

RISK ASSESSMENT FORM – SEPTEMBER OPENING FOR TCAT SCHOOLS

Taken from the government guidance – Guidance for the full opening of schools published on 2nd July, 2020

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).

This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June and amended to reflect new requirements for full opening in September.

All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations.

This risk assessment will be shared with all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

SEPTEMBER EDUCATIONAL PROVISION AT PADGATE ACADEMY

The organisational elements being put into place to support the full return to education in September will include:

- Each year group will form a bubble.
- Five bubble zones will be created, one for each year group with each bubble zone colour coded for ease of reference – see site map.
- Each bubble will enter and exit via separate designated areas, (K Block, Main Entrance, Station Road, C Block, Canteen Fire Door), ensuring a common start and finish time for all. School will start at 08:40 and finish at 15:05.
- Lunch and break times will be staggered, with designated eating and social areas per bubble.
- Students will remain within their designated classroom for the duration of the day. Students will only move from their bubble zone for specialist lessons, i.e. Science, PE, Design Technology etc. Teachers will move between classrooms. Trolleys will be provided for teachers to move their equipment between rooms.
- The one-way entry and exit system will remain in place for all students
- Lunch will take place in three separate areas (canteen, gym and phoenix studio). Lunch will be split into two 30-minute periods, with no more than three bubble groups on lunch at any one time.
- Shared spaces will be cleaned between each bubble using the area, however different bubbles will not occupy shared spaces at the same time.
- During break and lunch time, students will make use of social areas which are designated per bubble and will not be occupied by more than one bubble at any one time.
- Resources will be returned to the classroom. Each bubble will have its own resources, which will not be used by any their staff or students in other bubbles.
- External areas will be shared where necessary but will be cleaned between bubbles using any equipment.
- Enhanced cleaning regimes will be in place during the school day. Additional cleaning staff will be onsite during the school day. The fogger will be used at least twice weekly in all areas of the school.

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SCHOOL:	Secondary – Padgate Academy
HEADTEACHER:	Misia Barclay
NAME OF ASSESSOR/S:	Adrienne Laing
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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of students on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if students and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if students and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and students whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
17	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection
22	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care
23	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with

			risk of contamination through close contact between student and staff groupings.
24	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the school and local population

RISK SCORING

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

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

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	STUDENTS	VISITORS						
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 	x	x		<ul style="list-style-type: none"> The school has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. The building has been open throughout the period and cleaning routines have been maintained. All necessary standards have been adhered to during closedown and continue to be worked to, including L8 water standards. 	4	L	<ul style="list-style-type: none"> Statutory Servicing & Inspections have carried on throughout the time period of COVID-19 Lockdown. Caretaking staff have worked in the premises throughout the lockdown period and have kept to the schedule for water hygiene measures. Cleaners have been in school throughout the whole period and have carried out regular daily cleans along with deep cleans of all areas. Areas not used have been kept locked. Full summer holiday checks and deep cleaning will take place as usual to prepare the building for the start of term. 	4	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	x	x		<ul style="list-style-type: none"> Ensure parents/Carers have been kept up to date with the measures the schools are taking to protect students against the risk of COVID-19 in school. This is required before the school opens or more students attend. Regular updates will be provided following any changes made to the school's procedures for managing the risks from COVID-19 in school. A copy of the risk assessment will be shared on the school website. Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk 	8	L	<ul style="list-style-type: none"> Parents/Carers have been communicated with throughout the whole period and prior to reopening by the Principal. Expectations have been laid out. A COVID-19 Behaviour policy has been introduced for students which includes social distance and hygiene expectations. It makes clear the sanctions that will be imposed for not adhering to this and has been updated to reflect the government guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf All staff have attended 'staff induction' days which have included a full health & 	8	L

