

<b>RISK ASSESSMENT FORM</b>	<b>Ref Number: CV</b>	
<b>Establishment:</b> St Anne's CE (Aided) Primary School, Royton	<b>Assessment by:</b> Sue Holt	<b>Date:</b> 6.7.20
<b>Task / Process Being Assessed:</b> School opening to students and staff during coronavirus (COVID-19) pandemic	<b>Approved by:</b> <b>Steve Burston (CoG)</b>	<b>Date:</b> 9.7.20

### Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

### Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.

Other helpful guidance documents for schools:

- **Guidance for full opening: schools** – Available [here](#) and to be referenced throughout the risk assessment.
- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

### Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

### Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

#### **DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

## Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<p><b>Vulnerable school staff</b></p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>Vulnerable staff may become infected and suffer ill health from exposure COVID-19</p>	4	5	20	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.</p> <p>Staff who are classified as clinically extremely vulnerable – as defined here, must not attend work.</p> <p>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Staff who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Individual risk assessment will be undertaken for clinically vulnerable staff.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until</p>	<p>Send out clear briefing notes / letters to all parties</p> <p>Identify staff classified as extremely vulnerable. Follow guidelines found <a href="#">here</a></p> <p>Identify staff classified as vulnerable. Follow guidelines found <a href="#">here</a>.</p>	<p>Headteacher</p> <p>Headteacher</p>	<p>8.3.21</p> <p>Ongoing</p>	<p>8.3.21</p> <p>Until further notice</p>

					<p>they have received the results of a test.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance <a href="#">here</a>.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 10 days. The 10-day self-isolation periods will begin on the day after exposure, a test or the start of symptoms</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period.</p> <p>Maintain a list of bubbles accessed by staff to ensure contact can be tracked quickly.</p> <p>Staff encouraged to engage in self-testing using Lateral Flow Tests 2 times per week.</p>	<p>Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to face conversation within 1 metre</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelled in the same vehicle or a plane</li> </ul>			
<b>Vulnerable Pupils</b> Pupils /	Vulnerable pupils may become infected and	4	5	20	Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group will be assessed for suitability to attend school.	Parents to notify school of any vulnerable pupils if not already known.	Headteacher	8.3.21	8.3.21

vulnerable pupils interactions in close proximity	suffer ill health from exposure to COVID-19			<p>Children who have been confirmed as clinically extremely vulnerable are to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.</p> <p>Children who live with those who are clinically vulnerable or clinically extremely vulnerable can attend school but should ensure they maintain good prevention practice in school and home settings.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found <a href="#">here</a>.</p> <p>School continue to maintain current contact details for all children in attendance including a secondary contact. All staff to be aware of where to locate the list on RM.</p> <p>If a child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products</p>	<p>Find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></p>	All staff	Ongoing	Until further notice
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				<p>before being used by anyone else.</p> <p>The meeting room in main entrance will be the quarantine room for children. The adjoining disabled toilet will be available to them and thoroughly cleaned after use.</p> <p>PPE to 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).</p> <p>PPE available to all staff.</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found <a href="#">here</a>.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning 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.</p> <p>Where a child, young person or staff member <b>tests</b> positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 10 days.</p>	<p>If school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to</p>	<p>Headteacher</p>	<p>Ongoing</p>	<p>Until further notice</p>
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					<p>Any siblings living in the same household will also be sent home.</p> <p>In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, school can take the decision to refuse the child if in our reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>	work with their local health protection team who will be able to advise if additional action is required.			
<p><b>Hand Washing</b></p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Ensure all sinks have necessary stock &amp; restock as required.</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as</p>	<p>Ensure all attending, including new intake, understand how to wash hands correctly – refresh guidance found <a href="#">here</a></p>	<p>Premises Manager</p> <p>Premise Manager</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Until further notice</p> <p>Until further notice</p>

					<p>an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> <li>- eating/drinking</li> <li>- coughing or sneezing</li> <li>- using the toilet</li> <li>- handling cleaning chemicals.</li> </ul> <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. Posters around the school as appropriate.</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently.</p> <p>Hand washing guidance found <a href="#">here</a> circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting</p>		All staff	Ongoing	Until further notice
							Premises Manager Business Manager	Ongoing	Until further notice

