



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

**Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 29 May 2020**

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

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

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



- Implement social distancing measures where possible, minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.

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

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

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. 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.

### **TCAT Principles**

In opening TCAT Schools to a greater number of schools, all TCAT schools will follow the principles laid down in the TCAT supplementary guidance:

Principle 1: we will follow all government guidance

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>



Principle 4: Adopt common risk assessment for health & safety within academy buildings

Principle 5: The total number of pupils you can safely accommodate will dictate your provision. Headteachers may have to make decision on who to accept based upon priorities. Timetables should be constructed around class sizes of between 10-15 students/pupils and reorganise classrooms appropriately.

Principle 8: Minimal approach to physical messaging, signage & demarcation. Government guidelines should be reinforced via letters, within briefings, with pupils, videos and in person etc. Resources should be in place for regular hand washing etc. Physical signage should be used within queuing areas, corridors etc

Principle 9: Ensure rigorous, regular and ongoing cleaning of the school building to maintain government guidelines for safe working. TCAT will explore a strategy to supplement the workforce.

Principle 10: Follow government guidance around PPE but allow staff to make personal decisions. Risk assessment visits will take place to identify any specific staff who need specific PPE ie, first aiders.

Principle 11: Relax uniform to reduce risk of contamination; this may include suspension of blazers and ties.

Principle 12: Review travel arrangements to reduce the need for public transport. TCAT minibuses can be deployed where possible to address this need.

Principle 13: Adopt a flexible approach to the school day including lesson length, staggering start times to minimise any mixing

Principle 14: Reduce/stagger the amount of social/dining time to reduce contact. Ensure provision of FSM is in place.

Principle 15: Move teachers rather than children/young people if at all possible, keep children in set groupings

Principle 16: Cancel all large, non-essential physical gatherings of staff or pupils

Principle 17: Agree to no external visitors for the foreseeable

Principle 18: School performances, sports practices, or games should be postponed until greater social contact is possible



<b>TRUST:</b>	<b>The Challenge Academy Trust</b>
<b>SCHOOL:</b>	<b>Sir Thomas Boteler Church of England High School</b>
<b>HEADTEACHER:</b>	<b>Beverley Scott-Herron</b>
<b>NAME OF ASSESSOR/S:</b>	<b>Adrienne Laing</b>
<b>CONTACT DETAILS:</b>	<b>bscott-herron@boteler.org.uk</b>

<b>REF NO</b>	<b>TASK / WORK / OPERATION</b>	<b>DO HAZARDS EXIST?</b>	<b>WHAT ARE THE HAZARDS?</b>
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of 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



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
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
17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
			place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection
22	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care
23	Revised Fire Evacuation plans	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff groupings.

**RISK SCORING**

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

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

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

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	PUPILS	VISITORS						
<b>Building and Systems not maintained prior to opening</b>	<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>Ensure inspections, maintenance and servicing is up to date – all regular maintenance checks have continued during the period of partial closure and records available for viewing</li> <li>Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed - All legionella routines have been maintained during the period of partial closure.</li> <li>The building has been open throughout the period and cleaning routines have been maintained.</li> </ul>	4	L	<ul style="list-style-type: none"> <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>Ventilation systems which recirculate air throughout the building will be switched off, ventilation systems which draw in fresh air from outside will be left on.</li> </ul>	4	L
<b>Lack of communication with parents/carers and staff members</b>	<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> <li>Staff may feel anxious about returning to school due to lack of information</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. This is required before the school opens or more pupils attend. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school.</li> <li>Provide all staff (including catering and mid-day assistants) with the measures the</li> </ul>	8	L	<ul style="list-style-type: none"> <li>Conduct the TCAT Staff Risk Assessment with all staff</li> <li>Where necessary conduct the TCAT Student Risk Assessment</li> <li>Full information and revised procedures informed by this risk assessment will be produced and published to staff and students and placed on the school website.</li> </ul>	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
	provided or the expectation placed on staff on returning back into the workplace.				<p>school are taking to ensure their health and safety once school opens.</p> <ul style="list-style-type: none"> <li>✓ Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school.</li> <li>✓ Carry out an induction with staff and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens. All staff to be shown and talked through induction PowerPoint by SLT through department meetings. Staff will be reintegrated for weeks commencing 01/06/20 and 08/06/20 with half-day department sessions on site. All staff to be sent the communications that were presented for reference.</li> <li>✓ All staff to have their temperature taken on entry to the school.</li> <li>✓ Carry out daily briefing session are carried out with pupils to ensure awareness of procedures implemented in school. This will be in the form of a video shown each morning to all on-site pupils. 1:1 session daily with SEND students on site.</li> <li>✓ Off -site visits are suspended</li> <li>✓ Ensure arrangement for SEND pupils are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins.</li> <li>✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.</li> <li>✓ Share regular communication of mental health information and open door policy for those who need additional support.</li> </ul> <p>See <a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-public">GOV.UK Guidance for the public on the</a></p>					





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
					<u>mental health and wellbeing aspects of coronavirus</u>					
<b>Staffing levels</b>	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school</li> </ul>	x	x		<ul style="list-style-type: none"> <li>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.</li> <li>Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENDCo, first aiders / fire wardens, caretaking and cleaning staff.</li> <li>Ensure 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 is school)</li> <li>Consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)</li> </ul>	<b>8</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Conduct TCAT Staff Risk Assessment</li> <li>Ensure rota has been developed to take into account staff who fall into the high and medium risk categories and that staff are aware of the provision made for them in accordance with the Staff Risk Assessment.</li> <li>TCAT will coordinate contingency for academies in the Trust.</li> </ul>	<b>8</b>	<b>L</b>
<b>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</b>	<ul style="list-style-type: none"> <li><b>Direct transmission of COVID-19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting</li> <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>Advise children and young people to remain 2 meters apart on school transport including the DP bus where possible</li> <li>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</li> <li>School opening and closing times adjusted</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Provision of more bike racks approximately 100 children cycle to school.</li> <li>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.</li> <li>Survey students electronically and/or in 1:1 sessions to see how they're getting to school.</li> </ul>	<b>6</b>	<b>L</b>



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
					to avoid peak travel times/ allow children having to use public transport to arrive earlier/ later than official school start/ finish times ✓ Carry out survey of children attending to identify how they are travelling to school then look at any additional necessary measures. ✓ 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					
<b>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Arrival and departure times staggered in accordance with the attached rotas for reopening.</li> <li>✓ Staff to wash their hands on arrival and prior to leaving the school</li> <li>✓ 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>✓ Staff and students to have temperature taken on entry</li> <li>✓ Staff to immediately wash their hands at the identified toilets before they go to their designated work station.</li> <li>✓ Carry out training with staff and students to make them aware of 2 metres distance – example markers at</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Additional wash points to be made available</li> <li>✓ Ask parents to check temperature of child before coming to school and if the child is hot or has a temperature ask them to keep the pupil off school and follow current guidance for people with Covid 19 symptoms</li> <li>✓ Place social distancing posters in prominent positions at entrance and exit around school</li> <li>✓ Handwashing stations to be identified. Staff – use the staff toilets, pupils have labelled toilets which they are to use.</li> </ul>	<b>6</b>	<b>L</b>



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
					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					
<b>Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend and the parent/carer must drop them off outside the school perimeter</li> <li>✓ Stagger arrival and departure times for different cohorts of pupils – see attached timetable</li> <li>✓ Different entrance /exit points for designated groups of children – map attached</li> <li>✓ Parents/ carers to drop vulnerable pupils off at school gate/ designated area where staff will be waiting to guide pupils into school (socially distanced)</li> <li>✓ 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</li> <li>✓ 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.</li> <li>✓ Instruct pupils to wash their hands on arrival and prior to leaving the school – nominated hand wash points for each pupil group</li> <li>✓ Provide help to children and young people who have trouble cleaning their hands independently</li> <li>✓ Use floor and wall markings to indicate social distancing requirements</li> <li>✓ Place posters showing children how to wash hands in washroom facilities</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Pupils to be given entry and exit points where they can wait to form a queue outside of the entrance to the school and remain 2 meters apart – map attached</li> <li>✓ Individual arrangements for vulnerable students to be identified.</li> </ul>	<b>6</b>	<b>L</b>



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
<p><b>Unable to maintain social distancing measures in the classroom</b></p>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Rearrange classrooms to ensure that social distancing measures can be maintained.</li> <li>✓ Reposition seating arrangement two metres apart.</li> <li>✓ Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>✓ Remove soft furnishings and resources that are hard to clean (e.g. class sets of texts/ reference books)</li> <li>✓ Pupils to use the same desk and chair each day they attend</li> <li>✓ Nominated hand wash points for each pupil group marked on map where possible</li> <li>✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments</li> <li>✓ Eliminate face to face positioning where possible.</li> <li>✓ Assessment of pupil numbers has taken into account any SEND pupils who may require addition staff support</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>	6	L	<ul style="list-style-type: none"> <li>✓ Consider which lessons or classroom activities could take place outdoors</li> <li>✓ Provide additional soap dispensers if needed in wash areas.</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>✓ Nominated handwashing stations, toilets and/or cubicles for specific groups.</li> <li>✓ Map – nominated entrances and exits for groups.</li> <li>✓ Same desk and chair for each student. Desk to be labeled with student's name. Pencil case labeled and not to be taken off site/removed from student desk.</li> <li>✓ Area marked for teacher to stand in each classroom.</li> <li>✓ Set up classrooms in 3x3 grid with teacher desk and maximum 8 students.</li> <li>✓ Cleaning box available for all classrooms – not on show but available if needed.</li> <li>✓ Where social distancing cannot be implemented appropriate PPE for the task will be provided. If working in close contact with a student and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. (see PPE section)</li> </ul>	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
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Each pupil group will use the same classroom or area throughout the day – see rota and map</li> <li>✓ Each group will have one nominated teacher/ nominated TA per session per day where possible</li> <li>✓ Each pupil group will have own nominated route around school e.g. to toilets/ external areas - see map. 'On call' will be deployed to ensure this is adhered to.</li> <li>✓ Assemblies will not take place</li> <li>✓ Pupils will have break in their designated room and they will go home for lunch.</li> <li>✓ For lunches are provided by canteen staff – grab bags will be delivered to classroom door and left outside for teacher/ TA to collect</li> <li>✓ Ground floor rooms which are accessible directly from outside to be used where possible</li> <li>✓ Ground floor rooms not accessible from outside and 1<sup>st</sup> floor rooms – each pupil group will have own nominated route around school to toilets and external areas - see map</li> <li>✓ Timetable designed to reduce movement around the school or building (limited sessions per day, teachers move not pupils)</li> <li>✓ Ensure that pupils and staff remain two metres apart whilst moving around the building</li> <li>✓ Each group of students have a set route to move around school on their specific day.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides</li> <li>✓ One way system introduced.</li> <li>✓ Teachers moving only, not students.</li> <li>✓ Lunches only provided for keyworker/vulnerable students.</li> <li>✓ Students to spend break in classroom and go home for lunch.</li> </ul>	6	L
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Prevent the sharing of stationery and other equipment by allocating each pupil their own and provide their own designated work station for every day.</li> <li>✓ Clean shared materials and surfaces more frequently and between use by different pupil groupings</li> <li>✓ Take-home resources between children, young people and staff will not be available. Resources will be dedicated to each group and child and will not leave</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Dedicated labelled pencil case for each pupil that does not leave site.</li> <li>✓ Dedicated paper and files for each pupil</li> <li>✓ Dedicated classroom for each group to avoid sharing resources.</li> <li>✓ Dedicated table and chair for each student.</li> <li>✓ Bottle of water provided for every student every day so that the water fountains do not have to be used.</li> </ul>	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
					<p>the classroom area.</p> <ul style="list-style-type: none"> <li>✓ Limit the amount of shared resources in use.</li> <li>✓ In first instance, practical lessons will not take place. When it is safe to do so, 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 (e, g DT tools/ IT equipment in addition to clean between groups using the rooms)</li> <li>✓ All practical subjects to be taught ensuring that pupils maintain social distancing at all times (e.g. solo performances/ practices for dance and drama)</li> <li>✓ Shared resource areas/ libraries not to be used</li> </ul>					
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <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>See rota. Where possible, each group will have dedicated spaces for break</li> <li>✓ Stagger the use of staff rooms and offices to limit occupancy – see rota</li> <li>✓ Staff all to have nominated workspace/ office space with soft furnishings, unnecessary furniture and equipment removed.</li> <li>✓ Staff to have own designated stationery and equipment</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity</li> <li>✓ Signage in staffroom/office areas.</li> </ul>	6	L
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth,</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>✓ Pupils attend for half day sessions only and do not stay for lunch see rota</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Ensure that outdoor areas supervised to ensure that social distancing measures are maintained.</li> <li>✓ Picnic tables to be removed from the quad.</li> <li>✓ <i>Outdoor equipment to be cleaned</i></li> </ul>	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
	<p>hand to body)</p> <ul style="list-style-type: none"> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>							<p><i>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> - see rota</i></p>		
<b>Mixing of pupils during break and lunch times and maintenance of social distancing measures</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Break to be staggered so that different cohorts of pupils don't mix if needed– see rota</li> <li>✓ Pupils to stay in classrooms for break rather than use the canteen. Students will go home for lunch. Dining areas only for keyworker/vulnerable pupils.</li> <li>✓ 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</li> <li>✓ Pupils to wash their hands before and after break and lunch times.</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use halls and dining areas at reduced capacity for keyworker/vulnerable students.</li> <li>✓ Ensure that children and staff remain 2 metres apart</li> <li>✓ Clean tables and chairs used for lunch between each group</li> </ul>	<b>6</b>	<b>L</b>
<b>Mixing of staff and pupils whilst providing school meals</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>		<ul style="list-style-type: none"> <li>✓ Packed lunches will be provided instead of hot meals just for keyworker/vulnerable students.</li> <li>✓ Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils</li> <li>✓ School meals staff are able to keep two metres apart in the kitchen</li> <li>✓ Cleaning products and hand sanitiser are available for use by the school meals staff</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ If pupils move outside their classroom to eat their lunch – dining areas are used at half capacity and table and chairs are cleaned in between cohorts of pupils using them</li> <li>✓ Staff room and kitchen/ equipment will be available to use for staff lunch breaks</li> <li>✓ Sanitiser stations will be provided in each communal area and equipment to cleaned with sanitiser wipes before and after use</li> <li>✓ Staff to bring their own pack lunch and drinks which must be kept with personal belongings.</li> <li>✓ 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 in place in staff room / kitchen areas used by staff.</li> </ul>	<b>6</b>	<b>L</b>



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 pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 'On call' will provide monitoring of this and radio message will be sent to say that pupils are accessing the toilets.</li> <li>✓ Stagger access to toilets and hand washing facilities</li> <li>✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap</li> <li>✓ Advise pupils and staff to keep two metres apart</li> <li>✓ Where possible each group will have nominated toilet area</li> <li>✓ Place poster within each toilet area with handwashing procedures to be followed</li> <li>✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available.</li> <li>✓ All hand driers to be switched off and taped up.</li> <li>✓ Ensure adequate supply of paper towels</li> </ul>	6	L		6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ 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></li> </ul>	4	L			
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of</b></li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Children and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield until the end of June and not attend school.</li> <li>✓ Staff considered to be clinically extremely vulnerable individuals have</li> </ul>	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
	COVID-19 virus from hand and hands contact with contaminated surfaces				<p>been advised not to work outside the home until the end of June.</p> <ul style="list-style-type: none"> <li>✓ Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li> <li>✓ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</li> <li>✓ If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</li> </ul>					
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>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ 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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>✓ If a child is awaiting collection:               <ul style="list-style-type: none"> <li>- Move them to a room where they can be isolated behind a closed door</li> <li>- Depending on the age of the child and with appropriate adult supervision if required</li> </ul> </li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ The C3 room will be the medical room for symptomatic students. The external entrance near the bike shed to be used only.</li> <li>✓ The room at the rear of the KS3 pastoral base will be for non-Covid related First Aid and medication (see map)</li> <li>✓ 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></li> <li>✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks)</li> </ul>	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"> <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. The room will be put out of use until cleaning can take place.</li> <li>- 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).</li> <li>- Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>✓ 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 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.</li> <li>✓ 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>			<ul style="list-style-type: none"> <li>are required for aerosol generating procedures.</li> <li>✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy.</li> </ul>		
<b>Visitors do not adhere to social distancing measures put in place</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	<b>x</b>	<b>x</b>	<b>x</b>	<ul style="list-style-type: none"> <li>✓ Only essential visitors to be permitted to enter the school</li> <li>✓ All other potential visitors to contact the school remotely rather than visiting the school</li> <li>✓ Reception staff to maintain visitor record completing the manual log or making the entries onto the electronic system for the visitor</li> <li>✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors</li> </ul>	<b>6</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ Reception staff to enter details on PC for visitors and give sticky badge.</li> <li>✓ Reception PC to be moved further down and protective screen to be installed.</li> <li>✓ Tape area for visitors to stand.</li> </ul>		