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					<p>assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations.</p> <ul style="list-style-type: none"> ✓ All staff (including catering and mid-day assistants) have had an induction which has made them aware of the measures the school has already taken. All staff will have another induction on the INSET day in September. ✓ There is ongoing dialogue with all staff including safety reps enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion of the TCAT Staff Risk Assessment where necessary. ✓ Daily briefing sessions will be carried out with students to ensure awareness of procedures implemented in school. ✓ Planned off -site visits will be reviewed, and a decision made as to whether they will take place or not based on the review including a review of any venue's COVID-19 risk assessment. ✓ Arrangement for SEND students will be discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. ✓ Regular communication of mental health information and open-door policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment) ✓ Staff will be encouraged to engage with the staff well-being survey and schools to use own and Trust mechanisms in place to support well-being ✓ Staff Mental Health First Aider to be in place in school. See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus 			<p>safety briefing and full explanation of the how school has implemented guidance and controlled risks.</p> <ul style="list-style-type: none"> ✓ Markers will be placed in the front of all classrooms allowing staff to maintain at least a 2m distance from students. ✓ All identified staff have had a TCAT staff risk assessment by a member of SLT or the Principal to ascertain if they are able to come into school with control measures. Those that have been identified as High/Medium risk are still being supported to work from home. ✓ Vulnerable Students have been identified and risk assessments have been carried out in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning. ✓ A wellbeing newsletter has been circulated to staff weekly. ✓ All returning students are reminded at the beginning of every AR session via a presentation, reminding them of behaviour expectations, social distancing, hygiene regulations, zone information etc. ✓ Full information and revised procedures informed by this risk assessment will be produced and published to staff and students and placed on the school website. 		
Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in school 	x	x		<ul style="list-style-type: none"> ✓ Staff have been informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. ✓ Ensure adequate number of staff identified to carry out day to day duties including 	8	L	<ul style="list-style-type: none"> ✓ Staff that have been identified as High/Medium risk will still be supported to work from home and will be advised to remain working at home ✓ Conduct TCAT Staff Risk Assessment review where necessary ✓ Rota has been developed to take into 	8	L

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					<p>leadership, safeguarding, SENCo, first aiders / fire wardens, caretaking and cleaning staff.</p> <ul style="list-style-type: none"> ✓ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary. 			<p>account staff who fall into the high and medium risk categories and that staff are aware of the provision made for them in accordance with the Staff Risk Assessment.</p> <ul style="list-style-type: none"> ✓ The rota will be reviewed weekly and as needed to ensure sufficient staff are available and actions taken such as use of supply where necessary and appropriate. ✓ Cleaners have been contacted to ascertain their availability outside of their normal working hours that has enabled a more regular cleaning schedule to take place. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the school day. 		
<p>Unable to maintain social distancing measures and mixing of students on home to school transport / public transport</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting . ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel. ✓ Advise children and young people to remain 2 meters apart on school transport where possible. ✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitiser. Students will be supervised when applying hand sanitiser. ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. ✓ Survey has been undertaken for children 	6	L	<ul style="list-style-type: none"> ✓ Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. ✓ Survey previously completed to establish number of students using public transport. For students identified to be using public transport from survey results, 1-2-1 conversations to be held reinforcing the importance of social distancing, hand and respiratory hygiene and the wearing of facemasks whilst using public transport. 	6	L

