



## **ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

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

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime is in place before school opens.
- Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.
- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach



- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes, and altering the environment as much as possible, such as changing the layout of classrooms.
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

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

#### Notes

1. This risk assessment has been produced by Edward McGlinchey (Head Teacher) and the Senior Leadership Team at St Gregory's Catholic High School. Operationally it has been reviewed by Ivan Baracscai (Site Manager) It has further reviewed by:
  - Warrington Borough Council Community Safety and Resilience Team
  - Mike Long from Compliance Health and Safety
2. Control measures in *italics* relate to existing measures in place as part of the partial opening of the school for pupils of key workers.
3. Additional 'Operational procedures' safe system of work, 'Cleaning' Safe system of work and 'First Aid' safe system of work, should be viewed in conjunction with this risk assessment.



4. This risk assessment will be viewed as a working document and reviewed in line with changes in procedures or control measures.

<b>TRUST:</b>	
<b>SCHOOL:</b>	St Gregory's Catholic High School
<b>HEADTEACHER:</b>	Edward McGlinchey
<b>NAME OF ASSESSOR/S:</b>	Edward McGlinchey (headteacher), SLT team including E.Lavin & C.McKenna (Deputy headteachers) Reviewed by: Mike Long (Compliance Health and Safety) and Warrington Borough Council Risk and Resilience Team.
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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.



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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 pupils 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 pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/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 pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils 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

**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/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
<b>Building and Systems not maintained prior to opening</b>	<ul style="list-style-type: none"> <li><b>Lack of statutory inspection, testing, servicing</b> could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</li> </ul>	Yes	Yes	Yes	-Full Planned Preventative Maintenance Programme in Place for area of <b>high risk</b> and other associated areas. - <b>Legionella</b> – robust water management programme carried out by Maxigiene. Program has continued over partial opening period. Flushing regime carried out in house weekly across all outlets (viewed as non-term time flushing so all outlets covered) - <b>Fire Safety</b> – servicing and inspection of all fire safety equipment has continued at 3 monthly intervals. . Daily inspection of fire panel and weekly check of fire alarm. - <b>Gas Safety</b> –Gas installations serviced and inspected March 2020. Including gas soundness testing, boiler servicing pressurisation units. - <b>Technical and equipment servicing in kitchen and</b>	<b>2 x 4=8</b>	L	-. Air con units to be used where supply is to a single room only. Server room units to be used to reduce heat to servers. -Air Handling to be set to fresh air only and non - circulation. - <b>General servicing and statutory Inspections</b> in line with requirements and within inspection/servicing date. -All inspection and servicing in line with statutory requirements as of <b>1st March 2021</b> . Servicing and inspection taking place outside of core school hours and all contractors adhering to COVID secure protocols. -All air handling serviced December 2020 to ensure clean filtration.	<b>2 x 4 = 8</b>	



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					<b>workshops</b> – all servicing completed August 2020. <b>PAT testing and Electrical Installation testing</b> – 5 year electrical inspection conducted August 2017. PAT testing completed August 2020. <b>-Statutory Compliance</b> – all statutory servicing and maintenance in line with testing periods and all up to date. -Daily inspection checklist in place. -All rooms have undergone a deep clean. -Kitchen has been deep cleaned (May 2020) including extract ducts.			3 site visits by Compliance Health and Safety to check all aspects of COVID safety around school. Initial visit as school reopened in September and subsequent visits in November 2020 and December 2020. Review undertaken and on all visits school protocols and operation deemed to be in line with all expectations. <b>-Air conditioning serviced 1<sup>st</sup> March 2021.</b>		
<b>Lack of communication with parents/carers and staff members</b>	<ul style="list-style-type: none"> <li><b>Parents/carers may feel anxious about their child returning back to school or may not want child back to school</b> due to lack of information on the controls in place to manage the risk of Covid-19.</li> <li><b>Staff may feel anxious about returning to school</b> due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>	Yes	Yes	Yes	-Use of School communications System, class charts and twitter, to update parents on all latest news regarding full reopening and publish risk assessment on the school website following updates /advice from H&S team at WBC. -Use of Smart Survey software to communicate with parents regarding reopening measures -Protocols for attending school developed and will be posted to all. -Orientation sessions <b>took place</b> for all pupils in weeks commencing 1 <sup>st</sup> and 7 <sup>th</sup> September. Familiarisation with what school will look like (systems) and expectations of pupils. -Session <b>took place</b> with ALL staff on Monday 20 <sup>th</sup> July 2020 and again on 3 <sup>rd</sup> and 4 <sup>th</sup> September to run through all planned protocols	2 x 3=6	L	-Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. This is required before the school opens or more pupils attend. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. - In the event of confirmed cases over the weekend, the school will await formal confirmation of positive tests from parents / carers before informing contacts. Test and Trace will be used to	2 x 2 =4	L



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					<p>and expectations (use of spacious sports hall for staff)</p> <ul style="list-style-type: none"> <li>- The Headteacher has completed a 'walk around' with an elected teacher who is a staff governor to discuss safety plans for reopening</li> <li>-Senior management team representatives with the site manager have walked the school to view duty points and circulation with regards to distancing and pupil management.</li> <li>-The Deputy Head Teacher is working with subject specific leaders on practicalities of curriculum delivery in specialist areas</li> <li>-Head Teacher has sent a feedback request to all staff regarding proposals for opening.</li> <li>-Headteacher met one to one with clinically vulnerable staff to address their concerns and the plans for September</li> <li>-Communication regarding the school day arrangements to be provided in 'information pack' to parents</li> <li>-Communication regarding transport to school, including advisory information from the school to be provided to parents</li> <li>-All pupils arriving on site will be greeted by duty staff and enter the school at specific entry points to year group bubbles</li> <li>-Mental Health Practitioner already in place for staff welfare. See <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-aspects-of-coronavirus">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a></li> </ul>			<p>inform contacts in the absence of information for the school and on Monday morning, before school commences, all contacts will be made aware of their requirement to isolate</p> <ul style="list-style-type: none"> <li>-Extensive increased communications with parents in place from the headteacher to parents / carers / pupils and staff on more than one occasion per week in relation to all matters linked to Covid-19 and school procedures</li> <li>-Reopening letters and welcome guides distributed to parents and carers</li> <li>-Re-opening session with staff ahead of March re-opening on 04.03.2020</li> <li>-Contingency learning plans in place for all pupils in the event of further school or year group closures via online platforms such as Microsoft Teams and Class Charts – Half termly work prepared in advance overseen by DHT</li> <li>-Contingency learning plan activated 6<sup>th</sup> January 2021 in line with partial school closure.</li> <li>-Provide all staff (including catering and mid-day assistants) with the</li> </ul>		





