

COVID-9 RISK ASSESSMENT FORM FOR –TCAT SCHOOLS – FULL OPENING MARCH 2021

Taken from the government guidance – Actions for schools during the coronavirus outbreak as published on 2nd July, 2020, updated 27 July 2020 and 7th January 2021 and then amended to form the guidance Schools coronavirus (Covid-19) Operational Guidance (February 2021).

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls, with which schools will now be familiar. Essential measures include:

Prevention

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Response to any infection

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

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

This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June and amended to reflect new requirements for full opening in September. All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations. This risk assessment will be shared with all staff within the school and will be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

Educational Provision at Penketh High School from March 8th 2021

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

- Each year group will form a bubble
- staggered start and finish times will see a maximum of two year group bubbles arrive and exit the site at any given time. Pupils in each bubble will access and leave the site through two separate points at either end of the school site.
- Pupils will undertake break and lunch on a staggered basis and be assigned one of two yards either side of the site to undertake these non-contact periods.
- The one way entry and exit system will be in place for each block to ensure effective navigation around the site.
- Year group bubbles will undertake the majority of lessons in subjects within a zone of classrooms, undertaking only some specialised teaching for practical purposes where course content requires in specialist teaching rooms.
- Setting has been amended to allow pupils to undertake more lessons in the same classes resulting in less movement between rooms and subsequently minimising opportunities for mixing.
- The timetable has been amended to block groups of subjects so that pupils undertake lessons over longer periods (double lessons) to minimise movement where possible.
- Pupils will bring their own day-to-day equipment to school, specialist equipment will be used infrequently and cleaned between uses and/or quarantined for a period of time in line with guidance.
- Resources will be returned to the classroom but each bubble will have its own resources which will not be used by any their staff or students in other bubbles.
- Departments have designed curriculum booklets for each subject area to prevent sharing of resources such as text books.

- Enhanced cleaning regimes will be in place during the school day. The fogger will be used twice weekly in all areas of the school and following the use of practical specialist classrooms ahead of use by the next group.
- School buses will operate over staggered start and finish times. Each year group will be assigned a deck on the relevant bus to reduce mixing. Staff on duty will supervise disembarking a year group at a time.

TRUST:	The Challenge Academy Trust
SCHOOL:	Secondary – Penketh High School
HEADTEACHER:	John Carlin
NAME OF ASSESSOR/S:	Adrienne Laing/ Rob Lunt
CONTACT DETAILS:	TEL: 07400959956 EMAIL: a.laing@tcat.uk.com

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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
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

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
17	Music, dance and drama lessons	Y	Unable to maintain social distancing measures during music, dance and drama lessons
18	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
19	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
20	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
21	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
22	Cleaning	Y	Ineffective infection control and increased risk of infection
23	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care
24	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff groupings.
25	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the school and local population

RISK SCORING

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

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

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
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
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 		x		<ul style="list-style-type: none"> The school has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. The building has been open throughout the period and cleaning routines have been maintained. A full review of all statutory checks and maintenance regimes took place over the holidays to ensure that no areas were missed. All flushing routines have continued throughout lockdown and through the summer holidays. A full legionella RA has taken place as well as water sampling and temperature monitoring reports. All statutory inspections have continued as per the normal routine. 	4	L	<ul style="list-style-type: none"> A full check of all building maintenance requirements will be carried out prior to opening including a documentary check to ensure that all statutory inspections and maintenance are up to date and a physical walk around of the building space. 	4	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. 	x	x		<ul style="list-style-type: none"> Ensure parents/Carers have been kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school with regular updates being provided to when any changes are made to the schools procedures . All staff have had an induction which has made them aware of the measures the school has already taken. All staff will have 	8	L	<ul style="list-style-type: none"> Full information and revised procedures informed by this risk assessment have been produced and published to staff and students and placed on the school website prior to the commencement of the school year. 	8	L

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	<ul style="list-style-type: none"> Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 				<p>another induction during a staff meeting on 4th March</p> <ul style="list-style-type: none"> There is ongoing dialogue with all staff enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion of the TCAT Staff Risk Assessment where necessary. Daily information shared with pupils to ensure awareness of procedures implemented in school. Planned off -site visits will be reviewed and a decision made as to whether they will take place or not based on the review including a review of any venue's Covid 19 risk assessment. Arrangement for SEND pupils will be discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. Regular communication of mental health information and open door policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment) Staff will be encouraged to engage with the staff well-being survey and schools to use own and Trust mechanisms in place to support well-being Staff Mental Health First Aider to be in place in school <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>			<ul style="list-style-type: none"> The COVID-19 Behaviour policy has been introduced for students which includes social distance and hygiene expectations. It makes clear the sanctions that will be imposed for not adhering to this and has been updated to reflect the government guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf All staff will have an updated full health & safety briefing and full explanation of how the school continues to implement guidance and control risks. The 'catch it, bin it, kill it' approach continues to be very important, and school will continue to promote this message to everyone in school. All identified staff have had a TCAT staff risk assessment to ascertain if they are able to come into school with control measures. Those that have been identified as CEV risk continue to be supported to work from home. Vulnerable Students have been identified and risk assessments have been carried out in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning. All students are reminded at the beginning of every session of the social distance and hygiene regulations including the wearing of face coverings All staff attending the workplace will be offered and encouraged to take the Lateral Flow tests on a weekly basis. 		
Staffing levels	<ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in school 	x	x		<ul style="list-style-type: none"> Staff have been informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to 	8	L	<ul style="list-style-type: none"> Rota has been developed for roles that could include some arrangements for working from home, such as administrative and support roles. 	8	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"> others in their household exhibiting symptoms. ✓ 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. ✓ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary. ✓ Discussions have taken place with supply agencies regarding the sourcing of staff where necessary and appropriate. ✓ 			<ul style="list-style-type: none"> ✓ Staff who fall into the high and medium risk categories are aware of the provision made for them in accordance with the Staff Risk Assessment. ✓ The rota will be reviewed weekly and as needed to ensure sufficient staff are available for all aspects across the school ✓ Discussions have taken place with supply agencies regarding the sourcing of staff where necessary and appropriate. ✓ All identified staff have had a TCAT staff risk assessment by to ascertain if they are able to come into school with control measures. ✓ The Principal will conduct a review of the TCAT Staff Risk Assessment where necessary and for those identified staff. ✓ 		
<p>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting ✓ Survey of students carried out to identify how they are travelling to school. ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel ✓ Advise children and young people to remain 2 meters apart on school transport where possible ✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer <p>School opening and closing times adjusted to avoid peak travel times/ allow children having to use public transport to arrive earlier/ later than official school start/ finish times</p>	15	M	<ul style="list-style-type: none"> ✓ Provision of more bike racks if required ✓ Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. ✓ Obtain a copy of the transport companies risk assessment ✓ Arrange bespoke bus service with school bus provider. Buses to operate across staggered start and end times so that only two year groups are ever accessing the school bus at any given time. Each year group will be assigned a deck on the bus to represent in school bubbles. Disembarking on arrival at school supervised – a year group at a time. Embarking supervised during exit times to ensure pupils access the correct deck. 	8	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"> ✓ Ensure that school transport arrangements cater for any changes to start and finish times ✓ Make sure transport providers do not work if they or a member of their household are displaying any symptoms of and follow hygiene rules and try to keep distance from their passengers ✓ Provide guidance or training for school pupils on how to use school transport ✓ Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers ✓ Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 			<ul style="list-style-type: none"> ✓ Clear guidance issued to parents and pupils relating to the use of school bus services. 		
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Arrival and departure times staggered where possible and appropriate for roles. ✓ Staff to wash their hands on arrival and prior to leaving the school ✓ Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building ✓ Continue reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – example markers at entrance and exits to schools ✓ Staff to scan (contactless system) their staff badge on entry at school ✓ Hand sanitiser stations provided at entrance and exit points, in classrooms and office areas 	6	L	<ul style="list-style-type: none"> ✓ Additional signage to be put in place at entrance and exit points ✓ Adapt reception area to adhere to 2-meter guidance and amend signing in procedure. Reception to be remodelled to prevent opportunities for congregation, including the removal of seating areas. ✓ Induction for all pupils and staff detailing one-way system, social distancing requirements and fire evacuation. ✓ Install additional hand sanitisation stations at entry and exit points ✓ Offices to include maximum occupancy guidance with work stations socially distanced. Offices to be supplied with cleaning equipment for staff. ✓ Canteen to be available for staff to use across the day during non-contact periods on a socially distanced basis. Refreshments available. ✓ Staff to adhere to one way system including entry and exit points to buildings. ✓ Where possible, staff will be encouraged to work from home prior 	6	L

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								<p>to the commencement of timetabled lessons if there are later in the morning session, or following the conclusion of teaching for the day if this is before the end of the school day.</p> <ul style="list-style-type: none"> ✓ Place social distancing posters in prominent positions at entrance and exit around school ✓ Staff and students are asked to wear face masks in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Where students and staff do not have a face mask, one will be provided although both staff and students are expected to bring their own face masks into school. Staff or students who are unwilling or unable to wear a mask will still be able to attend school. Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if worn with a face mask. 		
<p>Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend ✓ Stagger arrival and departure times for different cohorts of pupils – see attached timetable ✓ Different entrance /exit points for designated bubbles of students – map attached ✓ Parents/ carers to drop vulnerable pupils off at school gate/ designated area where staff will be waiting to guide pupils into school (socially distanced) ✓ Parents/ Carers collecting vulnerable pupils to be asked to wait in a designated area at collection times and then use planned exit path to leave – see map 	6	L	<ul style="list-style-type: none"> ✓ Each year group forms a bubble. Each bubble given staggered start, break and exit time. ✓ Pupils will be informed of the difference between social distancing requirements within their bubble, with pupils from other bubbles and with staff. ✓ Pupils to be given designated area of entry (Riley yard and Rosetta Yard depending on year group entrance) so that they are accessing the site with their year group bubble. ✓ One way system of entry for each block. ✓ Pupils to proceed to assigned zone/classroom cluster. 	6	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"> ✓ Parents/ Carers collecting pupils who are not vulnerable are not permitted on the school grounds and asked to meet them away from the school entrance. ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school – nominated hand wash points for each pupil group ✓ Provide help to children and young people who have trouble cleaning their hands independently ✓ Use floor marking to indicate social distancing requirements ✓ Place posters showing children how to wash hands in washroom facilities 			<ul style="list-style-type: none"> ✓ High staff supervision to monitor entry and exit of pupils to ensure they follow guidance. ✓ Parents/carers of vulnerable pupils to be notified that they are to be dropped off at the assigned point. ✓ Issue guidance to parents to ensure that pupils displaying symptoms of COVID 19 are not sent to school. ✓ Entrance points to school not conducive to social distancing to be closed. 		
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Classrooms have been rearranged to ensure that all children are sat at forward facing tables so that pupils are sitting side by side and in rows. ✓ Bubbles assigned zones/classroom clusters, ✓ Rooms will be thoroughly cleaned every day and the fogger will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources. ✓ Pupils will use the same desk each day ✓ Nominated hand wash points for each pupil bubble marked on map ✓ Nominated hand wash points for each pupil group marked on map where possible ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ COSHH/MSDS sheets available for all cleaning products used on site. Appropriate cleaning RA's also available on request. RA's have been shared with all cleaning staff. ✓ 	6	L	<ul style="list-style-type: none"> ✓ Hand sanitiser to be supplied to all rooms ✓ Specialist equipment cleaned between use by different bubbles. Specialist classrooms used infrequently on a shared basis between bubbles to be cleaned using the fogger machine. ✓ Where social distancing cannot be implemented consider the provision of PPE (this must be appropriate for the task). If working in close contact with a pupil and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. If PPE is deemed to be required then a separate individual risk assessment is required. ✓ Ensure good supply of gloves and cleaning products are available within each classroom. ✓ Ensure clear guidance issued to pupils and staff regarding safe working distances at all times ✓ Staff are able to work across bubbles but should maintain 2m distancing at all times. 	6	L

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							<ul style="list-style-type: none"> ✓ Students should remain with their designated bubble. ✓ Staff and students will have their own individual and very frequently used equipment such as pencils and pens which will not be shared. ✓ Classroom based resources will be used and shared within a bubble and will be cleaned regularly. ✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles ✓ Students and teachers are able to bring bags into school but should keep the amount of equipment they bring in to essentials only ✓ Teachers and students are able to take resources such as exercise books home where this contributes to pupil education and development (avoiding unnecessary sharing) and subject to cleaning and rotation where necessary ✓ ✓ Classrooms are kept ventilated through mechanical ventilation (fresh air) systems where possible, and by opening windows within classroom (in cooler weather this should be just enough to provide constant background ventilation (if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies) ✓ Staff will be instructed to remain 2m away from other (pupils and colleagues) at all times. ✓ Staff and students are asked to wear face masks in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Where students and staff do not have a face mask, one will be provided although both staff and students are expected to bring their own face masks into school. Staff or 			