					<p>encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>				
<p><b>Cleaning</b></p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>Government cleaning advice found <a href="#">here</a>. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> <li>- door handles</li> <li>- door plates</li> <li>- bannisters</li> <li>- desks</li> </ul>		<p>Premises Manager</p> <p>School Business Manager</p> <p>Oldham Cleaning Services</p>	Ongoing	Until further notice



					<ul style="list-style-type: none"> <li>- chairs</li> <li>- taps and sinks</li> <li>- telephones</li> <li>- keyboards</li> <li>- light switches</li> <li>- electronic entry systems</li> <li>- toys</li> </ul> <p>Bins for tissues are lined, lidded, and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible.</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Trim trails and static play equipment risk assessed daily to ensure safe to use.</p> <p>NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.	Premises Manager	1.9.20	Until further notice
<b>Social Distancing</b>  Inappropriate pupil / staff mixing and movement	All building users including staff, pupils, visitors, cleaners,	3	5	15	<b>General</b> All pupils in attendance. All staff return to work.  <b>Traffic and Circulation Routes</b> School building layout assessed for specific	Address anxieties about returning.	Headteacher	8.3.21	Until further notice
							Premises	8.6.20	

around school premises	contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19			<p>pinch points. One-way circulation implemented in KS2 with traffic routes and directions marked out on floor. Divider placed down the middle of the corridor in KS1 to keep groups apart as they move through the school. 2m distance indicators marked out on floor, where possible. Classrooms accessed directly from outside where this is possible.</p> <p>Staircases allocated dedicated direction i.e. either up or down, no passing. Floor markings installed</p> <p>One way system implemented in KS2, walk on the left on KS1.</p> <p>KS1 classes to use external doors.</p> <p>Mother's Room, Care Club, Staff Room and main entrance will have signage.</p> <p><b>Classrooms</b> Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms).</p> <p>Class lists in place.</p> <p>Daily sanitising as appropriate. Reminders about hand hygiene.</p> <p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.</p>	<p>Keep a record /timetable to show deployment of staff across the week.</p> <p>Continued reminders to staff to ensure social distancing is adhered to.</p>	<p>Manager</p> <p>All staff</p>	8.6.20
						<p>Headteacher Deputy Headteacher</p> <p>All staff</p>	1.9.20
						<p>Headteacher All staff</p>	1.9.20



