



RISK ASSESSMENT FORM – SEPTEMBER OPENING FOR TCAT SCHOOLS

Taken from the government guidance – Guidance for the full opening of schools published on 2nd July, 2020

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from pupils and other staff as much as possible

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

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



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

September Educational Provision at Sir Thomas Boteler Church of England High School

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

- Each year group will form a bubble
- Pupils will stay in a specified classroom in their specified zones for all lessons and teachers will move to teach, ensuring 2m strict social distancing between teachers and pupils where possible.
- Each bubble will have staggered start and finish times for start and end of the school day, and lunch and break times
- Lunch will take place over two periods using three locations. Each bubble will have a separate location. 30 minutes cleaning time between lunches to allow disinfecting of lunch locations.
- Resources will be returned to the classroom but each bubble will have its own resources which will not be used by any their staff or students in other bubbles.
- Practical lessons will resume but rooms will be cleaned between uses by bubbles and movement will be kept to a minimum.
- External areas will be shared where necessary but will be cleaned between bubbles using the equipment
- Enhanced cleaning regimes will be in place during the school day. The fogger will be used twice weekly in all areas of the school



TRUST:	The Challenge Academy Trust
SCHOOL:	Sir Thomas Boteler Church of England High School
HEADTEACHER:	Beverley Scott-Herron
NAME OF ASSESSOR/S:	Adrienne Laing
CONTACT DETAILS:	TEL: 07400959956 EMAIL: a.laing@tcat.uk.com

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



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
			measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
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



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection
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.
24	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the school and local population

RISK SCORING

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

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

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	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	RESIDUAL RISK
		STAFF	PUPILS	VISITORS					L x S = RR	L/M/H
Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 	x	x		<ul style="list-style-type: none"> The school has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. The building has been open throughout the period and cleaning routines have been maintained. 	4	L	<ul style="list-style-type: none"> Statutory Servicing & Inspections have carried on throughout the time period of COVID-19 Lockdown Caretaking staff have worked in the premises throughout the lockdown period and have kept to the schedule for water hygiene measures Cleaners have been in school throughout the whole period and have carried out regular daily cleans along with deep cleans of all areas. Areas not used have been kept locked. Full summer holiday checks and deep cleaning will take place as usual to prepare the building for the start of term 	4	L
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious 	x	x		<ul style="list-style-type: none"> Ensure parents/carers continue to be kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school with regular updates being provided to parents/carers when any changes are made to the school's procedures. Contingency plans for learning have been put into place in the event of future local lockdowns. 	8	L	<ul style="list-style-type: none"> A COVID-19 Behaviour Addendum policy has been introduced for students which includes social distance and hygiene expectations. It makes clear the sanctions that will be imposed for not adhering to this and has been updated to reflect the government guidance https://assets.publishing.service.gov.uk/go 	8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.				<ul style="list-style-type: none"> ✓ All staff (including catering and mid-day assistants) have had an induction which has made them aware of the measures the school has already taken. All staff will have another induction on the INSET day in September. ✓ There is ongoing dialogue with all staff including safety reps enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion of the TCAT Staff Risk Assessment where necessary. ✓ Daily briefing sessions will be carried out with pupils to ensure awareness of procedures implemented in school. ✓ Planned off -site day visits will be reviewed and a decision made as to whether they will take place or not based on the review including a review of any venue's COVID-19 risk assessment and ensuring that COVID-secure measures are in place for the trip. ✓ Arrangement for SEND pupils will be discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins. ✓ Regular communication of mental health information and open-door policy is communicated to all staff and particular care put in place for those who need additional support (identified through the Staff Risk Assessment) ✓ Staff will be encouraged to engage with the staff well-being survey and schools to use own and Trust mechanisms in place to support well-being including CAMS and the School Nurse ✓ Staff Mental Health First Aider to be in place in school <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>			<p>vernment/uploads/system/uploads/attachm ent_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf</p> <ul style="list-style-type: none"> ✓ All staff have attended 'staff induction' days which have included a full health & safety briefing and full explanation of the how school has implemented guidance and controlled risks. ✓ All identified staff have had a TCAT staff risk assessment by the Business Manager to ascertain if they are able to come into school with control measures. Those that have been identified as High/Medium risk are still being supported to work from home. ✓ Vulnerable Students have been identified and risk assessments have been carried out in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning. ✓ 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. ✓ Where necessary conduct the TCAT Staff Risk Assessment review document ✓ Where necessary review the TCAT Student Risk Assessment document 		
Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required 	x	x		<ul style="list-style-type: none"> ✓ Staff informed that they must only attend work if they are healthy and not exhibiting 	8	L	<ul style="list-style-type: none"> ✓ Conduct TCAT Staff Risk Assessment Version 2 	8	L



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	tasks in school				any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. ✓ 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. ✓ Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary.			✓ High and Medium Risk Categories will continue in accordance with the TCAT Staff Risk Assessment Version 2. All staff should be on site from September, adhering to strict social distancing rules where possible. ✓ Pregnant members of staff will not attend site but continue to be supported in working from home. ✓ TCAT will coordinate contingency for academies in the Trust.		
Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		✓ Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school / setting ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel ✓ Advise children and young people to remain 2 meters apart on school transport including the DP bus where possible ✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer ✓ School opening and closing times adjusted to avoid peak travel times/ allow children having to use public transport to arrive earlier/ later than official school start/ finish times ✓ Carry out survey of children attending to identify how they are travelling to school	6	L	✓ Provision of more bike racks approximately 100 children cycle to school. ✓ 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. ✓ Where public transport is used by staff or pupils or face coverings have been used to get to school, pupils are instructed to wash their hands, remove their face covering before entering school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin will be provided to ensure face coverings can be disposed of appropriately at entrance points. ✓ Survey students electronically and/or in 1:1 sessions to see how they're getting to school.	6	L



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					<p>then look at any additional necessary measures.</p> <ul style="list-style-type: none"> ✓ Ensure that school transport arrangements cater for any changes to start and finish times ✓ Make sure transport providers do not work if they or a member of their household are displaying any symptoms of and follow hygiene rules and try to keep distance from their passengers ✓ Provide guidance or training for school pupils on how to use school transport ✓ Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers ✓ Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 			<ul style="list-style-type: none"> ✓ COVID-19 risk assessment from Hampton Coaches re DP bus: ✓ The same bus is used every day and the same driver. ✓ No one else goes onto the bus and it does no other work. ✓ We are transporting two pupils to and from school on a 16-seater bus, so the 2 metre rule is used. ✓ The driver may be wearing PPE, there will be no requirement for the pupils to wear PPE during their journey but if they choose to then they are welcome to do so. ✓ The bus is disinfected after every journey. 		
<p>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Arrival and departure times staggered in accordance with the attached rotas for reopening. ✓ Staff to wash their hands on arrival and prior to leaving the school ✓ Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building ✓ Continue and reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – example markers at entrance and exits to schools ✓ Staff and students to have temperature taken on entry ✓ Staff to immediately wash their hands at the identified toilets before they go to their designated work station. ✓ Carry out training with staff and students to make them aware of 2 metres distance – example markers at 	6	L	<ul style="list-style-type: none"> ✓ Additional wash points to be made available ✓ 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 ✓ Place social distancing posters in prominent positions at entrance and exit around school ✓ Handwashing stations to be identified. Staff – use the staff toilets, pupils have labelled toilets which they are to use. ✓ Induction for all pupils and staff detailing zones and bubbles, social distancing requirements and fire evacuation. ✓ All pupils will be assigned to a zone based on their year group. Pupils will be taught in the same room each day except for practical subjects. Pupil 	6	L



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					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 ✓ Pupils with complex needs will be helped to clean their hands properly. Checks will be made for allergies that may cause a reaction.			movement is kept to a minimum. Teachers will move around classrooms to teach maintaining strict social distancing of 2m.		
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend and the parent/carer must drop them off outside the school perimeter ✓ Stagger arrival and departure times for different cohorts of pupils – see attached timetable ✓ Different entrance /exit points for designated groups of children – map attached ✓ Parents/carers to drop vulnerable pupils off at school gate/ designated area where staff will be waiting to guide pupils into school (socially distanced) ✓ Parents/ Carers collecting vulnerable pupils to be asked to wait in a designated area at collection times and then use planned exit path to leave – see map ✓ Parents/ Carers collecting pupils who are not vulnerable are not permitted on the school grounds and asked to meet them away from the school entrance. ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school – nominated hand wash points for each pupil group ✓ Provide help to children and young people who have trouble cleaning their hands independently ✓ Use floor and wall markings to 	6	L	<ul style="list-style-type: none"> ✓ Each year group forms a bubble. Each bubble given staggered start, break and exit time. ✓ Pupils will be informed of the difference between social distancing requirements within their bubble, with pupils from other bubbles and with staff. ✓ Pupils to queue outside the main entrance in their staggered start times and will be escorted to their zone– map attached ✓ Individual arrangements for vulnerable students to be identified. ✓ The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help. ✓ Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies or collective worship with more than one group. For timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or outside is 	6	L



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					indicate social distancing requirements ✓ Place posters showing children how to wash hands in washroom facilities			low risk, we are trying to avoid creating busy corridors, entrances and exits. We will be having staggered break times and lunch times (and time will be built in for cleaning surfaces in the dining hall between groups).		
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Rearrange classrooms to ensure that all children in the bubble are accommodated with all tables facing forwards so that pupils are sitting side by side and in rows. ✓ Each bubble has its own classroom area/area of the school ✓ Full resources will be used and will be shared only within each bubble ✓ Rooms will be thoroughly cleaned every day and the fogger will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources. ✓ Pupils will use the same desk each day in each classroom they use ✓ Nominated hand wash points for each pupil group marked on map where possible ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ Eliminate face to face positioning where possible. ✓ Assessment of pupil numbers has taken into account any SEND pupils who may require additional staff support ✓ Ensure good supply of gloves and cleaning products are available within each classroom. ✓ 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) 	6	L	<ul style="list-style-type: none"> ✓ Consider which lessons or classroom activities could take place outdoors ✓ Provide additional soap dispensers if needed in wash areas. ✓ 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. ✓ Nominated handwashing stations, toilets and/or cubicles for specific groups. ✓ Map – nominated entrances and exits for groups. ✓ Same desk and chair for each student where possible. Desk to be labeled with student's name. Pencil case labeled and not to be taken off site/removed from student desk. ✓ Area marked for teacher to stand in each classroom to allow 2m social distancing where possible. ✓ Cleaning box available for all classrooms – not on show but available if needed. ✓ 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 	6	L



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		STAFF	PUPILS	VISITORS						
							used as a minimum. Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. (see PPE section) ✓ PPE Risk Assessment will be completed for Elliot who needs intimate care. He will be cared for by the same person. Apron, gloves, IIR2 mask required for carer.			
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Each pupil group will use the same classroom or area throughout the day – see rota and map ✓ Each group will have one nominated teacher/ nominated TA per session per day where possible to ensure social distancing. Other TAS will be assigned to a specific bubble/zone only. ✓ 'On call' will be deployed to ensure that zoning is adhered to. ✓ Assemblies will not physically take place but will be videos played in form time. ✓ Lunches will take place over two sittings with 3 separate eating areas. ✓ Timetable designed to reduce movement around the school or building (teachers move not pupils) ✓ Ensure that pupils and staff remain two metres apart whilst moving around the building ✓ Each group of students have a set route to move around school on their specific day. 	6	L	<ul style="list-style-type: none"> ✓ Staggered start, break, lunch and exit times meaning small number moving around at any given point. ✓ Timetables to ensure pupils taught in year group bubbles required and lessons undertaken in the same classroom across the day. ✓ Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides ✓ Teachers moving only, not students. 	6	L
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Frequently used resources (pens/ pencils/ papers) will be allocated to each pupil with a container provided to store it in ✓ Clean shared materials and surfaces more frequently and between use by different bubbles including using the fogger if possible between sessions when bubbles are using communal areas. Staff involved in cleaning are those whose job descriptions include cleaning such as premises staff and midday assistants. ✓ All cleaning materials will be handled in accordance with current COSHH guidance in the school. 	6	L	<ul style="list-style-type: none"> ✓ Pupils will be asked to bring in essential equipment only and will keep their belongings with them at all times or stored in their locker ✓ Dedicated labelled pencil case for each pupil that does not leave site. ✓ Dedicated paper and files for each pupil ✓ Dedicated classroom for each group to avoid sharing resources. ✓ Dedicated table and chair for each student where possible. ✓ Equipment and resources are integral to education in schools. For individual 	6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ Take-home resources between children, and staff will be available but should be reduced to the minimum necessary for educational purposes (e.g. reading books) Resources will be dedicated to each group and child and will not leave the bubble ✓ Practical lessons will go ahead ensuring equipment and classroom is cleaned thoroughly between bubbles 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) The fogger to be used between different bubbles using the rooms. ✓ All practical subjects to be taught ensuring that pupils maintain social distancing at all times (e.g. solo performances/ practices for dance and drama). No singing or playing of brass/woodwind instruments. ✓ Shared resource areas/ libraries not to be used 			and very frequently used equipment, such as pencils and pens, all students are to have their own items that are not shared. Classroom based resources, such as books, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will also be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.		
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ 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 COVID-19: cleaning of non-healthcare settings guidance See rota. Where possible, each group will have dedicated spaces for break ✓ Stagger the use of staff rooms and offices to limit occupancy – see rota ✓ Staff all to have nominated workspace/ office space with soft furnishings, unnecessary furniture and equipment removed. ✓ Staff to have own designated stationery and equipment ✓ Staff advised to minimise the use of staffroom. Staggered lunchtimes supports minimal occupancy in staff communal 	6	L	<ul style="list-style-type: none"> ✓ Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity ✓ Signage in staffroom/office areas indicating maximum safe occupancy practicing strict 2m social distancing. ✓ Wipes provided near appliances and all appliances to be wiped down at the end of each session. 	6	L



