



**WARRINGTON**  
Borough Council

**RISK ASSESSMENT FORM – JANUARY 2021**

<b>TRUST:</b>	
<b>SCHOOL:</b>	Fox Wood School
<b>HEADTEACHER:</b>	Lucinda Duffy
<b>NAME OF ASSESSOR/S:</b>	Louise Messham, Lianne Buchanan, Allison Wright, Jade Ashton
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**This Risk Assessment follows the guidance provided by Warrington Local Authority.**

**RISK SCORING**

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

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

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

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> <li>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.</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Inspections, maintenance and servicing is up to date.</li> <li>✓ Water hygiene measures in line with the legionella risk assessment have been maintained by Mears as per our SLA (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)</li> <li>✓ Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building</li> <li>✓ Contact Building Services or your own premises management company to find out more information on what statutory testing has been undertaken or to discuss any required future testing See Managing School premises, which are partially open, during</li> </ul>	2x4=8	L	<ul style="list-style-type: none"> <li>✓ Sling assessments required whilst most companies are on lock down. This is a temporary measure until the company re-opens where we will get them in as soon as possible. The insurance company have agreed this can take place when all/most pupils are back in Sept</li> <li>✓ Staff perform a visual check of each sling prior to each use. Should there be any concern from visual check staff will not use the sling and will contact parents/carers to acquire a replacement.</li> <li>✓ Site manager has conducted his regular tap turning routine of all water outlets representing normal water usage and kept accurate records.</li> <li>✓ Mears have carried out planned water testing as per</li> </ul>	1x4= 4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<u>the corona outbreak</u>			SLA ✓ Air circulates when internal and external door are opened and closed. Doors cannot be wedged open as pupils will be able to leave the classroom ✓ Air Conditioning units are subject to regular testing as per SLA		
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> <li>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.</li> </ul> Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.	x			✓ Parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. This is required before the school opens or more pupils attend. Regular updates should also be provided following any changes made to the school's procedures for managing the risks from COVID-19 in school. ✓ Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens. ✓ Up to date information will be shared with staff about the control processes to be followed to reduce the risk of Covid-19, this includes the risks that may have been identified for teaching/supervising individual pupil. This will be shared with staff before their return to school. ✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school. ✓ Suspension of off site visits. ✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers during welfare calls and individual assessment undertaken to identify provision required for child before extended opening of school begins. ✓ Staff are aware of the open door to	2x2=4	L	✓ Policies are updated as necessary which are shared with parents/carers on EFL (learning platform) and website so parents can access a copy. Pupils have behaviour plans if needed. Updated contract sent to all parents and carers by 22/07/20 ✓ LA contacted re: information disclosure. ✓ Letter sent to all parents re: school procedures in response to positive cases 28/10/20 ✓ Staff received an email from the head highlighting main arrangements for September on 9/7/20 this was to equip them to share the correct information with parents. ✓ All staff required to read the updated RA and contained Government guidance prior to their return and given the opportunity to comment, the RA will also be available on the School Website. Staff will also sign to show they have read and are aware of the documents content. Briefing sheet left in classrooms before staff	2x2=4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>the SLT on rota for concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.</p> <p>✓ Share regular communication of mental health information and open door policy for those who need additional support.</p> <p>See <a href="#">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a></p>			<p>enter the building.</p> <p>✓ Individual classes to conduct a briefing meeting each morning to highlight important messages and ideally come up with a solution within their bubble. If still a problem to contact SLT.</p>		
Staffing levels	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school</li> </ul>	x	x		<p>✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</p> <p>✓ Adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, senco, first aiders / fire wardens, caretaking and cleaning staff.</p> <p>✓ Arrangements are 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) consider homeworking options or tasks that restrict interaction with other in school)</p> <p>✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)</p>	2x2=4	L	<p>✓ Staff to request an individual risk assessment should they feel they require one</p> <p>✓ Government guidance read and understood re: containing bubbles. Should staffing levels require changing this guidance would be referred to when making changes. Changes cannot be pre planned for as it has to be reactive to pupil and staffing attendance and changes</p> <p>✓ Re-looked at bubbles and identified ways of working to keep bubble groups together.</p> <p>✓ Should staff isolate from the same class the pupils will remain in the same bubble with staff from the same bubble.</p> <p>✓ Individual RAs carried out for relevant staff on their return to work to ensure risks are identified/mitigated where possible. These are signed by both parties, with a copy to each.</p>	2x1=2	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								✓ Home testing kits available in school for staff and/or pupils.		
Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> <li>Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>		x		<ul style="list-style-type: none"> <li>✓ First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. 1 first aider on site each day 1 nurse on site and available for advice</li> <li>✓ Posters displayed detailing first aid/fire warden contact information.</li> <li>✓ Identify any further measures, of equipment required to provide first aid or to use defibrillator safely. See PPE later in risk assessment. (Follow HSE Guidance on PPE)</li> <li>✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-19 procedures). Once at assembly points social distancing must be complied with.</li> <li>✓ Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school.</li> </ul> <p>See GN 25 – First Aid via MSS</p> <p><u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u></p>	2x2=4	L	<ul style="list-style-type: none"> <li><a href="#">See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</a></li> <li>✓ Gloves, aprons, surgical masks and face coverings all available to use for first aid as required. All used wipes and dressings should be placed in a bag and tied, double bagged and disposed of in the bin or placed in the yellow bins.</li> <li>✓ Staff updated regarding use Defib or CPR – advice is not to give mouth to mouth</li> <li>✓ Ice packs should be anti-bacterial sprayed and wiped before and after each use.</li> <li>✓ Class numbers on the perimeter fence indicating evacuation assembly point. Classes to locate to these during fire evacuation. The numbers are spaced 2 meters apart adhering to social distancing measures.</li> <li>✓ Should reduced numbers of first aider present we can utilise the first aiders from the College facility</li> </ul>	2x1=2	L
Unable to maintain social distancing measures and mixing of pupils on home to	<ul style="list-style-type: none"> <li>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Ask parents and children and young people to avoid use of public transport, to wash their hands on arrival at school and if possible</li> </ul>	3x5=15	M	<ul style="list-style-type: none"> <li>✓ <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> guidance will be shared with parents so they</li> </ul>	3x4=12	M





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
school transport / public transport	<p>hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<p>drive, walk or cycle to their school / setting. Hand washing on arrival is necessary at all times.</p> <ul style="list-style-type: none"> <li>✓ Ensure parents and children and young people are aware of the recommendations set out in the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> (including avoiding peak times) when planning their travel</li> <li>✓ Assist 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</li> <li>✓ Ensure that school transport arrangements cater for any changes to start and finish times</li> </ul>			<p>are making an informed choice.</p> <ul style="list-style-type: none"> <li>✓ Ongoing communication with Transport dept to ensure the most efficient drop off and collection procedure is in place. In line with the Guidance for full school opening in September, Transport department are liaising with parents regarding social distancing and pick up and drop off times. Transport is managed by the LA Transport Department not school</li> </ul>		
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	×	×	×	<ul style="list-style-type: none"> <li>✓ Ask parents to check temperature of child before coming to school</li> <li>✓ Ask staff to wash their hands on arrival and prior to leaving the school</li> <li>✓ Handwashing posters in washroom facilities around school.</li> <li>✓ Advise staff to adhere to the social distancing measures and remain 2 meters apart at all times including when entering and exiting the building</li> <li>✓ Place social distancing posters in prominent positions around school</li> <li>✓ Hand sanitizer available whilst ensuring safety of pupils regarding ingestion and allergies.</li> </ul>	2x2=4	L	<ul style="list-style-type: none"> <li>✓ Limiting visitors to school - essential visitors only eg physios, SALT.</li> <li>✓ Procedures and protocols agreed with any essential visitors, including discussion around use of PPE, room and resources allocation and expectations in terms of cleaning items down between pupils, etc.</li> <li>✓ Contact details for visitors held in school to inform track and trace services.</li> </ul>	2x2=4	L
Mixing of parents and carers / children and young people and	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e.</li> </ul>	×	×	×	<ul style="list-style-type: none"> <li>✓ Tell parents that they remain in cars on arrival and staff will collect from the car.</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ Site Manager and SLT to patrol outside and enforce safety measures.</li> </ul>	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