				<p>one time.</p> <p>PPE provided.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><b><u>Halls and Shared Rooms/Areas</u></b></p> <p>Hall will not be used for lunch.</p> <p>Class groups will take staggered breaks between lessons, where these areas can be shared as long as different classes do not mix (no sports or games played together)</p> <p>Timetable in place.</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found <a href="#">here</a>.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p>5 staff in the staff room at any one time. 3 staff in the main office.</p> <p><b><u>Outside Space / Playgrounds</u></b></p> <p>School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered where possible as per the shared area controls above to prevent significant mixing.</p> <p>Playground will be zoned for class groups.</p>	<p>Use of the hall to be reviewed weekly.</p>	<p>Headteacher</p> <p>All staff</p> <p>Headteacher</p> <p>All staff</p> <p>All staff</p>	<p>1.9.20</p>  <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>
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				<p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p><b>Shared Resources</b> Carry out inventory check of resources (stationary, books etc) and stock at regular intervals, restocking as necessary.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p><b>Pupil Equipment</b> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>				<p>All staff</p> <p>Headteacher</p>	<p>1.9.20</p> <p>1.9.20</p>
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				<p><b><u>Particular subjects/activities</u></b></p> <p><b><u>Music</u></b> Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p><b><u>Sports / physical activity</u></b> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>Wider Opportunities (Strings) will return for Y3 with requirements in place.</p> <p>Music curriculum adapted to ensure no singing in large groups or sharing of instruments.</p> <p>Sports Development and OA Coaching will resume with requirements guaranteed to be in place by them.</p> <p>Number of pupils attending extracurricular clubs will be limited to 10. Keep a record of children attending in each group.</p> <p>Consider what aspects of the P.E. curriculum can be taught. Clean equipment regularly.</p> <p>School to refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for</a></li> </ul>	<p>Music Leader</p> <p>Classteachers</p> <p>PE leader</p> <p>Classteachers</p>	<p>8.3.21</p> <p>1.9.20</p>
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				<p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p><b><u>Before and After school clubs &amp; extracurricular activities</u></b>  During before and after school clubs &amp; breakfast clubs schools will keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups for these activities.</p> <p><b><u>Communication / Meetings</u></b>  Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p> <p>Daily electronic briefings to staff as necessary, particularly as there may be different staff covering.</p> <p><b><u>Start and End Times</u></b>  Staggered start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible  Reminder to all parents advising of one parent policy and restrictions on school grounds during pandemic.</p>	<p><a href="#">Physical Education</a> and the <a href="#">Youth Sport Trust</a></p> <p>Small consistent groups will attend Care Club.</p> <p><b>Our school is large enough to offer well-spaced out entrances/exits which should ease congestion.</b> All class bubbles will enter and exit through different entrances to minimise contact. Once all available entrances are open all children will be able to enter school from <b>designated times</b>  <b><u>Map attached to demonstrate planned exits/entrances and timings.</u></b></p> <p><b><u>To keep under constant</u></b></p>	<p>Care Club Leader</p> <p>Headteacher</p> <p>Headteacher</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>
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					<p>Government travel guidance found <a href="#">here</a> will also be circulated amongst parents and pupils.</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p><b><u>Educational Visits</u></b> No domestic overnight and overseas educational visits, - further information can be found <a href="#">here</a>.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found <a href="#">here</a>.</p>	<p><b><u>review if parents do not adhere to required protocols.</u></b></p> <p>Educational Visits only take place if all safety restrictions are in place: e.g. Castleshaw.</p>	Headteacher		
<p><b>Personal Protective Equipment (PPE)</b></p> <p>Inadequate PPE provision in school</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	2	4	8	<p>School implement government guidance on PPE in schools, found <a href="#">here</a> and <a href="#">here</a>–</p> <p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has a stock of rubber gloves.</p> <p>Ensure PPE is available for emergencies – this should include:</p> <ul style="list-style-type: none"> <li>• disposable gloves,</li> <li>• a disposable apron</li> <li>• a fluid-resistant surgical face mask (only where 2m can't be maintained).</li> </ul> <p>Ensure all staff and children know the procedures to follow.</p> <p><b><u>Face coverings</u></b></p> <p>In primary schools, it is recommended that</p>	<p>Transparent face coverings</p>	<p>Headteacher</p> <p>Premises Manager</p> <p>School Business Manager</p>	1.9.20	1.9.20
							School	8.6.21	8.6.21



				<p>face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Face visors or shields should not be worn as an alternative to face coverings. Staff to wear a face covering as opposed to a visor (unless they struggle with breathing/a medical issue in which case a visor is better than no protection).</p> <p>Children in primary school do not need to wear a face covering.</p> <p>A process is communicated to staff and visitors for removing face coverings. They must wash their hands immediately on arrival , dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p><b><u>Other PPE</u></b>  Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> <li>• where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and</li> <li>• where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in</li> </ul>	are available to all staff	Business Manager		
						All staff		1.9.20
						Premises Manager		1.9.20

					<p>the same way.</p> <p>Rubber gloves will be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found <a href="#">here</a> 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours.</li> </ul> <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p><b>Stress</b></p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England <a href="#">here</a> - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Provide information on EAP details – posters around school as appropriate.</p> <p>Remind staff stress and anxiety may</p>	<p>Hold regular online/ socially distanced wellbeing meetings where possible.</p>	<p>Headteacher</p>	<p>23.3.20</p> <p>Ongoing</p>	

					increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.  Staff reassure children and young people on regular basis.				
<b>Contractors / Visitors (including governors)</b>  Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	3	5	15	Consideration given to contractors on site and assessment made by headteacher if their visit is essential.  Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept  Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.  Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.  Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils.  Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc).  One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.  Ensure parents are informed ahead of		School Business Manager  Premises Manager        Headteacher		1.9.20 Ongoing                 1.9.20  Until further notice

					<p>opening re one parent policy including drop off and pick up routines.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p> <p>Provide signage where appropriate.</p>				
<p><b>Medication and First Aid</b></p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	3	3	9	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Undertake individual risk assessment where required.</p> <p>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.</p> <p>Ensure adequate First Aid equipment is available.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>		<p>Headteacher</p> <p>First Aider at Work</p> <p>All First Aiders</p>	<p>22.5.20 Ongoing</p> <p>1.9.20</p> <p>1.9.20</p>	
<b>Lone working</b>	Staff unable	4	2	8	Member of staff keeps in contact with office.		Headteacher	1.9.20	

	to summon help in event of emergency				<p>line manager whether working from home/ travelling or visiting school site.</p> <p>Make sure staff contact information is up to date.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working.</p>				
<p><b>Emergency Procedures</b></p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p>	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	<p><b>General Procedures</b></p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire and/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access will it be required.</p>	<p>Headteacher</p> <p>All staff</p>		1.9.20