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>measures the school are taking to ensure their health and safety once school opens via a toolbox talk.</p> <ul style="list-style-type: none"> <li>- Off site visits will only take place in matters of safeguarding concerns and under social distancing arrangements.</li> <li>-Ensure arrangements for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins.</li> <li>-Risk assessment to be shared on the school website.</li> <li>-Communication to be shared with parents, visitors and deliveries to ensure that these do not happen during break and lunch time</li> <li>-Updating of school policies to be shared with staff and parents / carers via school website</li> <li><b>-School website to include a test and trace information page</b></li> <li>-direction to be provided to staff regarding test and trace</li> <li>-Testing of staff and pupils now be conducted on site using rapid flow tests. Staff twice per week and pupils to receive x 3 lateral flow tests before home testing.</li> </ul>			



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								-Remote learning guides provided regularly to staff, pupils and parents from teachers and senior team leading on remote provision		
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	-Based on numbers of pupils attending systems in place to ensure staffing level capacity at all times including duty points for before and after school day. -Test and trace protocols fully in place with 'hub' based in finance and attendance offices -Liaison with public health and local authority regarding local outbreaks	<b>3 x 3=9</b>	<b>M</b>	-Staff to follow government and HR guidance regarding attendance to workplace. -Full adherence to test and trace protocols, tests should be arranged immediately with staff confirming results to school -Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, senco, first aiders / fire wardens, caretaking and cleaning staff. -Ensure arrangements are in place in school for any members of staff identified as particularly vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) -Monitor staffing levels (teaching, cleaning, caretaking, etc.) -Individual risk assessments to be undertaken for relevant staff where it has been agreed they will be returning to school. -COVID 19 included in weekly briefing	<b>2 x 3=6</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								<p>information provided by the Head Teacher. Details best practice shared responsibilities and also protocols.</p> <p>-an equitable and proportionate staffing rota is in place to cover all aspects of school function including critical worker / EHP / Vulnerable provision in school (support staff), remote teaching (teachers) and phone calls home (support staff)</p> <p>-Teachers provided with the option to provide remote learning from home or in school during school closure periods</p> <p>-Where teachers can not work from home during school closure periods, they can work from their classroom in school in isolation and with Covid secure measures in place.</p>		
<b>Lack of Fire Wardens &amp; First Aid Provision</b>	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<p>-8 Fire Wardens needed to 'zone' school in event of a fire alarm activation.</p> <p>-Posters displayed with Fire Warden/First Aiders and procedures for contact-</p> <p>-First Aid Safe System of Work in place to be amended to incorporate COVID 19. To include safe use of defibrillator in line with COVID 19 advice, and administration of CPR in line with COVID 19 advice.</p>	<b>2 x 5=8</b>	<b>L</b>	<p>- First Aiders always available on site to assist. .</p> <p>- Normal Emergency Evacuation plans will be reinstated now the school is back to full capacity.-</p> <p>Designated First Aid kits to be provided with advised PPE in the event of a first aid incident or suspected case of COVID 19.</p>	<b>1 x 5=5</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					. A reminder list of first aid box locations will be issued to staff along with locations of the COVID 19 emergency kits containing PPE.			<u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> -Fire training conducted with Year 7 pupils and all staff December 2020 Practice walks to fire lines in place across the year		
<b>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID-19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	-Senior Management Team to offer advice on travel however onus is on parents to facilitate arrival to school gates in line with: <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> -Liaison with bus companies to offer advice on school start and finish times. To obtain protocols from bus companies in regards to the management of COVID 19. Disposal point for disposable face masks on entry to school and plastic sealable bags in use for other masks - Pupils will arrive and be directed to an allocated specific entry point. SENCO and ASD unit leads to liaise with travel companies and parents/carers with regards to protocols for travel.	<b>3 x 4=12</b>	<b>M</b>	-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 <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> (including avoiding peak times) when planning their travel -pupils to be visually assessed on entry for symptoms such as continuous cough, flushed complexion or generally looking or indicating they feel 'unwell'. -Parent and carers to be advised not to congregate at the school gates or enter the school site unless there is a specific appointment arranged -regular 'comms' with parents to encourage alternative modes of travel to school where appropriate, in particular walking and cycling	<b>2 X 4=8</b>	<b>L</b>
<b>Mixing of staff and non-</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID -19 virus</b> from being</li> </ul>	<b>Yes</b>			- Almost all staff have attended school on a rota basis over period	<b>2 x 4=8</b>	<b>L</b>	-Staff meeting (July 20 & July and March 21) to	<b>2 x 4=8</b>	<b>L</b>



