

Risk Assessment

Task/Activity: Risk assessment of the reopening of school to full capacity	Date assessment completed: V1 - 13.07.20 Updated V2 - 05.11.20 Updated V3 – 04.12.21	Review Date: Ongoing, on a weekly basis.
Brief Details of Task/Activity To ensure appropriate social distancing, cleanliness and H&S measures are in place to reduce the risk of the spread of COVID-19.	Assessment completed by: Lisa Belfield	Signature:

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
Not being able to keep school fully open without due consideration and procedures in place.	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"> Principal receiving daily updates from DfE and CST and sharing with relevant staff members. 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. School adhering to the risk assessment produced by the MAT that was approved at the board of trustees. School adhering to it's own risk assessment that has been quality assured by the LA and MAT. Principal and other senior leaders to quality assure procedures in the risk assessment and report to IRC. 			LB SLT	04.01.21	

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		<ul style="list-style-type: none"> • School staff kept up to date with planned procedures through online staff meetings, electronic communication, update of identified policies and updated staff handbook. • School communicates with parents on regular basis through updates on the school website, Facebook page and text message. • Enhanced cleaning regimes across site. Work with cleaning team as needed to identify areas which need additional cleaning. • Visitors will be reduced to essential persons only, which can include supply staff, peripatetic teachers etc. Only 1 person/family allowed in the office area at any one time and social distancing to be observed around site at all times. • Principal/Vice Principal will approve all visitors to site. • 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. • 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 					

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		<p>symptoms cold symptoms or are feeling unwell.</p> <ul style="list-style-type: none"> Revised timetables in place for classes/phase bubbles to reduce opportunities for mixing. Inventry signing in system support 'Test and Trace' and will keep contact details of any visitors. Principal to update Bolton LA of any positive cases and bubble closures – monitor the number of first aiders and DSLs on site to ensure safe opening of school. 					
<p>Poor communication with staff parents/governors/visitors</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"> This version of the RA and controls will be sent to MAT central team and LGB. LGB will be informed when changes take place. All decision making is at trust level. 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. This version of the RA will be a part of the induction process for any new staff. Notice to Visitors is displayed at signing in system and emailed out to any pre-planned visitors who have email address. Parents will be communicated with via text, Facebook, signposted to website and email or personal phone call if required. 	<p>Changes to school due to new lockdown communicated to all stakeholders – parents via text (letters and Microsoft Forms links sent via text).</p>		LB	04.01.21	

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		<ul style="list-style-type: none"> MAT Team will continue to run weekly 'Heads Together' online meetings. 					
Cleaning regime not sufficient for needs/numbers on site	<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>	<p>Principal/caretaker to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed:</p> <ul style="list-style-type: none"> The regular cleaning during the day of high touch objects such as toilets, door handles, light switches and telephones. Caretaker to clean touch points midway through the day or more often if required. Teaching and support staff to regularly clean touch points in their classrooms/spaces throughout the day. Touch points to be cleaned with disinfectant spray and disposable blue roll which will be kept in each room. Caretaker to clean main touchpoints in bathrooms 3 times a day – including toilet seats. IT equipment and desks to be cleaned with suitable anti-bacterial wipes. Including the signing in screen. Soft furnishings and fabric furniture in shared areas not to be utilised. Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids. 	<p>Keep cleaning regime under review daily.</p> <p>Reminder to staff about regular cleaning of touch points in their classroom and classroom door handles etc.</p> <p>During new lockdown ensure areas used in school are identified to cleaning staff.</p>		LB VP MB	04.01.21	

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		<p>Areas where this happens will be put out of use until thoroughly cleaned.</p> <ul style="list-style-type: none"> • All staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with the Principal or Vice Principal. • Fabric chairs to either be removed and replaced with plastic chairs or assigned to individual members of staff and are not to be shared. • Staff and pupils are encouraged to use E-bug resources on https://campaignresources.phe.gov.uk/schools - an interactive site on how to stop germs spreading. • Lidded waste bins for tissues will be emptied daily. In the event of a suspected case, they will be double bagged and then placed in the outside bin store for 72 hours until they can be placed into the large waste bins. • Principal to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. • Any used PPE will be placed in lidded tissue bins. As per usual practice any bodily fluids or PPE with bodily fluids on will be placed in the yellow bodily fluids bin that will 					