non-adherence of social distancing measures during the drop off and collection times	person to person transmission- hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<ul style="list-style-type: none"> <li>✓ Use different entrance /exit points for children</li> <li>✓ Instruct pupils to wash their hands on arrival and prior to leaving the school</li> <li>✓ Posters showing children how to wash hands in washroom facilities</li> <li>✓ Provide help to children and young people who have trouble cleaning their hands independently.</li> <li>✓ Hand sanitizer in reception area or entrances for visitors and in strategic placement around school for staff and pupils where limited washing facilities available (supervision may be required for younger pupils).</li> </ul>			<ul style="list-style-type: none"> <li>✓ Site Manager and SLT use radios to alert office when pupils arrive, office tannoy to alert class staff member to come out and collect pupil, this adheres to social distancing so staff are not leaving and entering the building at the same time. Parent drop off first and then collection a bubble at a time from each gate.</li> <li>✓ Under supervision pupils encouraged to independently wash hands with soap for 20 sec using songs, rhymes and support.</li> <li>✓ Wipes and anti-bac hand wash used for pupils who cannot/will not access the sink.</li> <li>✓ Check with parents regarding allergies re sanitizer products.</li> <li>✓ Sanitizer kept in a locked cupboard in the classroom and COSHH guidance shared</li> </ul>		
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Size of the classroom accommodates pupils and staff to ensure the space can accommodate the numbers of staff and pupils use ensuring social distancing can be accommodated, this should also take into account any SEND pupils who may require addition staff support.</li> <li>✓ Following guidance on: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>. Classrooms have been rearranged to ensure that social distancing measures can to</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ Classes will have all staff and pupils in. Each classroom is equipped with tissues and suitable bins to ensure safe disposal of waste following guidelines.</li> <li>✓ Students access seating or floor space in their own classes. The pupils are kept in these areas where practically possible, face to face positioning discouraged.</li> <li>✓ Where a larger number of</li> </ul>	3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>maintained. Seating has been repositioned to try to eliminate face to face positioning where possible.</p> <ul style="list-style-type: none"> <li>✓ Consider which lessons or classroom activities could take place outdoors</li> <li>✓ Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>✓ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>✓ Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments.</li> <li>✓ 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.</li> <li>✓ Ensure good supply of gloves and cleaning products are available within each classroom.</li> <li>✓ Open windows within classroom to enable ventilation (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies)</li> </ul>			<p>pupils are required to access an area of activity they are to do so in their own bubble of classes and apply social distancing between each other and groups as best as possible.</p> <ul style="list-style-type: none"> <li>✓ Seating is put out as per social distancing but due to the nature of the pupils this could be difficult to maintain, parents have been made aware of this.</li> <li>✓ Staff can choose to wear a face covering generally in class.</li> <li>✓ Should pupils require close contact for feeding, toileting, medication, moving and handling then staff must wear full PPE and wash/sanitise hands before and after doing so.</li> </ul>		
Unable to maintain social distancing measures and mixing of pupils and staff	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission -</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Revised the timetable to reduce movement around the school or building</li> <li>✓ Pupils to use the same classroom or</li> </ul>	3x3=9	M	<ul style="list-style-type: none"> <li>✓ MSR/Sensory Kingdom/Rebound can be used following the rota. One bubble can access per day.</li> </ul>	2x3=6	L





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
whilst moving around the building	<p>hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<p>area throughout the day, and ask teachers to move to them</p> <ul style="list-style-type: none"> <li>✓ No group gatherings such as assemblies, meetings</li> <li>✓ Ensure that pupils and staff remain apart whilst moving around the building.</li> <li>✓ Rooms to be accessed from outside where possible.</li> <li>✓ Ensure supervision is in place to ensure social distancing measures are being followed. (where social distancing allows)</li> <li>✓ Consider measures required to accommodate any specific pupil that may need assistance to move around school (Provide support member of staff, limit amount of staff contact, PPE, limit movements where possible)</li> </ul>			<ul style="list-style-type: none"> <li>Staff from that bubble responsible for thoroughly wiping this down at the end of each day, taking into account the ways in which pupils' accessed specific areas and equipment.</li> <li>✓ Basic easily cleaned equipment left in all areas. All other equipment removed to make cleaning easier.</li> <li>✓ Face coverings to be worn by all members of staff in communal areas of the school unless exempt.</li> <li>✓ Increased number of sanitiser dispensers located around the school for regular hand cleaning.</li> </ul>		