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<p><b>adherence to social distancing measures during the arrival to and departure from school. Additionally throughout the school day</b></p>	<p>in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>of partial opening and are familiar with internal measures.</p> <p>-All staff will attend the staff meeting on the 20<sup>th</sup> July for updated information and guidance including further guidance and training on the 3<sup>rd</sup> and 4<sup>th</sup> September</p> <p>-Staff familiar with social distancing protocols and hygiene control.</p> <p>-Purchase of visualizers to eradicate the requirement to gather round for demonstrations</p> <p>-All classrooms to have a demarcation zone for staff to teach from, teachers will not be required to circulate the classroom. Pupils will be informed not to enter the demarcation zone.</p> <p>-All classrooms to adhere to forward facing desks where possible (fixed desks exempt)</p> <p>-Duty points (indoors) will be marked with a zone for the staff member to maintain safe distance</p> <p>-Toilets stocked with soap and water temperatures via TMV's kept between 37 and 45 degrees.</p> <p>-Staff already advised on hygiene control as part of partial opening for key workers.</p> <p>-Hand sanitiser (400ml) distributed to each member of staff for personal use within school.</p> <p>-Hand sanitiser 'stations' located around school for use by pupils/staff/visitors</p> <p>-Hand sanitiser installed in every classroom for pupils to use on entry</p>			<p>discuss protocols and plans ahead of wider reopening.</p> <p>-Advise staff to adhere to the social distancing protocols including when entering and exiting the building – new double doors will be used as an entry point to avoid congestion in the reception area with a hand sanitiser at entry point</p> <p>-Place practicable social distancing material and signage in prominent positions around school for guidance.</p> <p>-Parents of pupils attending to be asked whether pupils have any sensitivities or allergies to hand sanitiser</p> <p>-unlock staff toilets to avoid congestion for usage</p> <p>-All first aid, intimate care and cleaning requirements to only be administered with specified PPE equipment</p> <p>-full circulation plan in place, shared with staff and pupils and using visual signage and duty points to manage</p> <p>- there will be one to one training via SLT for circulation planning and break supervision</p> <p>-communication devices in place to ensure circulation planning deployed appropriately</p> <p>-Year Group Bubble Collective worship in the theatre halted from Tuesday 8<sup>th</sup> September</p>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>-Staff will use double doors for entry to school to avoid reception. A sanitising station will be available at this point</p> <p>-Rearranging staffroom (mini kitchen) protocols to ensure distancing including maximum occupancy</p> <p>-No staff briefings – to be covered electronically until further guidance permits otherwise</p>			<p>2020 and replaced by 'virtual' collective worship</p> <p>-all staff informed that whilst on duty, circulating the building or other duties outside of teaching may wear a face covering if they wish.</p> <p>-Changes made to communal areas to limit possible contacts. Staffroom allocated only for staff who do not have a permanent base therefore restricted to TA's and Cleaning staff.</p> <p>-Year group assemblies taking place as and when required. Assemblies split over 2 days and 3 year groups distancing on the tiered seating (at least 2 metres, all facing forward etc).</p> <p>-Governor meetings held either virtually or utilising the Theatre space where desks are set 2 metres apart, the area is well ventilated and all desks and chairs are sanitised prior to use.</p> <p>-pupils or staff awaiting test outcomes are isolated in personal base or sports hall until confirmed result</p> <p>-reminders via email, bulletin and briefing notes to all staff to ensure that full safety protocols are in place despite widespread testing in place</p>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							Face coverings to be worn where social distancing cannot be achieved, including by pupils in classrooms (until easter review) Staff to wear face coverings in class when not in demarcation zone			
<b>Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID -19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	-All information inserted above is applicable here too System of using different entrances communicated including drop off and collection times and site entry points - via orientation sessions and in 'information packs' to parents -Washing of hands available where possible, however hand sanitising available all around the school and in each classroom	<b>3 x 4=12</b>	<b>M</b>	-Phased return in place for March reopening by year group and 1 <sup>st</sup> lateral flow test -Use different entrance /exit points for pupils (see operational procedures SSOW). -zoning in place for form rooms -natural staggering for arrival which disseminates to zones on entry to the school site -Floor markings to be extended once areas of use agreed. -Provide demonstration to pupils who have trouble cleaning their hands independently. -parent / carers not permitted to school site, unless via appointment or agreed notification -Guidance for parents and expectations documents sent to all parents and pupils via post, class charts and through face to face orientation lessons delivered by form tutors	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								-updated school policies for behavior for learning and safeguarding in place. -Members of staff 'controlling' arrival and departure of pupils including facilitating crossing on Peace Drive leading to continual flow of traffic and no mixing of parents/carers outside school. -Face masks compulsory on entry to the school site with a supply of masks available for any pupil without one. SLT manage entry at the start of the school day and departures at the end of the school day. -Parent engage evenings moved to remote access via software packages		
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-Systems for distancing already in place during partial opening period. -Face to face positioning eliminated in classrooms where possible excluding fixed furniture. All desks forward facing -Classrooms 'stripped' of unnecessary equipment. -Seating plans in place on class charts for each class -Hand sanitising 'stations' located on high frequency corridors outside classrooms and inside each classroom -Water fountain supply isolated (except when flushed). -All classroom windows where applicable should be used and	2 x 4=8	L	- pupils to wear a face covering during lessons for additional reassurance when a 1m distance can't be maintained with the exception of when teachers are providing instruction and explanation from their demarcation zone -Demarcation zones for teachers in classroom -Visualisers in use to avoid gathering around teacher -use of RM tutor software where needed to facilitate seating plans	2 x 4=8	L





HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					in any other cases, air handling facilities used.			<ul style="list-style-type: none"> <li>-Teaching assistants to use face coverings where they are working in close proximity with pupils if preferred</li> <li>-Subject specific plans in place and risk assessed to accommodate curriculum requirements including any required amendments to the curriculum</li> <li>-Account for any SEND pupils who may require additional staff support. Senco and ASD Lead to coordinate provision for SEND Pupils with Deputy Head</li> <li>- COVID 19 cleaning and safety kit provided for each room in use and will include: Sanitising Spray Disposable gloves Disposable roll Box of tissues</li> <li>-Pupils advised to bring own water bottles and snacks and if preferred, their own personal hand sanitiser</li> <li>- Swing top bins provided in all classrooms and other rooms. Bins emptied and waste disposed of as per 'Cleaning protocols' and in line with guidance</li> <li>-TAs advised to wear masks as non-optional when assisting pupils at close range. Washable</li> </ul>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								face coverings should be used in close proximity situations, school can provide spares on days when TA's do not bring their own face covering to school -all pupils and staff in school will undergo testing unless using 'opt out' rights		
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes	Yes	-Teachers will remain at the front of the classroom at their workstation or whiteboard. -Lunch provided will be 'grab bag' form provided to FSM pupils and can be purchased by all other pupils too -Practicable social distancing to be encouraged and reminders as best practice within all possible areas of the school -Distance markers to be placed in middle of corridors to ensure traffic flow. Keep left policy already in place. -One way systems in place where possible such as stair wells. One-way systems to be identified by using directional arrows. - 1 person at a time to use lift – Pupils or staff using lifts to sanitise hands before entering -Circulation plan implemented and regularly reviewed for adaptation where required to minimise 'internal' circulation and passing of year group bubbles. Passing of pupils will take place outside in the main enroute to lessons to also	2 x 4=8	L	All staff and pupils to wear a face covering in specified areas of the school when 2m distancing can't be maintained (corridors and communal areas). Pupils to wear face coverings in classrooms where 1m distancing can't be maintained. with no restrictions – possible move to mandatory use of face coverings when circulating the school (to be reviewed daily / in line with local government advice) -Wearing of facemasks in all communal areas now mandatory for all staff and pupils with the exception of those classed as 'exempt' -Wearing of facemask reinforced throughout the day by all school staff. -All staff to be provided with a visor if this is preferred over a face covering -'passing' of year groups bubbles is considered low risk so staff duty points and supervision will ensure that pupils passing each other	1 x 4=4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					enable entrance to the next lesson via the most appropriate supervised entry point There will be an early / staggered dismissal from lessons which commences with the upper floor of the school			do not stop or congregate in groups -All staff to have a specific responsibility to ensure the entire process of circulation works effectively and to reduce any risks -Orientation sessions for all pupils and staff to take place to ensure understanding of the processes in place -Accessing rooms directly from outside where possible or via nearest external entrance as per circulation plan -For re-entry to N block at lesson changeover, flow of pupils is halted until the N block is vacated – during this waiting time, pupils waiting for re-entry wait in designated areas as a year group at labelled locations and then instructed to re-enter going upstairs first -updated exit from N block for N3 and N4 who will exit via N2 -Ensure supervision is in place to ensure practicable social distancing measures are being followed. (where social distancing allow) -Consider measures - required to accommodate any specific pupil that may need assistance to move around school. Hierarchy of control to be followed. (Provide support member of staff, limit number of staff		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							contact, PPE, limit movements where possible. PPE suitability guidance for COVID 19 followed) -all pupils and staff in school will undergo testing unless using 'opt out' rights			
<b>Higher risk of contamination if pupils and staff use shared equipment and resources</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-Shared resources limited. -parents provided with equipment list and to check that pupils arrive at school equipped for the day -no use of the school stationary shop until further notice -Form tutors and PPMs in conjunction with subject staff to liaise over any pupil requirements	<b>3 x 4=12</b>	<b>M</b>	-Pupils will not share their own resources, a guide has been sent to parents to set out equipment requirements -Cleaning staff/Technicians to clean frequently used surfaces more frequently -limit the use of textbooks -practical subjects revising curriculum to ensure that risks are minimised where over the autumn and spring term -seating plans reduce widespread use and control access to learning areas -Homework books that can be quarantined have been purchased to enable book based assessment by teachers	<b>2 x 4=8</b>	<b>L</b>
<b>Higher risk of contamination if pupils and staff use shared spaces</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-Sports Hall set up as initial meeting facility when required for staff numbers up to 60 but likely to be less. -Dining facilities limited in use to year group bubbles -COVID-19: <u>cleaning of non-healthcare settings guidance</u> already being followed during partial opening period -Staffroom (including kitchen area) to have maximum occupancy	<b>2 x 4=8</b>	<b>L</b>	-Pupils will only pass each other outside and occasionally outside whilst in transit to lessons -Collective Worship in theatre replaced by virtual collective worship -Staff briefings cancelled and on occasion replaced by meetings in the sportshall with socially distanced seating -Meetings to be held in larger rooms, for example SLT meetings,	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-Briefings to be cancelled until further notice and replaced with electronic communications			Safeguarding meetings and Pastoral meetings -all actions to minimise prolonged contact between any year groups, in particular inside the school building -Designated zones for non-contact social time which is also staggered and in the form of rota's for year groups -additional supervision points for lesson changeover, staggered and organised between subject teams to ensure no congestion or buildup of pupils -PE changing rooms to be altered to increase space for changing – both upstairs changing rooms now to be allocated to girls and the fitness suite to be allocated to boys changing doubling overall space for PE changing		