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		be collected by PHS (can be found in the unisex/disabled toilet).					
Lack of cleaning products on site	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"> Principal to ensure there is a continued sufficient supply on site. 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. Reminder to staff and others that soap and water are the best products to use to maintain clean hands. Caretaker to monitor the use of cleaning and hygiene products during the day and replenish when needed. 	Work with other schools within the MAT if products are hard to source – consider sharing of resources if necessary.		LB VP MW MB	04.01.21	
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	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"> Current government guidance is being applied. Guidance from 30.12.20 states that staff who are CEV should work from home. Guidance from 30.12.20 states that staff who are CV can continue to work at school as long as safety measures are in place and adhered to. Individual risk assessments will be put in place. Staff with underlying health issues, those within the identified vulnerable groups, have been instructed to 	Consult with HR for further advice if necessary. New staff have since joined school so need to ensure all staff who have conditions which make them CV/CEV are identified. There is 1 member of staff who is		LB SLT	04.01.21	

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		<p>make their condition or circumstances known to the school. Records are kept of this and regularly updated.</p> <ul style="list-style-type: none"> 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. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Staff who are part of the BAME community will have an individual risk assessment updated for 11.01.21. Staff who are pregnant are classed as CV and should follow the advice for CV employees in DfE guidance dated 30.12.20. Women who are at or above 28 weeks gestation are possibly at greater risk of severe illness from Covid-19 and therefore additional measures, which could include working from home, will be put into place. 	<p>classed as CEV and is currently shielding during this lockdown.</p>				
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them.	All persons/vulnerable persons Possible/increased risk of infection, legal,	<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been 	There are currently no pupils on role who are classed as CEV.		LB LM/VP MW/SG/ AC SLT	04.01.21	

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	financial and reputation risk for not following Government guidelines	acted upon in regards to individual children. <ul style="list-style-type: none"> The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. If appropriate, individual risk assessments will be carried out for children most at risk. Guidance from 30.12.20 states that children who are classed as CEV should not attend school and home education should be provided for them. 					
The use of public and school transport by pupils poses risks in terms of social distancing.	Staff/Pupils/Parents	<ul style="list-style-type: none"> 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 which is mandatory on public transport. 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. Record of children travelling to school on public transport kept in school. 			LB	04.01.21	

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		<ul style="list-style-type: none"> Pupils will be taught how to safely remove face coverings and dispose of. Disposable masks can be put into lidded bins, reusable need to be put in a plastic bag that the child keeps on their person (i.e. in school bag) until they are collected by a parent. 					
Too many staff / students/ others on site to be able to maintain social distancing requirements of 1m+ where possible.	All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	During the new lockdown, attendance numbers cannot be restricted therefore until further advice from DfE, class numbers can stay as usual. Weekly registers will be kept to ensure leaders and staff are aware of numbers on site. During new lockdown, 6 bubbles have been created: LS, N, R, KS1, LKS2, UKS2. There will be no mixing of bubbles – although LS and N will still operate as 1 but splitting into 2 as much as possible. <ul style="list-style-type: none"> Class sizes will operate as no more than 30 (34 if oversubscribed) Phases can act as bubbles BUT must not mix where possible e.g. Read, Write, Inc can go ahead across KS1. Phase bubbles also reflect that we have split year group classes. Phases can share outdoor play spaces but no more than 2 classes at a time. Nursery and Little Saints will act as one bubble as they will be sharing changing and toilet facilities. 			LB SLT All Staff	04.01.21	

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		<ul style="list-style-type: none"> • Reception will have to act as a year group bubble due to design of classroom with two classes sharing. • In classrooms children will be sat two to a desk and forward facing. • No more than one class in the hall at one time for curriculum purposes e.g. PE. • No more than 64 children in the hall for lunch time. Phases cannot mix. Children to sit side by side forward facing. • Breakfast club back in operation and class/phase bubbles will sit at allocated tables – side by side and forward facing. • There will be no after school clubs. • Staff to be reminded regularly on social distancing requirements for pupils and themselves. • Teachers and support staff are allowed to work across classes and phases but must keep to 2m social distancing during these times. Staff who work across classes can wear visors and face masks (but only if masks will not impede on the delivery of education). • There will be no large gatherings in school. Worship sessions will take place in the classrooms and there will be no whole school events that involve large gatherings. • There will be no gatherings of parents/pupils for assemblies, 					

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		<p>performances, fundraising, stay and learn etc.</p> <ul style="list-style-type: none"> The guidance states that “ideally, adults should remain 2m distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that would help’. Therefore staff will be asked to try where possible to keep 2m away from the children and each other. 					
Lack of social distancing by parents at beginning and end of the day on the school site	All persons/vulnerable persons Possible/increased risk of infection	<ul style="list-style-type: none"> Staggered entry and exit times in place for each phase which gives a 10 minute time frame for those pupils to arrive on site or leave the site. During new lockdown, there are still staggered entry and exit times. The one-way system is still operational. 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. Children will be able to enter through three identified entrance doors which will be allocated to classes to encourage social distancing. Parents to enter the school site as instructed (entrance through Hillside Avenue gate, follow path around 			LB SLT	04.01.21	