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
					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. ✓ Provide a specific time window for essential visits to school			✓ Drinks fountain to be removed from reception.		
<b>Delivery of inbound good - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x		x	<ul style="list-style-type: none"> <li>✓ Set up a drop off zone for post and deliveries – area in foyer which is taped off with clear signage.</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>✓ Ban non-business deliveries, for example, personal deliveries to workers</li> <li>✓ Ensure that incoming goods are cleaned if appropriate</li> </ul>	6	L			
<b>Cleaning - ineffective infection control and increased risk of infection</b>	<ul style="list-style-type: none"> <li>• <b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• <b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning Service</li> <li>✓ Cleaning Services has adopted the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Additional and or alteration of cleaning requirements and hours agreed with provider</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>✓ 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. Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>✓ Consider installing “hold back” devices for fire doors linked to the fire alarm. Getting quotation for fire doors that do not currently have this function.</li> <li>✓ 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.</li> </ul>		



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"> <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</li> <li>✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas</li> <li>✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school.</li> <li>✓ Checks to be made that adequate supply of paper towels</li> <li>✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated</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>					
PPE	<ul style="list-style-type: none"> <li>• Lack of PPE when having to undertake a task where social distancing measures cannot be met.</li> </ul>	x	x		<ul style="list-style-type: none"> <li>✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li> <li>✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff</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. See <a href="#">GOV.UK guidance regarding personal protective equipment</a>.</li> </ul>	6	L	<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 continued throughout the day.</li> <li>✓ Avoid touching the face covering whilst being worn.</li> <li>✓ Face covering should be changed if it becomes damp or if you have touched it.</li> <li>✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)</li> <li>✓ Guidance on handling of PPE to be provided through notices and training</li> </ul>	6	L



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	PUPILS	VISITORS						
					✓		video.			
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	x	x	<ul style="list-style-type: none"> <li>Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school.</li> <li>Ensure posters displayed detailing first aid/fire warden contact information.</li> <li>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.</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-10 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation.</li> <li>See <a href="#">Guidance on Covid-19 in relation to carrying out CPR and resuscitation</a></li> </ul>	6	L	<ul style="list-style-type: none"> <li>All students and staff to do a fire drill on returning to school. See new fire procedures attached.</li> <li>First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy</li> </ul>		
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"> <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>Designated medical room for treatment of sick and injured pupils to be nominated (rear office at the back of KS3 pastoral base)</li> <li>Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby</li> <li>PPE to be used (gloves and apron as minimum).</li> <li>Where the person being treated has symptoms of Covid 19 a mask must also be worn. (This is done in the C3 room.</li> <li>Staff to be trained in the use of PPE</li> <li>Room to be cleaned after every use in accordance with cleaning guidelines</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Guidance on handling of PPE to be provided through notices and training video.</li> <li>IIR2 masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of Covid 19.</li> </ul>		
Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close	<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</li> </ul>	x	x	x	<ul style="list-style-type: none"> <li>Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points</li> <li>Muster points to be dedicated to each pupil group</li> <li>Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between pupil groupings.</li> </ul>	6	L	<ul style="list-style-type: none"> <li>Fire evacuation points to be circled with new 'bubble' groups.</li> <li>Fire evacuation practice to be trailed ASAP with 'bubble' groups.</li> </ul>		



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
contact between pupil and staff groupings.	contaminated surfaces				✓ Fire Evacuation practice to be held as early as possible after return.					
<b>Reporting of injuries, Diseases and Dangerous Occurrences to the HSE</b>	<ul style="list-style-type: none"><li><b>Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19</b></li></ul>				✓ 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.	<b>8</b>	<b>L</b>	<a href="#">See HSE guidance re RIDDOR and Coronavirus (COVID-19)</a> ✓		