<b>Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID-19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>Yes</b>	<b>Yes</b>		-Outdoor seating to be limited to wooden benches for pupils of key workers as existing. -COVID-19: <u>cleaning of non-healthcare settings guidance</u> already being followed during partial opening period	<b>1 x 4=4</b>	<b>L</b>	- Ensure that any outdoor activity is supervised to ensure that social distancing measures are maintained -Additional duty points added to the supervision rota -specific plan for PE to adjust curriculum under guidance -labelled areas outside N block in place to segregate waiting year groups for re-	<b>1 x 4=4</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								entry to N block between lesson changeover		
<b>Mixing of pupils during break and lunch times and maintenance of social distancing measures</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-System in place for corridors already (keep to left) -Practicable social distancing measures in place	2 x 4=8	L	-Lunch break to be staggered and to keep year group bubbles together -Canteen usage to be staggered with increased supervision for zoned areas within the canteen – hot food removed from menu, Grab bags to be used to minimise contact -biometric finger print system to be used following hand sanitising -reduced activities during non-contact time including access to the LRC -designated areas for year groups to have lunch and recreation		L
<b>Mixing of staff and pupils whilst providing school meals</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-No hot school meals provided in school until further notice. - School day amended to include staggered lunch periods for specific year group bubbles -Staffroom to be thoroughly cleaned as part of the cleaning programme. -staffroom to have maximum occupancy -Staff to keep their own cups, utensils and plates in their locker and ensure all are washed and returned to their locker if used. -COVID 19 Hygiene kit to be provided for staffroom use. -No hot food to be cooked using microwaves etc. -Staff to sanitise any shared consumables after use (milk etc.).	3 x 4=12	M	-School meals staff are able to distance in the kitchen by use of a zoned system -Cleaning products and hand sanitiser are available for use by the school meals staff -introduction 'grab' bags as described above -staff duty zones inside the school, including canteen areas to be demarcated -Additional sanitising stations positioned in all areas where food is served/eaten. <b>-Additional dining facility complete to facilitate a whole year group bubble.</b>	2 x 4=8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
<b>Mixing of pupils/staff during visits to toilets and hand washing facilities</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		-System for monitoring and supervising toilet access to prevent overcrowding Occupancy levels to be agreed for different toilet areas. -Supply of soap readily available in toilet areas. Mixed water temperatures (between 37 and 45 degrees monitored) -Extensive supply of hand soap in store to replenish soap dispensers. -Soap dispensers in use (push to operate) limiting contact with supply) -Hand blowers in use.	<b>2 x 4=8</b>	L	-Hand sanitising facilities available in every classroom -Additional hand sanitising stations placed at strategic points around school. -Ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time -staff toilets unlocked to avoid congestion -Advise pupils and staff to distance at all times where possible and to avoid all forms of congregation inside the building and avoid completely between year groups -labelling of toilet blocks for specific year groups during non-contact time -specific toilet in use during for out of class requirements for pupils who have a medical toilet pass -Advise pupils and staff to wash their hands for 20 seconds using warm water and soap following toilet usage -Cleaning rota to include checking and emptying of all waste bins. -All waste to be double bagged and stored 72 hours prior to disposal following a suspected or confirmed case of COVID 19. <b>Hazardous waste collection arrangements in</b>	<b>2 x 4=8</b>	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								place via waste service provider.		
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>		Yes		-PE curriculum revised under the guidance from the DfE	0	L	<ul style="list-style-type: none"> <li>-individual risk assessment for PE using the guidance</li> <li>-extra-curricular activities where physical contact is involved is to be avoided</li> <li>-recreation time to not include contact sports until guidance changes</li> <li>-PE changing rooms to be altered to increase space for changing – both upstairs changing rooms now to be allocated to girls and the fitness suite to be allocated to boys changing doubling overall space for PE changing</li> </ul>		
Pupils 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"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes		<ul style="list-style-type: none"> <li>- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</li> <li>-Government and HR advice to be reviewed and adhered to following updates.</li> <li>-Children and young people (0 to 18 years of age) who have been <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> should follow all updated advice</li> <li>-Shielding advice for Clinically vulnerable children and staff who are at higher risk of severe illness has been paused from the 1<sup>st</sup> August and can return to school</li> </ul>	1 x 4=4	L	<ul style="list-style-type: none"> <li>-where rates of the disease rise in our local community, and in line with public health advice, vulnerable staff and pupils will be advised to recommence shielding and have immediate access to remote learning</li> <li>- Staff Shielding: Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, it is expected that most staff will attend school.</li> <li>-staff advised that they can use face coverings if they prefer when in circulation around the school or on duty</li> <li>-Teachers provided with the option to provide remote</li> </ul>		





