<b>Catastrophic</b>	Incident could result in <u>one or more fatalities</u> .
<b>Major</b>	Major injury resulting in incapacity, hospitalisation >24 hours.
<b>Significant</b>	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
<b>Minor</b>	Small cut, bruise, abrasion, basic first aid treatment provided.
<b>Negligible</b>	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
<b>Catastrophic</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>E</b>
<b>Major</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>E</b>
<b>Significant</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Minor</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>E</b>
<b>Negligible</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>

RISK CLASSIFICATIONS	
<b>A</b>	<b>Unacceptable risk</b> , requires immediate attention. Work should not be started or continued until the level of risk has been reduced.
<b>B</b>	<b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.
<b>C</b>	<b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
<b>D</b>	<b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
<b>E</b>	<b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.