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Shared resources to be limited, resources to be thoroughly cleaned and left for 48 or 72 hours where necessary.</li> <li>✓ Limit the exchange of take-home resources between children, young people and staff</li> <li>✓ Prevent the sharing of equipment where possible by allocating each pupil their own and providing a container to store it in</li> <li>✓ Clean shared materials and surfaces more frequently</li> <li>✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it</li> </ul>	4x3=12	M	<ul style="list-style-type: none"> <li>✓ MSR/Sensory Kingdom/Rebound can be used following the rota. One bubble can access per day. Staff from that bubble responsible for thoroughly wiping this down at the end of each day.</li> <li>✓ Basic easily cleaned equipment left in all areas. All other equipment removed to make cleaning easier.</li> <li>✓ Coats and bags kept on pegs outside classroom environment, this area will be wiped down at the end of each day by class staff.</li> <li>✓ Communal play equipment can be used but high traffic areas such as handrails must be wiped down between each group</li> </ul>	3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								<ul style="list-style-type: none"> <li>✓ Antibacterial spray kept safely in each room (in locked cupboard or bathroom) Appropriate MSDS sheets and COSHH guidance shared (this spray has always been available in classes due to the nature of the school)</li> <li>✓ Pupils have own selection of favourite activities/communication devices.</li> <li>✓ Regular wipe down of class areas carried out following Government guidance</li> </ul>		
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	×	×		<ul style="list-style-type: none"> <li>✓ Use of halls, dining area and internal and external sports areas to be done on a rota allowing for cleaning between each session.</li> <li>✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Stagger the use of staff rooms and offices to limit occupancy</li> </ul>	3x2=6	L	<ul style="list-style-type: none"> <li>✓ MSR/Sensory Kingdom/Rebound can be used following the rota. One bubble can access per day. Staff from that bubble responsible for thoroughly wiping this down at the end of each day.</li> <li>✓ Basic easily cleaned equipment left in all areas. All other equipment removed to make cleaning easier.</li> <li>✓ Food tech room to be used as an additional staffroom.</li> <li>✓ Staff have breaks and lunches timetabled in specific locations to minimise mixing allowing for social distancing measures.</li> </ul>	3x2=6	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Indirect transmission of COVID-19</li> </ul>	×	×		<ul style="list-style-type: none"> <li>• Staggered the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>• Outdoor area supervised to ensure that social distancing measures are maintained where possible</li> <li>• Do not use outdoor equipment</li> </ul>	4x3=12	M	<ul style="list-style-type: none"> <li>✓ Communal play equipment can be used but high traffic areas such as handrails must be wiped down between each group.</li> <li>✓ Rotas are devised to</li> </ul>	3x3=9	M



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	virus from hand and hands contact with contaminated surfaces				unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a>			ensure bubbles access areas together. ✓ Only one bubble group to use any outdoor area at a time. This has been put on a rota. So they can apply social distancing between each other and groups as best as possible. ✓ Staff to wipe down any transportable outdoor play equipment that they used between each group using supplies from their own group classroom. This sanitiser is routinely used in the classroom settings and is part of the standard operating procedure for the school. ✓ Educational visits and work experience placements are suspended for the Autumn term		
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x		✓ Staggered break and lunch times so that different cohorts of pupils don't mix ✓ Ask pupils to clean their hands before hand lunch/snack. ✓ Parents will be asked to send snacks from home. ✓ If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in ✓ Ensure that children and staff remain 2 meters apart where possible	2x2=4	L	✓ Lunch times will be staggered and pupils will access the dining hall with their bubble. Area is large enough so they can apply social distancing between each other and groups as best as possible. ✓ Dining area must be wiped down between each bubble. ✓ Desserts to be taken back to class to eat should they run out of time before the next bubble enters. Timings must be prompt to ensure smooth transition between bubbles.	2x2=4	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
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x			<ul style="list-style-type: none"> <li>✓ Cleaning products and hand sanitizer are available to Mid Day staff following guidance and COSHH data available.</li> <li>✓ Consider use of staff room/ kitchens or equipment to identify if there is a need to retain and use or whether to remove. If equipment is retained i.e. kettles, fridges microwave - these all must be cleaned thoroughly after each use.</li> <li>✓ Employees should consider bringing their own pack lunch and drinks. These should be kept with personal belongings.</li> <li>✓ Utensils (plates, cups, knife, forks and spoons) removed from staff room. Staff to bring own utensils in and retain with personal belongings.</li> <li>✓ 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.</li> <li>✓ Enhanced cleaning regime will be required in staff room/ kitchen areas used by staff.</li> </ul>	3x4=12	M	<ul style="list-style-type: none"> <li>✓ Lunch times will be staggered and pupils will access the dining hall with their bubble. Area is large enough so they can apply social distancing between each other and groups as best as possible.</li> <li>✓ Pupils remain seated and staff serve and clear away for pupils reducing movement. Some classes eat within the classroom.</li> <li>✓ Dining area must be wiped down between each bubble.</li> <li>✓ Desserts to be taken back to class to eat.</li> <li>✓ WBC kitchen staff will adhere to their own RA's as they are centrally managed. Any concerns from the kitchen would be conveyed to Louise Messham as a member of schools SLT (or another nominated member of SLT in her absence.)</li> <li>✓ Anti bac spray provided in staff room and food tech to wipe out kitchen equipment used</li> <li>✓ Shared use of equipment is not recommended eg, microwave but anti bac spray and wipes provided if people choose to. Sanitiser provided with COSHH guidance.</li> <li>✓ No pupil meals to be heated in school. Parents should be advised to send in a food flask.</li> <li>✓ Staff to bring lunches, utensils and drinks including</li> </ul>	2x4=8	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								milk in cooler bags and not place in fridge. ✓ Keep lunch in cooler bag with personal belongings. ✓ Staff room laid out to be in line with social distancing		
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	×	×		✓ Ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time ✓ Stagger access to toilets and hand washing facilities ✓ Advise pupils and staff to keep two metres apart ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap ✓ Place poster within the building on hand washing 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 towel or hand blowers are in good working order	2x3=6	L	✓ Classes to use own bathrooms rather than communal toilets. Suitable waste bins provided and emptied on a regular basis. ✓ 2 classrooms with no bathroom to be allocated a communal bathroom each. Class 4- upper toilets, class 2 – lower toilets. Staff ensure these are wiped down after each use and bins emptied regularly. Stocks of toilet roll etc replenished daily. ✓ Anti bac and blue roll placed in all staff toilets.	1x3=3	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	×	×		Do not play sports or games together in line with the guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	2x2=4	L	✓ Physical activities are completed with own class peers or bubble peer should staff be reduced. This could be in own class, hall or outside. ✓ Do not use sports equipment/unsuitable facilities	1x2=2	L
Pupils and staff are at higher risk of severe	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity</li> </ul>	×	×	×	✓ Children and young people (0 to 18 years of age) who have	4x3=12	M	✓ Pupils and staff should all be able to return to	2x3=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
illness if they do not maintain social distancing / follow medical advice	<p>to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>				<p>been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to produce a clinician letter to school to advise of isolation required.</p> <p>✓ Staff considered to be clinically extremely vulnerable will require a clinician letter to advise of isolation required.</p>			<p>school after 1 August providing the infection rate remains low. Further concerns need to be discussed directly with the Headteacher</p> <p>✓ Warrington is now at alert level: very high, vigilance must be used around following hygiene protocols.</p>		
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"> <li>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)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>		x		<p>✓ Guidance shared with staff regarding the process for sending home pupils or staff if they become unwell with a new. Continuous cough or a high temperature and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>✓ If a child is awaiting collection:</p> <ul style="list-style-type: none"> <li>Move them to a room where they can be isolated</li> <li>Depending on the age of the child and with appropriate adult supervision if required</li> <li>Open a window for ventilation</li> <li>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.</li> <li>PPE should be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>Call 999 if they are seriously ill or injured or their life is at risk.</li> </ul> <p>✓ If a member of staff has helped</p>	3x3=9	M	<p>✓ Make sure parents are contactable and have the capacity to collect pupils should they show symptoms. This is in the updated home-school agreement. Track and Trace Guidance followed</p> <p>✓ Shared Medical Room to be used as an isolation room, Sign stating Possible Covid-19 will be put on the door. Further procedure – see below.</p> <p>✓ SLT notified to assist managing the situation, ensure all PPE regulations adhered to, to protect pupils and staff.</p> <p>✓ Classroom/room that pupil or staff had been in to be evacuated to another room, the door closed and a sign saying 'Possible</p>	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>✓ Cleaning of the affected area will be carried out following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. Cleaning staff will follow their risk assessments.</p> <p>✓ Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></p>			<p>Covid – 19 infection</p> <p>Do Not Enter’</p> <p>Cleaning Supervisor to be informed then cleaners are aware and they can use the correct PPE and follow their RA to deep clean. The isolation room will also need the same deep clean.</p> <p>✓ Parents to be contacted and relevant LA/outside agencies as required</p> <p>✓ Toilet next to shared medical room to be used by the pupil. Inform site manager of its use and appropriate PPE and cleaning methods once pupil has gone.</p> <p>✓ Contact the Health protection team should we have any confirmed cases and follow their advice</p> <p>✓ In the event of pupils not returning in September or a further Lockdown, remote learning will recommence following our Home Learning Plan.</p>		
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> <li>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)</li> <li>Indirect transmission of COVID-19</li> </ul>	x	x	x	<p>✓ Encourage potential visitors to contact the schools remotely rather than visiting the school</p> <p>✓ Limit the number of visitors to essential only</p> <p>✓ Provide a specific time window for essential visits to school</p>	3x4=12	M	<p>✓ Visitor telephone numbers to be taken for track and trace contact purposes.</p>	2x4=8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	virus from hand and hands contact with contaminated surfaces				✓ Maintain a record of all visitors, and contact details			<ul style="list-style-type: none"> <li>✓ Sanitiser provided with COSHH guidance.</li> <li>✓ All staff have been informed that they should request someone to move away should they be too close.</li> </ul>		
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x			<ul style="list-style-type: none"> <li>✓ Ask deliveries to be left at the entrance</li> <li>✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>✓ Restrict non-business deliveries, for example, personal deliveries to workers</li> <li>✓ Ensure that deliveries are isolated if necessary</li> </ul>	2x2=4	L	<ul style="list-style-type: none"> <li>✓ Deliveries to be left in reception area</li> <li>✓ Deliveries to be left for 72 hours if appropriate</li> </ul>	1x2=2	L
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>✓ Additional cleaning requirements and hours agreed with provider.</li> <li>✓ Appropriate PPE should be provided for staff with responsibilities for cleaning (See PPE)</li> <li>✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>✓ Frequently touched surfaces are cleaned frequently with detergents and bleach</li> <li>✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>✓ 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. Additional risk</li> </ul>	2x4=12	M	<ul style="list-style-type: none"> <li>✓ Class groups have frequent wipe down responsibilities using safely stored sanitiser following COSHH guidelines. Bleach is not permitted in school.</li> <li>✓ Class groups are placed in a bubble with 2 other classes for specific activities. These bubbles do not mix</li> </ul>	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>assessment may be required where this may pose a hazard for specific pupils. Additional written procedure should be produced and shared with staff regarding the closing procedures of fire doors, a copy of the procedure should be placed with the fire risk assessment and included in the fire evacuation procedure.</p> <ul style="list-style-type: none"> <li>✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.</li> <li>✓ Checks to be made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands.</li> <li>✓ Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and pupils (supervision may be required for younger pupils).</li> <li>✓ Cleaning products and gloves to be made available for use in specific areas of school.</li> <li>✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.</li> </ul>			<p>where possible.</p> <ul style="list-style-type: none"> <li>✓ Advice is to open windows and prop doors open this is subject to individual pupil risk assessment. Where they cannot, more frequent cleaning of these areas should be completed.</li> <li>✓ Internal ventilation system moves air around when doors open and close. Doors cannot be wedged open as pupils will be able to leave the room (bubble)</li> <li>✓ Air Conditioning units are subject to regular testing as per SLA</li> <li>✓ Anti-bac and gloves in all class groups and in areas that may be shared such as staff bathrooms, staff rooms etc</li> <li>✓ Staff have been briefed by SLT as to the importance of wiping down surfaces with sanitiser to protect themselves and pupils. COSHH guidance is adhered to and replacement sanitiser and PPE are available via the site manager or school office. All</li> </ul>		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								these items are part of everyday procedures in a Special Needs School.		
PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.	x	x	x	<ul style="list-style-type: none"> <li>✓ Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk considers using protective screens, PPE, keep time to a minimum, etc.</li> <li>✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li> <li>✓ Staff will read guidance on how to put on and remove any PPE provided safely and how to dispose of them safely.</li> <li>✓ 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.</li> <li>✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li> </ul> <p>See <a href="https://www.gov.uk/guidance/personal-protective-equipment">GOV.UK</a> guidance regarding personal protective equipment.</p> <ul style="list-style-type: none"> <li>✓ Face Coverings can be considered although are not compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms).</li> <li>✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be</li> </ul>	2x2=4	L	<ul style="list-style-type: none"> <li>✓ PPE is to be worn by all adults in communal areas unless exempt.</li> <li>✓ Staff can choose to wear a face covering generally in class.</li> <li>✓ Should pupils require close contact for feeding, toileting, medication, moving and handling then staff must wear full PPE and wash/sanitise hands before and after doing so.</li> </ul>	2x2=4	L





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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					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)					
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	x	x	x	✓ 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 Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA.  <u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u> More information regarding the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.	2x2=4	L		2x2=4	L
Changing of pupils and their intimate care.	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		✓ Intimate Care policy in place should be followed by all staff. ✓ PPE including masks must be worn for intimate care (where deemed necessary), administering medication and the supervision of any child displaying symptoms.	2x3=6	L	✓ Should pupils require close contact for feeding, toileting, medication, moving and handling then staff must wear full PPE and wash/sanitise hands before and after doing so.	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Managing pupils with challenging behaviours which may include spitting and biting.	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).	x	x		<ul style="list-style-type: none"> <li>✓ All individual behaviour plans were reviewed in Spring 2020.</li> <li>✓ A member of the behaviour team will be called to support if a pupil shows escalating behaviours.</li> <li>✓ Quiet time will be offered to the pupil and a member of staff will be assigned for calming activities.</li> <li>✓ TeamTeach intervention will still be used if a pupil is in crisis and is posing a threat to other pupils or staff</li> <li>✓ PPE (visors, gloves, aprons) will be provided for staff who may need to physically intervene with a pupil.</li> </ul>	4x3=12	M	<ul style="list-style-type: none"> <li>✓ Should staff identify a change in pupil behaviour, this is to be highlighted to Jade Ashton (Pupil Support Manager) or other member of SLT in her absence, who will call home to discuss changes with parents and suggestions for calming.</li> <li>✓ Wherever possible we will try to avoid excluding a pupil but where serious and health threatening incidents occur this may be a short-term measure.</li> </ul>	4x2=8	L