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		<p>school in one way system to exit gate on Brookland Avenue) to avoid a bottle neck at the school gate. This will also include travel around the back of school through the infant playground and nursery areas for some parents.</p> <ul style="list-style-type: none"> • Identify, reduce and manage 'pinch points' and 'bottlenecks' proactively. • Ensure adequate duty rotas are in place for maximum supervision at all times, SLT to meet and greet at the main gate, ensuring times are adhered to. • Families who miss their slot to be told to arrive at 9:20am. • Only one parent to bring child. Dissuade to bring other adults and siblings not in school, where possible. • Social distancing signage displayed on school fences. Tape on the pathways to support 2m social distancing. • 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. School will use its best endeavours to support this but this might not always be possible. • Children will be brought out onto the playground in phases and will be dismissed from here to parents. This 					

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		will be in 10 minute intervals which will be communicated to parents. <ul style="list-style-type: none"> In the event of severe weather, pupils will be dismissed from 3 identified exit doors – with 10 minute intervals to avoid cross over of bubbles. 					
Transfer of child to school/school to parent promotes further cross contamination.	Staff, Pupils, Visitors, Parents. Possible/increased risk of infection	<ul style="list-style-type: none"> Parents to ensure child washes hands before leaving the house. Encourage parents and children to walk or cycle to school to avoid traffic congestion. Social distancing signage displayed and markings on the grounds. If any parents enter the school site then they leave following the one way system. Year 5 and 6 children allowed to walk to and from school independently to reduce number of adults on school site. Children in Years 1, 2, 3 and 4 encouraged to leave parents at the entrance gate and walk to entrance door independently. Staggered arrival and departure times. SLT present on the school gates to monitor and remind parents/pupils of social distancing. Children to bring only a named water bottle into school. Coats to be placed in designated cloakroom, class 9 will place coats on backs of chairs in classroom to minimise numbers in communal 			LB SLT	04.01.21	

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		<p>cloakrooms. Packed lunches brought from home to be kept in the classroom.</p> <ul style="list-style-type: none"> Routine established where children wash or sanitise their hands on arrival and before departure to parent. 					
<p>Cross contamination and lack of social distancing in the office and foyer area.</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"> No entry to office for staff except those staff whose designated area it is. 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. Non-office based staff entering the office will be required to wear a face covering. Demarcate on the floor with tape to ensure any visitors are 2m from office hatch. Visitors to school, including the office area, will be required to wear a face covering. No entry for children to office. Signage in place to inform users that office is only to be used by office staff. Disinfectant spray/wipes in place to clean phone and surfaces. Hand sanitiser to ensure good hand hygiene practices are maintained. Cease handshaking of visitors. Office staff to wear gloves to open envelopes and deal with letters/cash. 	<p>Perspex screen will be installed at the hatch. Moveable glass windows already in place.</p>		<p>LB SLT MW SG AC DM</p>	<p>04.01.21</p>	

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		<ul style="list-style-type: none"> • Three office staff have assigned fabric chairs and desk spaces that are not to be shared by anyone else where possible. In the event that a desk space has to be shared, thorough cleaning needs to take place in between each use and minimal numbers of staff sharing to be adhered to. • 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 boxes. • Only essential professionals allowed access into the school building. Notice to visitors visible next to sign in screen – this is related to the Covid-19 RA. • Signage in place to ensure only 1 person/family in the foyer area/entrance hall at any one time. • Lines marked along the entrance path to the main entrance for parents/visitors to queue for the office. • Exit from the office onto path that exits onto Brookland Avenue during busy transition periods. • Office hatch window to remain closed. • Deliveries to be spaced out to limit boxes in foyer or hall. Orders not to be processed together for different year groups. 					

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		<ul style="list-style-type: none"> Parents asked to telephone or email the office with any enquiries. Parents to avoid using the office unless exceptional circumstances. 					
Signing in and out of visitors promotes further cross contamination.	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff.</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> Before signing in, hands should be sanitised to ensure good hand hygiene practices are maintained. After signing in, staff should sanitise the screen using cleaning wipes provided Use of hand sanitiser in foyer area for entry and exit. Visitors are required to wear face coverings when around school. 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. School will continue to engage with supply teachers and peripatetic teachers. Ensure these staff are aware of the RA and a notice to visitors will be displayed in the entrance. Keep contact details of these staff. Inventry signing in system support 'Test and Trace' and will keep contact details of any visitors. During new lockdown, only essential visitors are allowed on site. Visitors who we have SLAs with such as Elite are offering online learning. 			LB MW SG AC	04.01.21	