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting. -If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u> , it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.			learning from home or in school -Full lockdown moves the school to an equitable and proportionate staff rota for critical worker / EHCP / vulnerable pupil rota -Pupil numbers on critical worker rota to be reviewed daily to ensure capacity is not undermined		
<b>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID -19 virus</b> 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)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>Yes</b>	<b>Yes</b>		- Covid secure 1 <sup>st</sup> Aid area with distancing between staff/pupils available. -Any pupil displaying symptoms will be sent to the Covid secure 1 <sup>st</sup> Aid room awaiting collection. -Bathroom in the sport shall to be used if pupil requires use. -Emergency services to be called if threat to life. -Areas where pupil had been prior to feeling unwell to be cleaned thoroughly including surfaces touched. (See SSOW) -Areas/surfaces used by pupil in Covid secure 1 <sup>st</sup> aid area to be cleaned thoroughly after they have been collected (See SSOW).	<b>3 x 4=12</b>	<b>M</b>	-Ensure that staff are aware of the process for sending home pupils if they become unwell with a new, continuous cough or a high temperature and advise them to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> . If a child is awaiting collection: -Open a window or door for ventilation -Call 999 if they are seriously ill or injured or their life is at risk.	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>If the bathroom was used by the pupil whilst waiting collection it should be cleaned thoroughly after use (See SSOW).            -See Safe System Of Work Cleaning for COVID 19 which follows the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>            -Member of staff assisting a pupil who was unwell should, if they had made no physical contact and were not displaying symptoms, wash hands thoroughly as prescribed.</p>			<p>-Staff attending with pupil suspected of COVID 19 in (Covid secure 1<sup>st</sup> aid area) will wear provided PPE equipment if having to assist and where distancing not possible.            -staff supporting a pupil with symptoms will not be required to go home unless they too develop symptoms            PPE to include:            Conforming Face Mask            Visor            Disposable Gloves            Sanitiser            Disposable Apron.            (if no hands on assistance is required staff will exercise distancing)            -Seek advice from the Public Health Team on any further action to take.  <u><a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></u>            - Room of any suspected case to be cleaned at the end of the lesson if pupil has been removed. Deep cleaning protocol in place and in line with current guidance.            -COVID First Aid room relocated internally (change in weather) and facilitates a member of staff being able to view/monitor a pupil whilst not in the room with them via a vision panel.            -all asymptomatic staff and pupils tested with lateral flow devices weekly until February 12<sup>th</sup> and ahead of</p>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes		Yes	-System in place to monitor/control visitor access to site via electric gate to school grounds and access control to reception. -All none essential visitor contact to be conducted via phone. -All contractors to liaise with Site Manager to arrange access. Access to be offered outside of core day.	3 x 4=12	M	-No deliveries or visitors to the school between 11am and 1pm -critical meetings linked to child protection or safeguarding to continue as normal but under distancing guidelines -Advise potential visitors to contact the schools remotely rather than visiting the school and by appointment for essential visits only -Limit the number of visitors at any one time -Provide a specific time window for essential visits to school -Maintain a manual record of all visitors, including contact details. Do not use Inventory system for visitors / manual sign in	2 x 4=8	L
Delivery of inbound good - ineffective infection control	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to</li> </ul>	Yes		Yes	-Access to school site via electric gate (controlled via reception) -Hands washed thoroughly after accepting any delivery.	2 x 4=8	L	-No deliveries or visitors to the school between 11am and 1pm	2 x 4 =8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
<b>and increased risk of infection</b>	<p>person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>				<p>-Handwashing and sanitising facilities available for site staff. -PPE available for site staff handling deliveries where appropriate. -Deliveries to site, including mail, to be left for a period of 72 hours if possible. If not possible then gloves to be worn when handling. -System for accepting mail already in use in reception area.</p>			<p>-Kitchen supervisor to be informed of any delivery and to control delivery. Site staff to support. -deliveries that can be manually handled to be left at the entrance (controlled by kitchen supervisor). -Deliveries to site (general) to be managed by site staff. Where possible all deliveries to be left outside the electric gate and then collected by staff. -Site staff to collect and distribute all deliveries. -Restrict non-business deliveries, for example, personal deliveries to workers -Ensure that incoming goods are cleaned if appropriate.</p>		
<b>Cleaning - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> 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)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	Yes	Yes	Yes	<p>-On site cleaning staff employed directly by the school. -Cleaning rota already in place. -Cleaning schedules already in place. -PPE provided for cleaning staff. -COSHH assessments completed for all cleaning products used. -Cleaning staff have adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> -Half of all internal doors are 'held open' type fire doors reducing need to touch to open. All other fire doors will operate as normal.</p>	<b>3 x4 =12</b>	<b>M</b>	<p>-Cleaning hours to be agreed in line with. <u>COVID-19: cleaning of non-healthcare settings guidance</u> Additional PPE to be provided for staff with responsibilities for cleaning (See PPE) -Temporary cleaning hours extended -Deep cleans of the building are put into place where there is a confirmed case of COVID-19 (See SSOW)</p>	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					--Spaces are well ventilated using natural ventilation (opening windows). -Hand sanitiser stations in place around school -Site staff supervise cleaning staff. -SSOW written covering all cleaning requirements to comply with <u>COVID-19: cleaning of non-healthcare settings guidance</u>			-Frequently touched surfaces are cleaned by cleaning staff frequently with detergents and bleach based product. Safe system of work (SSOW) developed for all cleaning tasks. -Cleaning staff to undertake a training session on COVID 19 cleaning protocols in line with the SSOW. -Desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal -Spaces are well ventilated using natural ventilation where possible. -Checks to be made throughout the day to ensure adequate supply of soap and water available in all toilets in use, and sanitiser in strategic points around school and in every classroom. --Cleaning products and gloves to be made available for use in specific areas of school. -Cleaning materials to be provided for each classroom -School will adhere to the PHE guidance to be published for cleaning non healthcare settings in addition to current guidance. Programme of intrusive fogging introduced every 4		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								weeks using approved BS1276 product which acts against enveloped viruses. <b>Fogging to be re-started April 2021</b> -Additionally sourced product conforming to EN1276. Sanitising wipes which allow more thorough cleaning of intrusive surfaces. -Opportunity for further cleaning enhancements whilst school is in lockdown period and sections of the school are not in regular daily use		
<b>PPE</b>	<b>Lack of PPE when having to undertake a task where social distancing measures cannot be met.</b>	<b>Yes</b>			-Social distancing and hygiene control used as part of hierarchy control. -PPE available for all cleaning staff and those who may need to clean. -Good supply of PPE stored according to availability -Recommended PPE for all circumstances relating to COVID 19 held on site -PPE distributed to key staff members such as 1 <sup>st</sup> aiders when required -All PPE equipment used conforms to PPE guidance. In line with PPE distributed to schools by Warrington Borough Council -Pupils and staff who use public transport to travel to and from school will be reminded of mandatory face cover and disposal / storage of face coverings	<b>3 x 4=12</b>	<b>M</b>	-Where social distancing cannot be met it is essential that further measures are introduced to minimise the risk considers using protective screens, PPE, keep time to a minimum, etc. -PPE will be worn where an individual pupil becomes ill with COVID symptoms and distancing cannot be maintained. -PPE will be worn if intimate care (in line with school policy) or first aid needs to be administered within two metres. -Where PPE is identified as required; an adequate supply of these must be provided and available for use. Lidded bins and or plastic bags will be available on	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>entry to school to dispose of or store face coverings</p> <ul style="list-style-type: none"> <li>- Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely, for example first aiders.</li> </ul> <p>Public Health guidance on the use of PPE 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.</p> <ul style="list-style-type: none"> <li>-If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> <li>-Additional first aid boxes and PPE will be available around strategic locations of the school building.</li> </ul> <p>See <a href="https://www.gov.uk/guidance/protective-equipment">GOV.UK guidance regarding personal protective equipment</a>.</p> <ul style="list-style-type: none"> <li>-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.</li> </ul>			
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	Yes			-System in place for RIDDOR reporting via Compliance Health and Safety - Test Track and Trace hub implemented in school to liaise	2 x 3=6	L	-All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous	2 x 3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					with PHE and report any infections -School will engage with NHS Test and Trace process fully and follow local health protection team advice fully			Occurrence Regulation 2013 to ensure the appropriate information is sent to Compliance Health and Safety <b><u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u></b>		
<b>Staff/Pupils showing signs of COVID 19</b>	<b>Direct transmission of COVID - 19 virus</b> 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) <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces	<b>Yes</b>	<b>Yes</b>		-School will follow all PHE guidelines and the person who is unwell will be sent home and advised to follow the guidance and follow the self-isolation process -Any member of staff or a pupil displaying symptoms should seek an immediate test and advise the school of the outcome as soon as possible. -Staff, Visitors and Contractors are instructed not to attend school if they are displaying Coronavirus symptoms. -Parents/Carers to monitor child's health and not send them to school if they or are displaying symptoms. -Staff and Parents to follow medical advice and isolate for 10 days. -Staff/Pupils identified at risk part of the 'Track and Trace' programme -An isolated, well ventilated exclusion zone established for any potential case.	<b>1 x 4=4</b>	<b>L</b>	-Staff aware of the requirement to report symptoms, isolate and seek an immediate test where possible -All parents informed of steps to follow via information pack. - All staff provided with an information card of key contacts and next steps following PHE guidelines -PPE will be worn by first aider caring for the child whilst awaiting collection if two metre distance cannot be maintained -School will follow any subsequent instruction from NHS Track and Trace - Area around the symptomatic person will be cleaned with bleach based product after they have left to reduce the risk of cross infection		
<b>Staff/Pupil confirmed as having COVID 19</b>		<b>Yes</b>	<b>Yes</b>		-School to be informed immediately. -School to contact PHE and Compliance Health and Safety as soon as a positive test is acknowledged. -School to follow PHE guidance.	<b>2 x 4=8</b>	<b>L</b>	-Staff / Pupil to continue to isolate if symptoms of Covid-19 result in positive test Using close and direct contact criteria, this includes those who have		