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<p>students who are unwilling or unable to wear a mask will still be able to attend school.</p> <ul style="list-style-type: none"> ✓ Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if worn with a face mask. ✓ In accordance with HSE guidance, the supply of fresh air must be maximised. Guidance from the DfE and Public Health Warrington indicates that the existing practices of opening windows and doors to create air flow and ensuring that fresh air flow ventilation systems and air conditioning are turned on are sufficient to ensure this fresh air supply. However, where spaces are identified which may have poorer ventilation, the detailed guidance on the provision of ventilation, how to identify poorly ventilated areas and improve ventilation published by the HSE will be followed. Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) 			
<p>Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ One way system in place to ensure effective navigation around the site. ✓ Staggered start and end times means staggered lesson times meaning movement will be limited to two year groups on a maximum basis at any point. ✓ Classroom clusters/zones used ensure bubbles have a base for the majority of their teaching time; with only movement required for lessons taught in specialist teaching rooms. For the vast majority of lessons teachers will move around the site rather than pupils. ✓ Timetable rewritten to provide lessons in lengthier blocks i.e. double lessons where possible to ensure that we can minimise movement. 	6	L	<ul style="list-style-type: none"> ✓ One way system to prevent interactions during navigation of site. ✓ High staff/SLT supervision during key movement times to support enforcement of social distancing and guidance. ✓ Marking or notices in corridors and in internal communal areas to give social distancing guides ✓ Pupils and staff asked to wear face coverings in common use areas e.g. corridors, classrooms where social distancing can't be maintained. 	6	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"> ✓ Setting reconfigured in all year groups to allow for setting to be common across a greater number of subjects to minimise movement. ✓ Assemblies will not take place ✓ Staggered break and lunch times. ✓ Pupils to bring a packed lunch and eat this in assigned areas. Where there is wet weather zone rooms can be used by pupils. ✓ Free school meal pupils will be provided with grab bags which will be delivered to classroom door and left outside for teacher/ TA to collect ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building ✓ Establish one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors. 					
<p>Higher risk of contamination if pupils and staff use shared equipment and resources</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Pupils to bring their own day-to-day basic equipment as identified in the pupil guidance ✓ Specialist equipment cleaned between use by different bubbles. Specialist classrooms used infrequently on a shared basis between bubbles to be cleaned using the fogger machine ✓ Clean shared materials and surfaces more frequently and between use by different bubbles including using the fogger if possible between sessions when bubbles are using communal areas. ✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it. Sanitiser wipes to be supplied and used to wipe equipment between use). The fogger to be used between different bubbles using the rooms. ✓ All practical subjects to be taught ensuring that pupils maintain social distancing at all times (e.g. solo performances/ practices for dance and drama) 	6	L	<ul style="list-style-type: none"> ✓ Specialist equipment provided to pupils and where this needs to be shared will be cleaned between uses, ✓ Additional cleaning routines introduced ✓ Each zone classroom assigned to a specific class. ✓ Departments have developed booklets to frame learning to reduce the need to share textbooks. ✓ Practical subjects to delivery theory based elements in zone classrooms to classes. ✓ PE sessions to be conducted outside. ✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles. Where cleaning is not possible, resources should be left unused for a period of 48 hours (72 hours for plastics). ✓ Where resources and books are shared or taken home, they should be cleaned between use or rotated if unable to be cleaned between sharing. 	6	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
								<ul style="list-style-type: none"> ✓ Classroom based resources will be used and shared within a bubble and will be cleaned regularly. ✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles ✓ Students and teachers are able to bring bags into school but should keep the amount of equipment they bring in to essentials only ✓ Teachers and students are able to take resources such as exercise books home where this contributes to pupil education and development (avoiding unnecessary sharing and subject to rotation and/or cleaning between use) 		
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> • Year group bubbles will undertake the majority of lessons in subjects within a zone of classrooms, undertaking only some specialised teaching for practical purposes where course content requires in specialist teaching rooms. Where these rooms are used cleaning will be undertaken between uses using the fogger. • Staggered start and end times will ensure number of pupils/staff moving at any given time is minimised as lesson times will subsequently be staggered. • Classroom clusters/zones used ensure bubbles have a base for the majority of their teaching time; with only movement required for lessons taught in speicalist teaching rooms. For the vast majority of lessons teachers will move around the site rather than pupils. • Timetable rewritten to provide lessons in lengthier blocks i.e. double lessons where possible to ensure that we can minimise movement. • Setting reconfigured in all year groups to allow for setting to be common 	6	L	<ul style="list-style-type: none"> ✓ Each pupil “bubble” to undertake a 15min break 30 min lunch on a staggered basis. Each year group assigned a yard at opposite ends of the school. ✓ Enhanced cleaning of shared facilities across the day and between bubble use. ✓ SLT on duty to enforce social distancing. ✓ Remove additional seating from communal spaces – dept offices, reception, staff room. ✓ Deep cleaning with the use of the fogger to take place twice a week and following the use of all specialist teaching rooms for practical activities. ✓ Pupils and staff asked to wear face coverings in common use areas e.g. corridors, classrooms where social distancing can’t be maintained. 	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>across a greater number of subjects to minimise movement.</p> <ul style="list-style-type: none"> Assemblies will not take place in shared areas and technology will be used to deliver these sessions Maximum occupancy for individual offices and canteen to be available for staff during non-contact periods. 					
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> Year group bubbles will undertake the majority of lessons in subjects within a zone of classrooms, undertaking only some specialised teaching for practical purposes where course content requires in specialist teaching rooms. Where these rooms are used cleaning will be undertaken between uses using the fogger. Classroom clusters/zones used ensure bubbles have a base for the majority of their teaching time; with only movement required for lessons taught in specialist teaching rooms. For the vast majority of lessons teachers will move around the site rather than pupils. 	6	L	<ul style="list-style-type: none"> ✓ Outside dining facilities used during break and lunch time to be cleaned between the use by each bubble. ✓ Each pupil "bubble" to undertake 15 min break and 30 min lunch on a staggered basis across the day. ✓ SLT on duty to enforce social distancing. ✓ Outdoor equipment to be cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	6	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Break and lunch times to be staggered so that different cohorts of pupils don't mix. Each year group assigned a yard at opposite ends of the school. ✓ Pupils to hand sanitise before and after lunch and wash their hands before and after using the bathroom. 	6	L	<ul style="list-style-type: none"> ✓ Outside dining facilities used during break and lunch time to be cleaned between the use by each bubble. ✓ Each pupil "bubble" to undertake 15 min break and 30 min lunch on a staggered basis across the day. ✓ SLT on duty to enforce social distancing. ✓ Assigned yards closest proximity to year group zone to minimise travelling. ✓ Pupils and staff asked to wear face coverings in common use areas e.g. corridors, classrooms where social distancing can't be maintained. 	6	L
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to 	x	x		<ul style="list-style-type: none"> ✓ Packed lunches will be provided for pupils eligible for free-school meals. ✓ Packed lunches will be provided to classrooms to reduce the movement 	6	L	<ul style="list-style-type: none"> ✓ Pupils to bring their own packed lunch to school. ✓ Packed lunch provided for FSM pupils. 	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	<p>person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<p>around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils</p> <ul style="list-style-type: none"> ✓ School meals staff are able to maintain social distancing in the kitchen ✓ Cleaning products and hand sanitiser are available for use by the school meals staff 			<ul style="list-style-type: none"> ✓ Staff room and kitchen/ equipment will be available to use for staff lunch breaks ✓ Sanitiser stations will be provided in each communal area and equipment to cleaned with sanitiser wipes before and after use ✓ Staff to bring their own packed lunch and drinks which must be kept with personal belongings. ✓ Staff to bring own utensils in and retain with personal belongings. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff. ✓ Use of fogger twice a week ✓ Canteen available to staff during non-contact periods. Socially distanced tables and refreshments available. 		
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time ✓ Stagger access to toilets and hand washing facilities ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap after using the toilet. ✓ Advise pupils and staff to keep two metres apart ✓ Where possible each group will have nominated toilet area 	6	L	<ul style="list-style-type: none"> ✓ Duty positions on toilets to ensure no mixing between pupils. ✓ Toilets to be cleaned at regular fixed points across the day including after each bubble use. ✓ Place poster within each toilet area with handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. Ensure adequate supply of paper towels 	6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand 	x	x		<ul style="list-style-type: none"> ✓ Do not play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	4	L	<ul style="list-style-type: none"> ✓ PE lessons can take place both indoors and outdoors. ✓ Outdoor activities will be prioritised over indoor activities ✓ Where indoor activities take place, large indoor spaces will be used maximising ventilation flows through opening windows or through 'fresh air' mechanical ventilation. 	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"> and hands contact with contaminated surfaces 				<p>Follow guidance relating to physical education found here</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>			<ul style="list-style-type: none"> ✓ Students will use the changing rooms for small bubbles. ✓ Changing rooms and indoor areas will be cleaned and fogged between every use. ✓ Where possible PE lessons will be undertaken outside in line with guidance and activities to be undertaken on an individual basis. ✓ 		
Unable to maintain social distancing measures during music, dance and drama lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> ✓ Large indoor spaces are used to enable social distancing ✓ Activity will take place in small groups which will not change once set. The size of the group is limited by the size of the indoor space and the ability to socially distance. ✓ Performances will not take place with audiences ✓ Individual lessons in music, dance and drama are able to take place with strict social distancing between student and teacher/ peripatetic teacher. <p>Teachers will not provide physical correction.</p> <ul style="list-style-type: none"> ✓ 			<ul style="list-style-type: none"> ✓ Background and accompanying music will be kept to low levels to avoid the need for raised voices, loud speaking and singing. ✓ Contact between students and between students and teachers will be avoided ✓ Microphones and other equipment will not be shared during a lesson and will be cleaned thoroughly in line with guidance between use ✓ Pick up and drop off boxes will be established to avoid equipment being passed from hand to hand ✓ Playing instruments and singing will take place outdoors wherever possible or in large indoor spaces with high ceilings. ✓ Music and singing will always take place in small groups with a minimum of 2 metre distance between all individuals involved. <p>Where possible, students will be positioned back to back or side to side.</p>		
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"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ ✓ CEV individuals are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. ✓ Managers will discuss with them the implications of working from home with CEV and CV colleagues and determine 	8	L	Individuals who are identified as CEV should continue to work from home/ not go into work until 31 st March even if they have received their Covid vaccination in accordance with guidance. Individuals who are identified as CV may continue to go into work but may wish to discuss their personal risk assessment and any additional measures that may be suitable.	8	L

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					<p>precisely what work they can and cannot reasonably do from home.</p> <ul style="list-style-type: none"> ✓ The individual staff risk assessment will be reviewed and revised to include all agreed arrangements put in place to support the staff member ✓ Risk assessments for individuals who are identified as CEV or CV will be reviewed and revised to include all agreed arrangements and support required. 			Risk assessments completed on an individual basis where necessary.		
Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. . The room will be put out of use until cleaning can take place. (Once cleaning has been completed it will be identified by signage placed on the door) - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. ✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop 	6	L	<ul style="list-style-type: none"> ✓ Medical room to be nominated as space for symptomatic students ✓ PPE equipment provided for staff monitoring symptomatic pupils ✓ Other room to be provided for non-Covid related First Aid and medication (see map) ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures. Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy ✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution ✓ Rooms will be locked to ensure staff are aware not to use the room if it has been used and is awaiting cleaning 	6	L

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					<p>symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> ✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance 					
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors permitted to enter the school to be reduced to a minimum ✓ All other potential visitors to contact the school remotely rather than visiting the school ✓ Reception staff to maintain visitor record completing the manual log or making the entries onto the electronic system for the visitor ✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed or reception desk cordoned off from visitor waiting area by at least 2 metres with a barrier. ✓ Visitor badges to be given out by reception staff ensuring 2 metre distance is maintained at all times. ✓ <i>Provide a specific time window for essential visits to school</i> 	6	L	<ul style="list-style-type: none"> ✓ Maintain a record of all visitors, including contact details – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges. ✓ All non-essential visitors not invited into school. ✓ Reorganisation of reception area to promote and enforce social distancing – including removal of couches and roped areas to dictate navigation of reception area. ✓ Visits strictly on an appointment basis and where absolutely necessary. ✓ Visitors asked to wear face coverings when in school 	6	L
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for post and deliveries in reception ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser <i>in reception</i>. ✓ Ban non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate 	6	L	<ul style="list-style-type: none"> ✓ PPE equipment (gloves) provided for handling goods ✓ Where possible, if not needed urgently, all parcels to be quarantined for at least 72 hours after arrival 	6	L
Cleaning - ineffective	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being 	x	x		<ul style="list-style-type: none"> ✓ Agreed schedule with the Cleaning Service 	6	L	<ul style="list-style-type: none"> ✓ Hold back devices have been installed for fire doors linked to the fire alarm 	6	L

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infection control and increased risk of infection	<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"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<ul style="list-style-type: none"> Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance Additional cleaning requirements and hours agreed with provider Deep cleans of the building are put into place where there is a confirmed case of COVID-19 Frequently touched surfaces are cleaned frequently with detergents and bleach Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 			<ul style="list-style-type: none"> Year group bubbles to undertake lessons in zones for the majority of lessons. Cleaning between the use of shared spaces, using the fogger. Specialist cleaning equipment cleaned after each use ahead of use by the next bubble. Specific cleaning schedule devised highlighting when areas/rooms would be cleaned in line with the curriculum timetable. Lunch areas cleaned after each lunch slot. Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school. Checks to be made that adequate supply of paper towels Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated Cleaning products and gloves to be made available for use in specific areas of school. Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. Use of the fogger in all areas twice a week if possible and more frequently in areas of high communal usage. 		
PPE	<ul style="list-style-type: none"> Lack of PPE when having to undertake a task where social distancing measures cannot be met. 	x	x		<ul style="list-style-type: none"> Where PPE is identified as required; an adequate supply of these must be provided and available for use. Staff must be instructed on how to put on and remove any PPE provided safely and 	6	L	<ul style="list-style-type: none"> Staff and students are asked to wear face masks in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Where students and staff do not have a face mask, one will be 	6	L

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					<p>how to dispose of them safely – see TCAT video and posters to use in training staff</p> <ul style="list-style-type: none"> ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment. ✓ 			<p>provided although both staff and students are expected to bring their own face masks into school. Staff or students who are unwilling or unable to wear a mask will still be able to attend school. Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if work with a face mask.</p> <ul style="list-style-type: none"> ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) ✓ Guidance on handling of PPE to be provided through notices and training video. ✓ Pupils and staff asked to wear face coverings in common use areas e.g. corridors, classrooms where social distancing can't be maintained. 		
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> • Unable to provide adequate first aid or able to supervise fire evacuation procedure. 	x	x		<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the 	6	L	<ul style="list-style-type: none"> ✓ First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy 	6	L

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					covid-10 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation. ✓ See Guidance on Covid-19 in relation to carrying out CPR and resuscitation					
Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Designated medical room for treatment of sick and injured pupils to be nominated ✓ Designated space of giving personal care (nursery) ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby ✓ PPE to be used (gloves and apron as minimum). ✓ Where the person being treated has symptoms of Covid 19 a mask must also be worn. ✓ Staff to be trained in the use of PPE ✓ Room to be cleaned after every use in accordance with cleaning guidelines 	6	L	<ul style="list-style-type: none"> ✓ Medical room identified allowing for isolation of pupil and close to an exit not used as part of the entry/exit procedure. ✓ IIR2 masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of Covid 19, 		
Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff groupings.	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points ✓ Muster points to be dedicated to each bubble ✓ Evacuation routes for each bubble to be revised to ensure both fast evacuation and minimise contact between pupil bubbles. ✓ Fire Evacuation practice to be held as early as possible after return. 	6	L	<ul style="list-style-type: none"> ✓ Induction day during the first day of school for pupils. ✓ Clear guidance available in classrooms. ✓ Evacuation markers identified clearly on individual yards. ✓ One way system in place for exit. 	6	L
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> • Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 	x	x	x	<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. 	8	L	See HSE guidance re RIDDOR and Coronavirus (COVID-19)		
Outbreaks are not managed in line with LA and PHE guidance	<ul style="list-style-type: none"> • Lack of management of outbreaks increases risk of the spread of the disease within the school and local population 	x	x	x	<ul style="list-style-type: none"> ✓ Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan https://www.warrington.gov.uk/OutbreakPlans https://www.warrington.gov.uk/sites/default/files/2020- 	6	L	All staff will be offered Lateral Flow Device (LFDs) home tests on their return to school on a twice weekly basis. Tests will be booked out to staff individually and staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions.	6	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
					07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf ✓ Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf			All secondary and Sixth form students will be offered a LFD test three times on the school site 3-5 days apart. The first test will be offered before the student starts back to school/ college. Students will then be provided with home test kits to carry out twice a week.		