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Cross contamination and lack of social distancing in the staffroom.	Staff / Visitors Possible/increased risk of infection	<ul style="list-style-type: none"> • Learning Lodge and staffroom both to be utilised for staff breaks. • Rota for breaks and lunch to ensure that minimum number of staff have breaks simultaneously. • Staff to be seated 2m apart and no more than 6 staff members in the staffroom at any point. • Staff who are not eating and drinking in the staffroom will be required to wear a face covering. • All soft furnishings removed from the staffroom – this includes fabric chairs and replaced with plastic chairs. • All staff have their own crockery, cutlery and cup. • Pots washed and put away immediately after use. • Social distancing signage displayed. • Hand sanitiser to ensure good hand hygiene practices are maintained • Increased cleaning/ disinfecting regimes in place. • All staff to sanitise kettles/ microwave and any other equipment after use. • 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. 	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. Staff asked to avoid use of photocopiers at lunchtime so that staff can enjoy their lunch in the staffroom.		LB SLT All staff	04.01.21	
Lack of social distancing around school.	Staff/ pupils/ visitors	<ul style="list-style-type: none"> • Social distancing signage to be displayed. 	Continue to remind adults to socially		LB SLT All staff	04.01.21	

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Current guidance accepts that social distancing cannot be maintained in a primary school, however, where possible this should be adhered to.	Possible/increased risk of infection	<ul style="list-style-type: none"> • Tape to be placed on floors at 2m intervals. • Increased cleaning/ disinfecting regimes in place for all common touch points –cleaning staff to clean these after a fixed period of use. • One way system in place using signage and floor tape. • Children not to take registers or any other items to the office – 1 member of staff should email the office with numbers and attendance for electronic registering by office staff if SIMs not operational. • Staff and pupils to remain within their own class or year group bubble as much as possible and not to relocate to other groups to avoid cross-contamination. • Some classes will eat lunches in the classroom to avoid movement around school. • Pupils to bring a coat and a packed lunch if not provided with a school lunch. Coats to be put in designated cloakrooms, class 9 to place coats on the backs of chairs. • Large gatherings such as assemblies will be prohibited. • Limits will be set for the number of pupils who can use the hall or outdoor play spaces – no more than 60 children to share one playground – no more than 30 children to use 	distance at 2m where possible.				

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		<p>the hall when PE – no more than 64 children to use the hall during lunch.</p> <ul style="list-style-type: none"> Staff will be required to wear face coverings when in communal areas and corridors. Communal staff areas include: staffroom, Learning Lodge, PPA room, SLT office, Principal's office, main office (except office based staff), Sunshine Room (unless working with children), staff toilets. 					
Cross contamination and lack of social distancing in staff toilets.	<p>Staff/Visitors</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> Visitors and males use the unisex toilets. Cleaning materials to be provided so that staff can utilise these after they have used the toilet. In the communal female toilets – 3 members of staff in at one time. 1 cubicle put out of action to maintain social distancing. Unisex toilets limited to 1 person at a time. Hand dryers out of use. Adults are required to wear face coverings when using the toilets. 	<p>Place hand sanitiser in each bathroom – hand sanitiser currently available outside the bathroom.</p>		<p>LB SLT All staff</p>	<p>04.01.21</p>	
Cross contamination and lack of social distancing in pupil toilets.	<p>Pupils</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> Staff to clean touch points at lunch time such as door handles/pads. Caretaker to clean toilet seats and taps at lunchtime. A 'queue here' sign will be placed 2m away from the toilet door for pupils to stand on. Pupils sent to the toilet one at a time prior to play times and lunch times. Member of staff to monitor the 			<p>MB LB SLT All staff Cleaning staff</p>	<p>04.01.21</p>	

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
		corridor when the pupils are being sent out. <ul style="list-style-type: none"> Hand dryers not in use. KS1 and Rec use Infant toilets, LKS2 use toilets outside Class 6 and UKS2 use toilets outside class 10. 					
Cross contamination and lack of social distancing in lessons.	Staff/Pupils/Visitors Possible/increased risk of infection	<ul style="list-style-type: none"> Class groups will be no larger than 30 pupils (34 if oversubscribed). Phase bubbles will be no more than 90 pupils but mixing will be limited between these 90 children. Hands washed/sanitised on entry to school, after a break, before and after lunch time, before exit. “Catch it, bin it, kill it” method to be reinforced to pupils regularly and any tissue waste to be put in lidded bins. Relevant signage (e.g. social distancing) will be displayed in each classroom. Work completed in books and staff are able to mark and provide feedback to pupils. Pupils (Y1 -6) to sit at tables during lessons. Tables to be facing the front. Pupils sit side by side. 2 pupils will fit on one table. Pupils discouraged from leaving desks except for use of toilets. If weather permits, outdoor lessons may take place. Minimum furniture in each classroom. 	Staff are able to wear visors when in class rooms if this makes them feel comfortable. School has moved a residential visit from February 2021 to July 2021. Swimming lessons have been planned to take place in March 2021.		LB SLT All staff	04.01.21	

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"> • Group restricted to allocated classroom area or playground area where possible. • Class worship to take place within each class daily. • PE session to take place outside where possible at allocated times with each class of children. PE coaches to maintain 2m social distancing where possible. PE equipment to be wiped down after use by each class. Children will come to school dressed in PE kit on PE days to save changing in school and to save on PE bags in corridors. • There will be no contact sports played in PE lessons or allowed at lunch/break times. Football can be played but no tackling – kicking to ball from one to another. Same for netball. • Singing can take place in a class as long as children are all facing the same direction. • Windows and doors open where possible to ensure natural ventilation. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff do this they must endeavour to keep 2m distance from others. This includes 					

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
		peripatetic teachers and temporary supply staff. <ul style="list-style-type: none"> • Supply teachers may be used if required, records will be kept. • Overnight and overseas educational visits will not take place during the Autumn Term. School will follow guidance for this when it is issued. School will only plan non-overnight domestic visits if essential; otherwise these will hopefully resume in 2021. • Lidded bins in each classroom. • Door stops for each class to promote good ventilation. • Heating is allowed on for comfort levels but windows open slightly to promote flow of fresh air. 					
Cross contamination with shared resources.	Staff/Pupils/Visitors Possible/increased risk of infection	<ul style="list-style-type: none"> • Minimum amount of resources. • All children have own personal stationery pack. • Resources used to be cleaned before and after use. • Tubs of resources for individuals if required. • Lessons planned so resources are individual, not shared, where possible. If not possible, shared resources can be used but must be cleaned before and after use. • All surfaces to be wiped down regularly. • Soft furnishings and fabric chairs/sofas in reading areas can be shared by the children within that 			LB SLT All staff	04.01.21	

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
		bubble only. Paperback Park and Cosy Corner furniture cannot be used at this point. <ul style="list-style-type: none"> • Regular hand washing routine established. • Resources kept at school and not taken home. • Water fountains are not to be used. Children to bring in own named water bottle. • Reading books can be sent to and from school. Home/school reading books that come from home to be placed in a box/basket and left for 48 hours until put back into general use. • The 'shared area' can be used between Reception and KS1 as long as the plastic chairs and tables are cleaned in between uses. It cannot be used by these bubbles at the same time. Use of time in this area should be minimised. • Children can take work home from school as long as it has been in their control and not handled by others (except teacher who will have cleaned hands before handing out). • Staff are allowed to take pupil work books home for marking. Staff are encouraged to hand sanitise before and after. 					
Cross contamination and lack of social distancing due to	Staff/Pupils	<ul style="list-style-type: none"> • The school's behaviour policy to be amended with an appendix added for issues particularly appertaining 	For those pupils who require positive handling		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
pupils not adhering to school policy.	Possible/increased risk of infection	<p>to COVID-19 and the remit to reduce the risk of the spread of infection.</p> <ul style="list-style-type: none"> • 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. • For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • Any children breaching 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. 	<p>techniques, this method will only be used as a last resort strategy as per usual practice. Staff who are happy to support this strategy are allowed to engage with this when needed. However, staff should avoid face to face with a pupil and ensure they clean hands after supporting a pupil. PPE is available for those staff who would prefer to use it.</p>				
Cross contamination and lack of social distancing at play times.	Staff/Pupils Possible/increased risk of infection	<ul style="list-style-type: none"> • Staggered break times in operation. • Classes stay in their own bubble where possible. • Each class assigned a play space. • Key Stage 1 can share the playground with two classes at a time due to KS1 acting as a bubble, but markers will separate the playground into two spaces, one per class. • Staff to adhere to timings given for breaks. • Resources used in lunch times to be thoroughly cleaned after each 	Each bubble will be allocated a bag of resources they can use at lunch time.		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
		bubble has used it, this can be done at the end of lunchtime.					
Cross contamination with snack time.	Staff/Pupils Possible/increased risk of infection	<ul style="list-style-type: none"> • Hands washed prior to infant fruit snack and milk. • Hands washed prior to morning snack time. • Adult from each class collects the snack – not a child. Adult needs to wear a face covering when moving around school. 			LB SLT All staff	Ongoing	
Cross contamination and lack of social distancing at lunch times.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Children to eat in the hall and in classrooms on a rota. • Hall and class tables disinfected prior to lunch and afterwards. • Hands washed prior to and after lunch. • Children in the hall will be seated down one side of the table. Children will sit side by side but not face to face. All children will face the same way. • Dining room tables will be cleaned after each use before the next class can use them. • Classes will be allocated specific tables in the hall. • Staff moving around school to give out lunches will be required to wear face coverings. Staff in the hall with their bubble do not require face coverings in this space. • If weather permits, lunch may be eaten outside. 			LB SLT SMSAs All staff Kitchen 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"> Only one class at a time allowed at the serving hatch when collecting meals on trays to take to class. Tray rail to be cleaned after each class. 					
Cross contamination and lack of social distancing within the EYFS.	Staff/Pupils/Visitors	<p>During new lockdown, our nurseries are open to all pupils. There are plans in place if numbers reach a level that causes concern. There are currently 6 morning children in Little Saints/8 afternoon children (staffed 1:4). There are currently 15 morning nursery children and 16 afternoon children – 7 of these attend all day. If numbers increase, the 7 all day children will move to the Reception bubble to reduce contacts for the staff and other children. Nursery staff have also been offered full PPE to wear at all times; this is an individual choice.</p> <ul style="list-style-type: none"> It is recognised that social distancing cannot be adhered to in the EYFS. Where possible staff will try and follow social distancing guidelines of 1m+ and remain 2m apart from each other and pupils when circumstances allow it. Children MUST have an individual labelled water bottle which is kept in a central place and these are sent home daily. Carry out same personal hygiene procedures as other classes. 	For those pupils who require physical nurturing strategies such as holding hands, guiding into the setting etc, staff who are happy to engage in this strategy are allowed to. However, this should only be used as a last resort. If engaging in this strategy, staff should avoid face to face with a pupil and wash hands after supporting a pupil. PPE is available for those staff who would feel comfortable using it in this situation.		LB VN SLT All staff	04.01.21	