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-Person with the positive result to stay at home and self- isolate for at least 7 days from onset of symptoms,			been in face to face contact within 1 metre. Those who have been in extended close contact within 1-2 metres for more than 15 minutes and those who have travelled in a car with the infected person		
<b>Staff/Pupils displaying symptoms during school hours</b>		<b>Yes</b>	<b>Yes</b>		-Head teacher / deputy head / SLT member informed immediately -Staff/Pupils isolated until they can be safely sent home in the Covid secure 1 <sup>st</sup> Aid room. -Staff and pupils who have been in contact with the symptomatic person should wash or sanitise hands immediately. -Area around the person with symptoms must be cleaned with bleach after they have left. -System in place for double bagging (part of Covid cleaning SOW) potentially contaminated waste and storing for 72 hours prior to collection. Site staff to manage process.	<b>2 x 4 =8</b>	<b>L</b>	-Person displaying symptoms to be provided with information on testing and any potential self-isolation - minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school -If PHE advise, provide coronavirus letter to be sent home to parents/carers if more than one suspected case in short period following PHE guidance. - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at	<b>2 x 4=8</b>	<b>L</b>



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.		
<b>Sharing best practice across all schools and working closely with school partners</b>	<b>Not learning from shared experiences and offering support and guidance collectively.</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	-The Head Teacher has developed a strong working relationship with the Local Authority and Public Health England to keep abreast of any changes to practices and to request advice/guidance as and when necessary. -The Head Teacher is part of a network of Head Teachers across Warrington who share best practice and the enhancement of strategies for managing COVID 19 in school.	<b>2 x 4 =8</b>	<b>L</b>	-Continuous sharing of information and experiences as a collective such as WASCL and the Liverpool Archdiocese, the Local Authority and national guidance		
<b>Protecting those staff classed as clinically vulnerable or with an identified underlying health condition</b>	<b>Risk of infection leading to potential additional complications based on scientific understanding of COVID 19</b>	<b>Yes</b>			-Head teacher has identified those staff with underlying health conditions that may lead to additional complications due to COVID 19 -All staff in this category have been individually risked assessed and additional control measures put in place. -Where possible 'tweaks' to the school programme to take into account this category of staff (examples of meetings and training being adjusted to ensure staff feel comfortable)	<b>2 x 4 =8</b>	<b>L</b>	-continuation of full support for all staff with NHS letter confirming that they are CEV		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-Face to face meetings with Head Teacher for staff who may have concerns to offer reassurance. -Regular updating and review of the risk assessment. -All meetings take place in areas/rooms where social distancing and good ventilation is present. Hand sanitising stations in all rooms and at strategic points around school. -Thorough cleaning and sanitising programme in place. -Hygiene kits in all rooms.					
<b>Change to school operation following Government guidance from 6<sup>th</sup> January 2021. Changes to RA detailed albeit existing hazards, potential harm and control measures stay in place.</b>	<b>-Exposure to COVID 19 due to lack of focus on changing face of school provision.            -Failure to use all risk control measures available for staff and pupils to control transmission of COVID 19.            -</b>	Yes	Yes	Yes	-School reverting to provision for pupils who are classed as vulnerable or those belonging to key workers. -All previous control measures retained as example of best practice. -On-site testing of all staff and pupils undertaken using 'lateral flow tests'. -Staff trained in use of rapid flow tests and testing hierarchy implemented. -Systematic approach to testing of staff and pupils weekly. -Sports hall used for mass testing of part year group bubbles in sections and distanced. -Testing of pupils completed under instruction and analysed prior to pupils being allowed access to main school/classrooms. -Testing of staff conducted on arrival in school in isolation by staff themselves. Results waited	<b>2x4=8</b>		-Move to testing of all school staff twice weekly. 2 x test kits to be distributed by site staff to all staff in school every Wednesday from 27 <sup>th</sup> January 2021. Tests to be undertaken every Wednesday and Saturday positive results photographed and emailed in to P Field. -Staff not present in school on a Wednesday are to collect their 2 test kits prior to Wednesday if in, or conduct a test if they return Thursday/Friday and then fall in line with testing programme. -Tests to be prepared by L Dutton and distributed by I Baracskai and site staff.		