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		STAFF	PUPILS	VISITORS						
					areas. Staff advised to maintain social distancing					
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities ✓ Pupils attend for half day sessions only and do not stay for lunch see rota 	6	L	<ul style="list-style-type: none"> ✓ Ensure that outdoor areas supervised to ensure that social distancing measures are maintained. ✓ Picnic tables to be removed from the quad. ✓ Outdoor equipment to be cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings - see rota 	6	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Break to be staggered so that different cohorts of pupils don't mix – see rota ✓ 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 ✓ Pupils to wash their hands before and after break and lunch times. 	6	L	<ul style="list-style-type: none"> ✓ Use halls and dining areas at reduced capacity ✓ Use of old gym and school hall as extra dining areas ensuring that bubbles only eat together ✓ 30 mins cleaning time between lunch 1 and lunch 2. ✓ Ensure staff remain 2 metres apart ✓ Clean tables and chairs used for lunch between each group 	6	L
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ The school is moving to a split lunch within P4. So P4 is 1.5 hours long and 30 minutes of which is lunch. Lunch is in the Year group bubbles and in zones. ✓ School meals staff are able to keep two metres apart in the kitchen ✓ Cleaning products and hand sanitiser are available for use by the school meals staff. ✓ All cleaning is done in accordance with COSHH guidelines and by those who have cleaning in their job description. 	6	L	<ul style="list-style-type: none"> ✓ Dining areas are used at reduced capacity and table and chairs are cleaned in between cohorts of pupils using them ✓ Staff room and kitchen/ equipment will be available to use for staff lunch breaks ✓ Sanitiser stations will be provided in each communal area and equipment to be cleaned with sanitiser wipes before and after use ✓ Staff to bring their own pack lunch and drinks which must be kept with personal belongings. ✓ Staff to bring own utensils in and retain with personal belongings. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then 	6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								retained with personal belongings. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff.		
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 'On call' will provide monitoring of this and radio message will be sent to say that pupils are accessing the toilets. ✓ Stagger access to toilets and hand washing facilities ✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap ✓ Advise pupils and staff to keep two metres apart ✓ Where possible each group will have nominated toilet area ✓ Place poster within each toilet area with handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ All hand driers to be switched off and taped up. ✓ Ensure adequate supply of paper towels 	6	L		6	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Only play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on- 	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
					the-phased-return-of-outdoor-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus					
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ The majority of staff and children who have been classed previously as clinically extremely vulnerable due to a pre-existing condition and therefore have been shielding will no longer need to do so. This is also the case for those who are living with an extremely vulnerable person. Therefore, these individuals will be expected to return to school. ✓ If a member of staff or child is one of the very small number of individuals who are advised to continue to shield, further discussions and medical advice (from their GP/ consultant or through OH) will be obtained to identify how the school can continue to support the individual 	8	L			
Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to the isolation room where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using 	6	L	<ul style="list-style-type: none"> ✓ The horticulture mobile room will be the medical room for symptomatic students. ✓ The room at the rear of the KS3 pastoral base will be for non-COVID related First Aid and medication (see map) ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures). ✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy. ✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution 	6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>standard cleaning products before being used by anyone else. The room will be put out of use until cleaning can take place.</p> <ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. <p>✓ 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.</p> <p>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>					
<p>Visitors do not adhere to social distancing measures put in place</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors permitted to enter the school to be reduced to a minimum ✓ All other potential visitors to contact the school remotely rather than visiting the school ✓ Visitors to sanitise hand on entry and after using touch screen. ✓ Reception staff to maintain visitor record completing the manual log or making the entries onto the electronic system for the visitor ✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed or reception desk cordoned off from visitor waiting area by at least 2 metres with a barrier. 	6	L	<ul style="list-style-type: none"> ✓ A record of all visitors, including contact details is maintained for security and in case of invoking track and trace. All visitor and entry logs maintained in electronic system, stickers to be used as visitor badges. ✓ Reception staff to enter details on PC for visitors and give sticky badge. ✓ Reception PC to be moved further down and protective screen to be installed. ✓ Tape area for visitors to stand. ✓ Drinks fountain to be removed from reception. 		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<ul style="list-style-type: none"> ✓ 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. ✓ Visitors to sanitise hands before using touch screen to exit and then sanitise on exit from the building. 					
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for post and deliveries – area in foyer which is taped off with clear signage. ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Ban non-business deliveries, for example, personal deliveries to workers. ✓ Ensure that incoming goods are cleaned if appropriate and where possible leave goods for 72 hours. 	6	L			
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Daily and weekly schedule agreed with the Cleaning Team ✓ Additional and/or alteration of cleaning requirements and hours agreed with provider ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. ✓ 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 ✓ Checks to be made throughout the day to 	6	L	<ul style="list-style-type: none"> ✓ Consider installing “hold back” devices for fire doors linked to the fire alarm. To be installed as part of summer works. ✓ Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. ✓ Use of the fogger in all areas twice a week if possible and more frequently in areas of high communal usage. 		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					ensure adequate supply of soap and water available in all areas ✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around school. ✓ Checks to be made that adequate supply of paper towels ✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated ✓ Cleaning products and gloves to be made available for use in specific areas of school. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning.					
PPE	<ul style="list-style-type: none"> Lack of PPE when having to undertake a task where social distancing measures cannot be met. 		x		✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment .	6	L	✓ Face Coverings are able to be worn by staff and students who wish to do so in corridors and communal 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). ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching the face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if you have touched it. ✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use) ✓ Guidance on handling of PPE to be provided through notices and training video.	6	L
Lack of Fire	<ul style="list-style-type: none"> Unable to provide 	x	x	x	✓ Ensure First Aid and Fire Wardens	6	L	✓ All students and staff to do a fire drill		



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		STAFF	PUPILS	VISITORS						
Wardens & First Aid Provision	adequate first aid or able to supervise fire evacuation procedure.				<p>numbers assessed to ensure appropriate cover in place for the needs within school.</p> <ul style="list-style-type: none"> ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation. ✓ See Guidance on Covid-19 in relation to carrying out CPR and resuscitation 			<p>on returning to school. See new fire procedures attached.</p> <ul style="list-style-type: none"> ✓ First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy 		
Higher risk of contamination through close contact between staff member and pupil during administration of first aid, medication and personal care	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Designated medical room for treatment of sick and injured pupils to be nominated (rear office at the back of KS3 pastoral base) ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby ✓ PPE to be used (gloves and apron as minimum). ✓ Where the person being treated has symptoms of COVID-19 a mask must also be worn. (This is done in the Horticulture mobile room.) ✓ Staff to be trained in the used of PPE ✓ Room to be cleaned after every use in accordance with cleaning guidelines 	6	L	<ul style="list-style-type: none"> ✓ Guidance on handling of PPE to be provided through notices and training video. ✓ IIR2 masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of COVID-19. 		
Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between pupil and staff	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Induction for staff and students returning to school to include briefing on new fire evacuation plans including new muster points. ✓ Muster points to be dedicated to each pupil group. ✓ Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between pupil groupings. ✓ Fire Evacuation practice to be held as early as possible after return. 	6	L	<ul style="list-style-type: none"> ✓ Fire evacuation to revert to normal as original system separates pupils by year group anyway with 2m distance between each bubble. 		



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
groupings.										
Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 				<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. 	8	L	See HSE guidance re RIDDOR and Coronavirus (COVID-19)		
Outbreaks are not managed in line with LA and PHE guidance	<ul style="list-style-type: none"> Lack of management of outbreaks increases risk of the spread of the disease within the school and local population 				<ul style="list-style-type: none"> ✓ Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan https://www.warrington.gov.uk/OutbreakPlans https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf ✓ Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf 					