					<p>Critical Incident Plan in place.</p> <p><b>Social Distancing</b>  All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>			
<p><b>Building Maintenance</b></p> <p>Lack of building/ property maintenance  Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>	3	5	15	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Premises Manager absences are covered by Cleaning Services SLA. Keyholder duties are provided only.</p> <p>Regular checks and logging to be taken up by School Business Manager and School Administrator.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.</p> <p>In addition, DBE Services provides:</p>	<p>Premises Manager</p> <p>School Business Manager/  School Administrator</p>		1.9.20

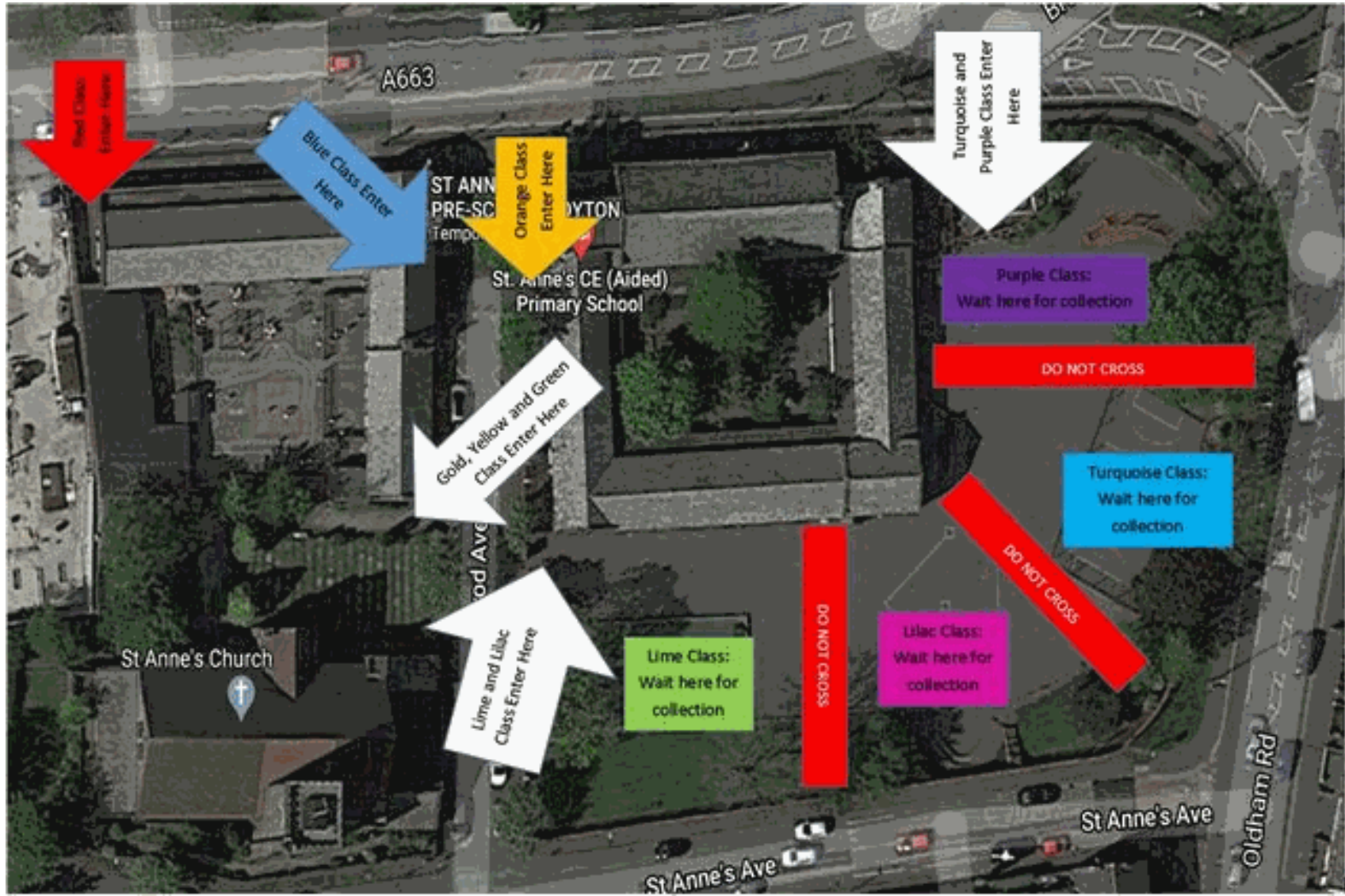
					TPM Asbestos Annual Survey TPM Boiler Services (Gas) TPM CCTV TPM CCTV Monitoring TPM DEC Advisory Report TPM Display Energy Certificates TPM Emergency Lighting Annual TPM Fire Alarm 6 Monthly TPM Fire Alarm Monitoring TPM Fire Fighting Equipment - Fixed TPM Fire Fighting Equipment - Portable TPM Fire Risk Assessment 2 Yearly TPM Fixed Appliance Testing TPM Gas Installation Test 3 Yearly TPM Gas Soundness Testing TPM Gutter Clearing TPM Gym Equipment (Internal) TPM Heating Controls TPM Legionella Annual Inspection TPM Legionella Monthly Testing TPM Legionella Risk Assessment TPM Local Water Heaters TPM P.A.T. TPM Pumps & Pressurisation Unit TPM Roller Shutter Doors TPM Security Alarm TPM Ventilation Fans		DBE Services		
<b>Accidents / Incidents</b>  Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to		2	5	10	Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.  Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the		Headteacher		Already in Place Ongoing