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					<p>for prior staff movement around school.</p> <p>-A positive test result from a pupil or staff member results in isolation/removal from site before they have had contact with any other person and advised to attend a local testing site for a confirmatory PCR test.</p> <p>-After initial testing of staff in school, tests will be carried out at home. Testing kits will be issued every Friday and staff will test over the weekend and prior to returning to school on a Monday.</p> <p>-Significant supply of lateral flow tests and associated PPE to facilitate testing</p> <p>-Devised testing spreadsheet compiled by pupil/staff name to ensure accuracy.</p> <p>-Separation of duties between testing, analysing and recording of results.</p> <p>-Staff fully briefed on changes to school functionality via detailed emails and guidance even given the ever changing landscape for school operation.</p> <p>-Parents and Carers given guidance and updates via school communications on a regular basis.</p> <p>-Identification of vulnerable pupils and those whose parents are key workers managed sympathetically and discreetly.</p> <p>-Year groups remain in bubbles for lessons and brunch.</p> <p>-Focused cleaning on areas in use by pupils during the day and areas of movement around school.</p>					



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					-Revised work rota for site and cleaning staff in line with school requirements. -					
Review of all room occupancies	Exposure to COVID 19 due to working office environments, distancing and ventilation.	Yes	Yes	Yes	-SLT members sharing offices have relocated to single office spaces. -Site staff have relocated to an available space short term and will review arrangements regularly.	1 x 4 = 4	L	-Room provision and occupancy to return to normal by 8 <sup>th</sup> March 2021 given frequency of testing available for staff and pupils.		
Full School return from 8 <sup>th</sup> March as per Government guidance – TESTING PROGRAMME		Yes	Yes	Yes	-Process Already in place for testing of staff twice a week. Process to be streamlined by use of supplied rapid test kits in packets of 7 (will facilitate 3.5 weeks of staff testing). -Staff familiar with testing process, analysing of results and reporting mechanism to NHS T&T. -System in place for mass testing of pupils throughout lockdown period for those pupils who have been in attendance (key worker and vulnerable) -Test kits preparation process already in place. -Process in place follows testing guidelines including full use of PPE and waste disposal. -	2 x 4 = 4		-Mass testing of pupils (tested 3 times on return and within 3-5 days of each test) to take place in the sportshall between 5 <sup>th</sup> March and 19 <sup>th</sup> March -Sportshall set up in pods of 30 (4 pods) to accommodate a maximum of 120 pupils at any time (1/2 year group). -Year 10 & Year 11 pupils to be tested Friday 5 <sup>th</sup> March by attending in allocated 1 hour blocks. -Instruction on testing to be delivered to all pupils, tests undertaken and results analysed prior to pupils leaving school. -Results recorded on NHS T&T and to the DFE. -Parents/guardians given the choice to 'opt out' of testing programme. -Year groups 7, 8 & 9 to follow from Monday 8 <sup>th</sup> when a phased return will take place to ensure all pupils have been tested once prior to their return	1 x 4 =4	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<ul style="list-style-type: none"> <li>to classroom teaching and school access.</li> <li>-Test results analysed prior to pupils being allowed into school.</li> <li>-Additional test kits ordered to be delivered 3<sup>rd</sup> march to facilitate mass testing of pupils returning to school.</li> <li>-Delivery of test kits (7 tests) for pupils to carry out 2 times weekly testing due following in school mass testing.</li> </ul>			
<b>Full School return from 8<sup>th</sup> March 2021 as per Government guidance – TRANSMISSION OF AIRBORNE VIRUS</b>	<b>Control of Airborne COVID 19</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<ul style="list-style-type: none"> <li>-Control measures already in place throughout lockdown period with school partially occupied.</li> <li>-Distancing, hand washing and wearing of face coverings consistent with previous best practice.</li> <li>-Servicing of all mechanical ventilation systems conducted prior to school's return (records retained)</li> <li>-All mechanical ventilation systems set to in/out and not circulation.</li> </ul>	<b>2 x 4 =8</b>	<ul style="list-style-type: none"> <li>-Government advice to increase wearing of face coverings from communal areas to areas where a 1m distance can't be maintained will now include classrooms and any other teaching area.</li> <li>-Ventilation of teaching/communal areas will be in line with ventilation type and classroom design or location. Maintaining a well ventilated room will override climatic conditions.</li> <li>-All first floor rooms fitted with window restrictors and teachers advised to manage/monitor use of restrictors for pupil safety.</li> <li>-If a 2m distance can be maintained then face coverings do not need to be worn (teachers maintain a 2m distance in their demarcated area)</li> </ul>	<b>1 x 4 =8</b>	<b>L</b>	



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Full School return from 8 <sup>th</sup> March 2021 as per Government guidance – <b>CLEANING AND SANITISING OF FREQUENTLY USED/TOUCHED SURFACES</b>	<b>Transmission of COVID 19 from frequently touched surfaces</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	-School specific cleaning rota to be revised to incorporate whole school. -Additional cleaning staff to resume cleaning and sanitising of all hard surfaces and frequently touched surfaces. -Products that conform to BS1276 (enveloped virus's) to be used -All rooms checked and sanitising boxes replenished as per original guidance. -Sanitising stations replenished and checked for use. -Sanitising spray sourced for immediate sanitising of rooms/areas where a positive case is confirmed	<b>2 x 4 =8</b>				