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		STAFF	STUDENTS	VISITORS						
					attending to identify how they are travelling to school and guidance and training has been provided for school students on how to use public transport in accordance with current guidance.					
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building. ✓ Continue reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – example markers at entrance and exits to schools. ✓ Staff will wash their hands upon arrival and prior to leaving the school ✓ Staff manually registered when arriving and leaving site by receptionist. ✓ Hand sanitiser stations provided at entrance and exit points, in classrooms and office areas. ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. 	6	L	<ul style="list-style-type: none"> ✓ Additional wash points have been made available throughout school. ✓ Parents have been asked not send children into school if they are feeling unwell and follow current guidance for people with Covid-19 symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) ✓ Hand sanitiser dispensers are installed at all school entrances and in key locations throughout the school. ✓ Signage is placed around school reminding staff to wash hands regularly and to 'catch it-bin it' ✓ Staff arrive at different times and through different entrances to the school to avoid staff arriving at once and using the same entrance. ✓ Induction for all students and staff detailing one-way system, social distancing requirements and fire evacuation. ✓ Social distancing posters have been placed in prominent positions at entrance and exit around school. 	6	L
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Different entrance/exit points for designated groups of children – map attached ✓ Parents/ carers to drop vulnerable students off at school gate/ designated area where staff will be waiting to guide students into school (socially distanced) ✓ Parents/ Carers collecting vulnerable students to be asked to wait in a designated area at collection times and then use planned exit path to leave – see map ✓ Parents/ Carers collecting students who are not vulnerable are not permitted on the school grounds and 	6	L	<ul style="list-style-type: none"> ✓ Each year group forms a bubble. Each bubble will have separate colour coded entrance and exit areas. ✓ Students to report directly to classroom upon arrival to school and remain 2 meters apart from other year bubbles and staff when moving around school – see site map. ✓ Students will be informed of the difference between social distancing requirements within their bubble, with students from other bubbles and with staff. 	6	L

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					asked to meet them away from the school entrance. <ul style="list-style-type: none"> ✓ Instruct students to wash their hands upon arrival and prior to leaving the school – nominated hand wash points for each student group. ✓ Provide help to children and young people who have trouble cleaning their hands independently, maintaining social distance at all times. ✓ Use floor marking to indicate social distancing requirements ✓ Place posters showing children how to wash hands in washroom facilities. 					
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Rearrange classrooms to ensure that all children in the bubble are accommodated with all tables facing forwards so that students are sitting side by side and in rows. ✓ Each bubble has its own area of the school, which will be colour coded. ✓ Full resources will be used and will be shared only within each bubble ✓ Rooms will be thoroughly cleaned every day and the fogger will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources. ✓ Students will use the same desk each day in each classroom they use. ✓ Nominated hand wash points for each student group marked on map where possible ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ Assessment of student numbers has taken into account any SEND students who may require addition staff support ✓ Ensure good supply of gloves and cleaning products are available within each learning area. ✓ Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies). 	6	L	<ul style="list-style-type: none"> ✓ Provide additional soap dispensers if needed in wash areas. ✓ Where social distancing cannot be implemented provide appropriate PPE for the task. If working in close contact with a student and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. ✓ Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. See PPE section. If PPE is deemed to be required then a separate individual risk assessment is required. ✓ Hand sanitiser dispensers are installed at all school entrances and in key locations throughout the school. 	6	L
Unable to maintain social distancing measures and mixing of students and staff whilst moving around	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of 	x	x		<ul style="list-style-type: none"> ✓ Each student group will use the same classroom or area throughout the day – see rota and map ✓ Each group will have one nominated teacher per session per day where possible ✓ Each student group will have own nominated route around school e.g. to 	6	L	<ul style="list-style-type: none"> ✓ Separate lunch and break times and designated eating and social areas for bubbles, meaning small number moving around at any given point. ✓ Separate designated entry and exit points for students will be created and colour coded for ease of reference. 	6	L

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the building	COVID-19 virus from hand and hands contact with contaminated surfaces				<ul style="list-style-type: none"> ✓ toilets/ external areas - see map ✓ Assemblies will not take place ✓ Stagger break and lunch times and start and finish times so that all children are not moving around the school at the same time – see rota. ✓ Students to bring a packed lunch and eat in the classroom to reduce movement around the school. ✓ For lunches are provided by canteen staff – grab bags will be delivered to classroom by midday assistant designated to each learning environment. ✓ Ground floor rooms which are accessible directly from outside to be used where possible ✓ All ground floor learning environments accessible from outside. For 1st floor rooms – each student group will have own nominated route around school to toilets and external areas (1-way system in operation) - see map ✓ Timetable designed to reduce movement around the school or building (limited sessions per day, teachers move not students) ✓ Ensure that students and staff remain two metres apart whilst moving around the building ✓ Establish one-way circulation where necessary or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 			<ul style="list-style-type: none"> ✓ Timetables to ensure students taught in year group bubbles required and lessons undertaken in the same classroom across the day. ✓ Where specialist classrooms are required, i.e. science practical's, these will be bookable. ✓ Adequate timing to be added between specialist rooms to allow room to be cleaned prior to being used by another year bubble. ✓ Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides. 		
Higher risk of contamination if students and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		6	L	<ul style="list-style-type: none"> ✓ Students advised to bring one bag into school, containing their lunch and exercise book, to be placed directly under their table at all times. ✓ Coats, if worn, will be hung on the back of the student's chair. ✓ Students asked to bring in essential equipment only and will keep their belongings with them at all times or stored in their locker if applicable. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the school day. ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of 	6	L	

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					<p>between use (e.g. DT tools/ IT equipment in addition to clean between groups using the rooms).</p> <ul style="list-style-type: none"> ✓ All practical subjects to be taught ensuring that students maintain social distancing at all times (e.g. solo performances/ practices for dance and drama). ✓ Shared resource areas/ libraries not to be used. 			<ul style="list-style-type: none"> ✓ full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. 		
Higher risk of contamination if students and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. See rota ✓ Stagger the use of staff rooms and offices to limit occupancy – see rota. ✓ Staff all to have nominated workspace/ office space with soft furnishings, unnecessary furniture and equipment removed. ✓ Staff to have own designated stationery and equipment 	6	L	<ul style="list-style-type: none"> ✓ Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. ✓ Students to arrive in their PE kit on the days that they have physical education to avoid the use of shared changing facilities. ✓ Dedicated working area established (A1) for staff working and social distancing required at all times. ✓ Hand sanitiser dispensers are installed at all school entrances and in key locations throughout the school. Students will be supervised by staff when using sanitiser stations and students have been briefed to report any issues regarding allergies to hand sanitiser to a member of staff. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the school day. 	6	L
Higher risk of contamination if students and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities. 	x	x	<ul style="list-style-type: none"> ✓ If students go outdoors, this is fully supervised to ensure that social distancing measures are maintained. ✓ Students to arrive in their PE kit on the days that they have physical education to avoid the use of shared changing facilities. ✓ Lunch and break will be staggered over two 30-minute periods with no more than three groups at the same time. ✓ Bubbles will have separate designated eating and social areas and bubbles will not mix. ✓ Ensure that students from different bubbles and staff remain 2 metres apart at all times 	x	x

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	STUDENTS	VISITORS						
Mixing of students during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Lunch times to be staggered so that different cohorts of students don't mix – see rota ✓ If students need to move around the building for any reason, make sure that they do in their bubble, not mixing with any other bubble. ✓ Students to wash their hands before and after break and lunch times. 	6	L	<ul style="list-style-type: none"> ✓ Lunch and break will be staggered over two 30-minute periods with no more than three groups at the same time. ✓ Bubbles will have separate designated eating and social areas and bubbles will not mix. ✓ Ensure that children and staff remain 2 metres apart at all times ✓ Clean tables and chairs used for lunch between each group 	6	L
Mixing of staff and students whilst providing school meals	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Packed lunches will be provided instead of hot meals to simplify offering to students and enable separating of lunch serving areas. This will be reviewed during the first term to see if the offering can be expanded to include hot meals. ✓ School meals staff are able to keep two metres apart in the kitchen ✓ Cleaning products and hand sanitiser are available for use by the school meals staff. 	6	L	<ul style="list-style-type: none"> ✓ Students will initially be offered packed lunches, however this will be reviewed during the first term to see if hot food can be introduced. ✓ Staff room and kitchen/equipment will be available to use for staff lunch breaks ✓ Sanitiser stations will be provided in each communal area and equipment to cleaned with sanitiser wipes before and after use ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. ✓ Staff to bring their own pack lunch and drinks which must be kept with personal belongings. ✓ Staff to bring own utensils in and retain with personal belongings. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ One-way system introduced in food preparation areas to ensure social distancing can be adhered to. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff. ✓ Use of fogger twice a week ✓ Additional cleaning staff have been arranged, to be onsite throughout the 	6	L

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		STAFF	STUDENTS	VISITORS						
Mixing of students/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Stagger access to toilets and hand washing facilities. Advise students and staff to wash their hands for 20 seconds using warm water and soap. Advise students from other bubbles and staff to keep two metres apart. Where possible each group will have nominated toilet area. Place poster within each toilet area with handwashing procedures to be followed. Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. Ensure adequate supply of paper towels. 	6	L	<p>course of the school day.</p> <ul style="list-style-type: none"> Students will have dedicated toilets assigned to each bubble to avoid students from different groups mixing. Staff will have dedicated toilets to be assigned depending on which area they are teaching in. Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. 	6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> Only play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus 	x	x	<ul style="list-style-type: none"> Outdoor sport lessons to be delivered where practical. Additional cleaning staff have been arranged, to be onsite throughout the course of the school day. Use of fogger where necessary in order to ensure swift turnaround of facilities in the event that indoor facilities need to be utilised, i.e. poor weather. 		
Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> The majority of staff and children who have been classed previously as clinically extremely vulnerable due to a pre-existing condition and therefore have been shielding will no longer need to do so. This is also the case for those who are living with an extremely vulnerable person. Therefore, these individuals will be expected to return to school. If a member of staff or child is one of the very small number of individuals 	8	L	<ul style="list-style-type: none"> Use of student and staff risk assessments in place to assist staff and students with decision making regarding their own vulnerability or that of their family members. Promotion of open and supportive conversations with SLT for staff regarding their concerns in this matter. 		

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					who are advised to continue to shield, further discussions and medical advice (from their GP/ consultant or through OH) will be obtained to identify how the school can continue to support the individual.					
Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else and a notice will be applied. The room will be put out of use until cleaning can take place. - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. ✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not 	6	L	<ul style="list-style-type: none"> ✓ Medical room nominated as space for symptomatic students – see site map. ✓ Medical room nominated for non-COVID-19 related first aid and medication – see map. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ PPE will be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures). ✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy. ✓ Ensure that once the room has been cleaned, the fogger will be used to disinfect the room as an additional precaution. 	6	L

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					<p>need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance 					
<p>Visitors do not adhere to social distancing measures put in place</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors permitted to enter the school to be reduced to a minimum ✓ All other potential visitors to contact the school remotely rather than visiting the school. ✓ Reception staff to maintain visitor record completing the manual log or making the entries onto the electronic system for the visitor. ✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed or reception desk cordoned off from visitor waiting area by at least 2 metres with a barrier. ✓ Provide a specific time window for essential visits to school 	6	L	<ul style="list-style-type: none"> ✓ A record of all visitors, including contact details is maintained for security and in case of invoking track and trace – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges. ✓ Hand sanitiser stations are available in reception areas. ✓ Markings will be placed in reception to keep visitors away from desk. ✓ No visitors (other than contractors) are allowed in school. These are booked in and advised to abide by social distance rules. ✓ Stickers to be used as visitor badges. ✓ Meetings encouraged to be held using remote video conferencing where possible to avoid unnecessary visitors onsite. 		
<p>Delivery of inbound good - ineffective infection control and increased risk of infection</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for post and deliveries ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Ban non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate. If goods can be isolated for 72 hours prior to use, this will be accommodated. 	6	L	<ul style="list-style-type: none"> ✓ Area to be established for dedicated catering deliveries, separate to school deliveries. 		
<p>Cleaning - ineffective infection control and increased risk of infection</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand 	x	x		<ul style="list-style-type: none"> ✓ Agreed schedule with the Cleaning Service ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance ✓ Additional cleaning requirements and hours agreed with provider and requirements remain under constant review. ✓ Deep cleans of the building are put into 	6	L	<ul style="list-style-type: none"> ✓ Hold back devices have been fitted to fire doors, linked to the fire alarm. ✓ Use of the fogger in all areas twice a week if possible and more frequently in areas of high communal usage. ✓ Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the 		

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	and hands contact with contaminated surfaces				<p>place where there is a confirmed case of COVID-19</p> <ul style="list-style-type: none"> ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Enhanced cleaning regime has been put in place throughout the school. Cleaning will only be undertaken by staff who have cleaning duties forming part of their existing job description, all cleaning is carried out in accordance with current specifications and standards and in full compliance with all necessary COSHH and cleaning risk assessments. Additional measures include provision of full time cleaner, provision of hand sanitiser stations mounted onto walls throughout school, tissues and lidded bins provided at entrance and exit points and other key locations. Students and staff are reminded via a daily induction presentation on the importance of maintaining social distancing, behaviour and hygiene expectations. ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. . Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off. ✓ Where appropriate and possible, doors are left propped open to enable increased ventilation / limit use of door handles etc and where possible, hold open devices have been fitted, including to main corridor fire doors (bearing in mind fire safety and safeguarding). Enhanced cleaning is in place throughout the site to ensure touch points regularly cleaned throughout the day. ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas ✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school. ✓ Checks to be made that adequate supply of paper towels ✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated ✓ Cleaning products and gloves to be made available for use in specific areas of school. ✓ Procedure to be identified in school where 			last person leaves the room or area.		

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					urgent assistance is required in a classroom with cleaning.					
PPE	<ul style="list-style-type: none"> Lack of PPE when having to undertake a task where social distancing measures cannot be met. 	x	x		<ul style="list-style-type: none"> Where PPE is identified as required; an adequate supply of these must be provided and available for use. Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. If working in close contact with a student or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment. 	6	L	<ul style="list-style-type: none"> Face Coverings can be considered although are not compulsory. (Face coverings do not protect the wearer but may protect others if the wearer is infected but not showing or developed any symptoms). Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. Avoid touching any face covering whilst being worn. Face covering should be changed if it becomes damp or if you have touched it. Change and wash face covering at least daily (and if appropriate depending on material should be washed after use). Guidance on handling of PPE to be provided through notices and training video. 	6	L
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	x	x	x	<ul style="list-style-type: none"> Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. Ensure posters displayed detailing first aid/fire warden contact information. Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the Covid-19 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation. See Guidance on Covid-19 in relation to carrying out CPR and resuscitation 	6	L	<ul style="list-style-type: none"> First aid and fire warden staff on duty to be added to staffing rota distributed to all staff. First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy. 		
Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> Designated medical room for treatment of sick and injured students to be nominated Room to be well-ventilated and with toilet/handwash facilities in the room or nearby PPE to be used (gloves and apron as minimum). Where the person being treated has symptoms of Covid-19 a mask must also be worn. Staff to be trained in the used of PPE Room to be cleaned after every use in accordance with cleaning guidelines 	6	L	<ul style="list-style-type: none"> Additional PPE has been provided by LA and is available onsite for staff to use. Guidance on handling of PPE provided through notices and training video. IIR2 masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of COVID-19. 		
Staff and students unfamiliar with revised fire evacuation	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand 	x	x	x	<ul style="list-style-type: none"> Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points Muster points to be dedicated to each 	6	L	<ul style="list-style-type: none"> Fire evacuation procedures have been updated and muster points have been revised following completion of building works. Information will be shared with all staff and students. 		

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routes with risk of contamination through close contact between student and staff groupings.	to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> student group Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between student groupings. Fire Evacuation practice to be held as early as possible after return. 					
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 				<ul style="list-style-type: none"> All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. 	8	L	<ul style="list-style-type: none"> See HSE guidance re RIDDOR and Coronavirus (COVID-19) 		
Outbreaks are not managed in line with LA and PHE guidance	<ul style="list-style-type: none"> Lack of management of outbreaks increases risk of the spread of the disease within the school and local population 				<ul style="list-style-type: none"> Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan https://www.warrington.gov.uk/OutbreakPlans https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf 					