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"> Resources/play equipment that are used should be appropriately cleaned after use. Support children who have trouble cleaning their hands independently. Under 2's/3's EYFS/KS1 – the HT will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available. Waterproofs are allowed to be used but will be cleaned more often than in normal circumstances. These cannot be shared across bubbles. 					
Cross contamination when providing intimate care.	Staff/Pupils	<ul style="list-style-type: none"> Staff to wear face coverings, gloves and aprons when administering first aid or providing intimate care (intimate care policy). First Aid certificates to be monitored and staff to access either online or face to face training when necessary. Senior Office Administrator will keep a record of first aid certificate expiry dates. 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. Staff are reminded that wearing of gloves is not a substitute for good 			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
		handwashing. However, gloves must be worn when carrying out intimate care.					
Cross contamination due to poor hygiene.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Parents to ensure child washes hands before leaving the house. Hand sanitiser in all classroom areas and stations are set up around school and clearly labelled. Children clean hands (wash or sanitise) on entry to school, before snack, after snack, before lunch, after lunch, leaving school, using the toilet and when they sneeze. Washing hands posters to be replaced if damaged. Reminders on how to wash hands properly. Ensure adequate stock levels of tissues for each class/office. An audit of hygiene/cleaning resources will be kept by the Caretaker and Senior Office Administrator e.g. hand soap. Inform parents of hygiene expectations and to discuss with children. 			LB SLT All staff	Ongoing	
Cross contamination due to lack of first aid equipment and PPE.	Staff/Pupils	<ul style="list-style-type: none"> Named first aiders on site each day, including PFAs as per usual practice. First aid stations accompanied by relevant PPE situated in centralised places around school – staff informed of this on INSET days in September and through staff handbook. 	First aiders to ensure training is sought near to expiry date of certificates. Named first aider posters visible		LB MW SLT First Aiders	04.01.21	

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"> 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. 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. Classroom staff to carry out basic first aid themselves using equipment and PPE from the central store e.g. putting on a plaster for a small graze. If needed, a first aider from another class/bubble can be used as long as PPE is used and hands are washed thoroughly afterwards. During new lockdown, staff rots are in place that ensures a PFA is on site daily and other first aiders are also available. 	around school at first aid stations.				
Cross contamination due to a child being unwell.	Staff/Pupils	<ul style="list-style-type: none"> Isolation area provided - SLT Office (or Learning Lodge second option) The Principal or SLT will be notified immediately. Parents/Carers will be contacted to arrange for their child to be collected – <ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door 	Designated medical room is the SLT office. Use of Bolton LA Covid-19 resource pack to support with literature for parents.		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
		<p>(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 (the unisex toilet) 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.</p> <ul style="list-style-type: none"> • Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds. • 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. • School will utilise the Bolton template for in the event of a suspected coronavirus letter (use of Bolton LA literature) to be sent home with each child and parents/carers are asked to monitor the health of their child and continue 	<p>DfE will be sending home testing kits to school so in the event that school feel a parent will struggle to access a test these can be given out.</p> <p>Maintain communication with Youth Challenge AP as one of our pupils is dual registered there. Take advice from PHE if he has been in contact with a positive case whilst at AP and returned to school before positive case established.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • 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 				

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>to follow Government/NHS guidelines and advice from their GP.</p> <ul style="list-style-type: none"> • Member of staff to remain with child at least 2m distance. • Apron and gloves to be worn if contact with the child, a face mask to be provided if 2m cannot be adhered to. • Hand sanitisers and wipes to be used. • If a child develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their parents will be advised that fellow household members should self-isolate for 10 days. The parents of the child will be encouraged to have the child tested. • To access testing parents should use the 111online coronavirus service if their child is 5 or over. They should call 111 if the child is under 5. • 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 had close contact, should be sent home and advised to self-isolate for 10 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 	<p>conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> • 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 				

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>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.</p> <ul style="list-style-type: none"> • If they (child/adult) have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • If the child tests negative, they can return to school. • The unisex adult toilet allocated for symptomatic children if needed then closed afterwards until thoroughly cleaned. • Regular contact with affected families –wellbeing checks – record kept of those who are self-isolating and/or tested positive – this will be reported to the Trust. • Positive cases to be reported to the PHE and further guidance from this agency will be sought and followed. 					
Cross contamination due to an adult being unwell.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The adult will immediately leave the school premises and return straight home. • If the adult has COVID-19 symptoms, he/she will contact the 	Any positive test will result in school contacting the local PHE team for		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
		<p>school Principal who will arrange a test with Bolton HR.</p> <ul style="list-style-type: none"> • If an adult develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. They will be advised that fellow household members should self-isolate for 10 days. • If the adult tests positive the relevant group of people within the school with whom the adult has had close contact should be sent home and advised to self-isolate for 10 days – advice will be sought from the local health protection team. • 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. • If the adult tests negative, they can return to school. • Regular contact with affected staff – wellbeing checks – record kept. 	<p>further advice and guidance.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • 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 				

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
Risk of a localised outbreak within school.	All stakeholders	<ul style="list-style-type: none"> If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, the health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If we implement the controls from the guidance, address the risks we have identified and therefore reduce transmission risks, whole school closure based on cases within our school will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. 	<p>Contingency plan for home learning will be put into place for those pupils sent home.</p> <p>Contingency plan for FSMs will be put into place.</p> <p>Notify Public Health England North West Office 03442 250562 of suspected outbreaks.</p>		LB 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
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	Pupils	<ul style="list-style-type: none"> Vice Principal is designated Mental Health lead. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Resources/websites to support the mental health of pupils have been provided. PiXL provide well-being packages which can be used in classrooms. Staff aware to complete a mental health disclosure form if they have concerns about a pupil and return to the Mental Health Lead. 	Pastoral Team in the MAT available for staff if they need to speak to someone regarding mental health. Learning Mentor for school pupils. Referral can be made to school counsellor if needed.		LB VP DM All staff	Ongoing	
Pupils and staff are grieving because of loss of friends or family.	Staff/Pupils	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Winston's Wish to be used as a resource/service for affected children. School buy into EAP which can support staff who need it most.		LB DM SLT All staff	Ongoing	
Pupils eligible for free school meals do not receive a meal if they are absent from site due to Covid-19 reasons.	Pupils	<ul style="list-style-type: none"> During new lockdown, following our local provider, school will offer grab bags from 06.01.21-14.01.21, food parcels from 18.01.21-28.01.21 and then Edenred vouchers from 01.02.21. School will provide a packed lunch grab bag for any child who is unable to attend site due to health reasons related to higher risks with Covid-19. 	School will keep updated FSM record and continue to obtain email addresses if a second spike were to trigger a local lockdown and school were able to use Edenred voucher scheme.		LB MW SLT Kitchen 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"> School will use their best endeavours to provide a doorstep drop off of packed lunch grab bag for pupils who are self- isolating. If a second spike/local lockdown were to occur, school will provide packed lunch grab bags for FSM children. 					
Danger to children or staff.	Pupils	<ul style="list-style-type: none"> Update pupils risk assessments and fire risks as doors need to be kept opened and rooms well ventilated. 			LB LM VP	Ongoing	
Staff not reassured/trained in new procedures, leading to risks to health.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations A revised staff handbook is issued to all staff prior to September and given to new starters during the term. This is also the same for this RA. <ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff , especially those that are new to us and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management 			LB VP SLT	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"> • Safeguarding 					
Availability of staff and class sizes The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	Staff/Pupils	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of testing to inform staff deployment. • 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. • Shielding measures paused on 1st August – therefore all staff will be present in September unless guidance states otherwise. Guidance for 5th November states that CEV staff and pupils should stay at home. • Staff will be asked to make the Principal aware if they are planning on taking any travel abroad during any school holidays where quarantine on return applies. This will allow the Principal to plan for any absences. 	During new lockdown, if staffing permits, a teacher can ‘zoom’ into a classroom as long as there are adequate TAs to supervise.		LB VP	Ongoing	
Curriculum	Staff/Pupils	During new lockdown, school has moved to online learning through SeeSaw/Tapestry and offered parents paper based work packs as an alternative. School are identifying children who could potentially receive a DfE laptop through parental surveys,	Well-being and academic needs will be woven together to support pupils as they return to school.		VP SLT SP	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
		<p>reallocation of devices are on reorder. School have contacted parents who will benefit from additional mobile data and have sent this information to DfE. There are weekly phone calls home in place to support families. There are weekly remote learning engagement trackers being completed to identify the most vulnerable. There is a contingency plan in place to identify the most vulnerable with relevant actions identified. There is a home learning contingency plan published on the school website.</p> <ul style="list-style-type: none"> • A school curriculum recovery plan has been drawn up to ensure school “teaches an ambitious and board curriculum in all subjects from the start of the autumn term, but makes use of existing flexibilities to create time to cover the most important missed content.” • Gaps in learning are assessed and addressed in teachers’ planning. Recovery curriculum plan supports this process. • Use of ‘Seesaw’ online learning platform is calibrated to complement in-school learning in order to promote effective home learning if a local lockdown were to come into force. • ‘Seesaw’ or ‘Tapestry’ (EYFS) online platforms to be used for children who are sent home to self- 	<p>Staff meetings will be operated over online platforms (Zoom) or a small number of staff in the school hall social distanced.</p>				

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
		isolate or cannot attend school for other health related issues. This includes if a class is sent home to self-isolate also. <ul style="list-style-type: none"> Plans are in place for those pupils who have fallen behind in their learning e.g. PiXL PLCs and recovery curriculum. School will make full use of the DfE funding to support pupils to catch up. Classroom based resources will be available to all children in the class, but must be cleaned before and after use. Children with EHCPs have their timetables mapped out with adult support to fulfil their hours. 					
Poor attendance has detrimental impact on pupil well-being and academic progress.	Pupils	During new lockdown, only CWV children are allowed on site with the exception of nursery children. Weekly registers will be kept/updated to reflect the children on site. CW families are told to keep children at home when they are not working. <ul style="list-style-type: none"> Attendance to school is compulsory from 1st September 2020. School will carry out its usual procedures to support good attendance. School will use its ability to issue penalty notices if needed. 'Seesaw' or 'Tapestry' (EYFS) online platforms to be used for children who are sent home to self- 			LB DM SLT	04.01.21	

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>isolate or cannot attend school for other health related issues.</p> <ul style="list-style-type: none"> School will record on CPOMs attendance concerns. Learning Mentor and Principal will work together to support families with returning to school and follow usual school procedures and routines. This includes following up on absences and recording this on SIMs or CPOMs. 					
Fire procedures are not appropriate to cover new arrangements	Staff/Pupils/Visitors	<p>During new lockdown, fire drills will happen more regularly with influx of additional children. Covid-19 addendum to the fire safety policy is now in operation.</p> <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required – school can revert back to its usual procedures and assembly points from September 2020. Incident controller and fire marshals have been trained and briefed appropriately. Weekly fire drills during the first three weeks to ensure pupils are familiar with the procedures and mixing of bubbles can be avoided if possible. 	Staff face to face fire safety training to be sourced and delivered within the Spring Term.		LB MB SLT All Staff	Ongoing	
Statutory compliance has not been completed due to the	Staff/Pupils/Visitors	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Legionella Risk Assessment and Fire Risk		LB MB	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
availability of contractors during lockdown		<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Assessment completed in June 2020.				
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Staff/Pupils/Visitors	<ul style="list-style-type: none"> 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. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 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. 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. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of 	Other than in emergencies no internal jobs should be conducted by outside staff unless they can be entirely socially isolated.		LB MB	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
		COVID-19 (including contractor risk assessments and method statements, and contractor induction).					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviours, attendance and other policies are no longer fit for purpose in the current circumstances.	Staff/pupils/parents /visitors/all stakeholders	<ul style="list-style-type: none"> All relevant policies have been reviewed and revised to take account of government guidance on social distancing and COVID-19 implications for the school. Behaviour, teaching and learning and marking and feedback policies have been reviewed and revised in the light of the guidance for full opening of schools. Staff, pupils, parents and governors have been briefed accordingly. 	School moves back to covid-19 addendums in new lockdown.		LB VP All staff	04.01.21	
Legislation not followed	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"> Covid 19 section to be added to school website and this RA to be added to it. Covid 19 September risk assessment to be approved by Chair of Trustees. Records of staff & pupils displaying symptoms recorded and Trustees informed of numbers weekly. 	CEO to report the numbers of staff and pupils displaying symptoms to the Trust Board.		LB	Ongoing	

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

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

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

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