current pandemic)					paramedics.  Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.				
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<b>REVIEWS:</b>		
<b>DATE OF REVIEW: 19.10.20</b>	<b>REVIEWED BY: Sue Holt</b>	<b>COMMENTS: Actions remain appropriate.</b>
<b>DATE OF REVIEW: 4.1.21</b>	<b>REVIEWED BY: Sue Holt</b>	<b>COMMENTS: Updated requirements for 10 day self-isolation period.</b>
<b>DATE OF REVIEW: 7.1.21</b>	<b>REVIEWED BY: Sue Holt</b>	<b>COMMENTS: Updated due to national lockdown.</b>
<b>DATE OF REVIEW: 23.2.21</b>	<b>REVIEWED BY: Sue Holt</b>	<b>COMMENTS: Updated for wider opening on 8<sup>th</sup> March 2021</b>



# St Anne's Royton – Entrances and Exits



<b>Class</b>	<b>Timings</b>	<b>Entrance/Exit</b>
<b>Nursery</b>	9.00am – 12.00pm	Infant playground (usual entrance next to church)
<b>Red</b>	8.45am – 3.00pm	Broadway (next to the Shell garage)
<b>Yellow</b>	8.45am – 3.00pm	Infant playground (usual entrance between church and school)
<b>Green</b>	9.00am – 3.15pm	Infant playground (usual entrance between church and school)
<b>Blue</b>	8.45am – 3.00pm	Infant main entrance (Under the walkway on Ormerod Avenue)
<b>Orange</b>	8.45am – 3.00pm	Junior ramped entrance (Ormerod Avenue)
<b>Lime</b>	9.00am – 3.15pm	Junior playground – entrance nearest to Ormerod Avenue.
<b>Lilac</b>	8.45am – 3.00pm	Junior playground – entrance nearest to Ormerod Avenue.
<b>Turquoise</b>	8.45am – 3.00pm	Entering the Junior Playground via the car park and entering school via the entrance closest to Oldham Road
<b>Purple</b>	8.45am – 3.00pm	Entering the Junior Playground via the car park and entering school via the Mother's Room entrance (next to Broadway). <i>For safety, children will need to line up in the Junior playground next to the trim trail.</i>

## **RISK MATRIX**

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

**Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding**

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high <b>MUST</b> have further control measures put into place that reduce the risk <b>BEFORE</b> the activity is carried out
Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff <b>MUST</b> be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

**OFFICE USE ONLY**

**Record of document review and amendments**

<b>Risk Assessment Form</b>			
<b>Version</b>	<b>Date</b>	<b>Amended By</b>	<b>Comments</b>
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance