Huttoft Primary and Nursery School (Academy)

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Headteacher: Mr D Davey

Huttoft Primary School

Company No: 08177181

Risk Assessment No:	2	Issue:	1	Task:	Coronavirus – COVID-19

Name: Damian Davey	Role: Headteacher **Designated person**	Date:	7th January 2021

Probability		Severity	
5	**Very Likely**	5	**Fatality**
4	**Likely**	4	**Major Injury**
3	**Probable**	3	**Medical Injury**
2	**Possible**	2	**Minor Injury**
1	**Very Unlikely**	1	**No Injury**

Risk Factor = Probability x Severity
Low Risk = 1 to 6
Medium = 7 to 11
High = 12 +

The following guidelines should be applied to risk factors after control measures have been applied:
Risk factor after control measures: 1 – 6
OK to proceed
Risk factor after control measures: 7 – 11
Further control measures should be applied. Seek further advice if unsure.
Risk factor after control measures: 12+
Unacceptable – Do not proceed

Relevant legislation *This list is not exhaustive*	Health and Safety at Work Etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (as amended) Manual Handling Operations Regulations 1992 (as amended) Control of Substances Hazardous to Health Regulations 2002 (as amended)	Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Personal Protective Equipment Regulations 1992 Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
Employees attending/in-attendance at school showing symptoms of COVID-19 Or failing to report feeling unwell and attending school.	Infecting people who are in close vicinity. Persons contracting COVID-19	**Probability** (vertical axis) 5 4 3 — 15 2 1 0 1 2 3 4 5 **Severity**	• Employees who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) or loss to their taste or sense of smell are advised to stay at home, self-isolate and follow NHS current advice. • Current advice can be found on www.nhs.uk/coronavirus and https://www.nhs.uk/conditions/coronavirus-covid-19/ including where a person becomes ill at work. • All other employees undertaking thorough personal hygiene and cough etiquette. • Staff advised to wash work clothes after each working day where possible. • Staff are to self-isolate if a member of their household develops symptoms and/or is awaiting test results. • A roll out of distribution of COVID tests will begin and staff will be issued with a testing kit by school. These kits will be issued on a basic need basis and will be given first to staff that have the most direct contact with pupils. • If a household member tests positive you should isolate for 10 days from the date of their test or where a household member has symptoms from the date of the first symptoms. • Staff showing/developing symptoms during the working day are to make the **Headteacher** aware, social distance, ensure children are supervised by others and go home and follow NHS guidance. http://www.nhs.uk/coronavirus • The staff member is not to return to school until they have been tested for Covid19 through a local NHS testing centre or through a testing kit given supplied to them by school. The results must be	**Probability** (vertical axis) 5 4 3 2 1 — 5 0 1 2 3 4 5 **Severity**

			evidenced to the school and test and trace protocols must be adhered to. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • Any confirmed cases of Covid19 should be communicated to the **Headteacher** immediately and the rest of their bubble, including staff within it should be sent home and advised to self-isolate for 10 days. During this 10-day period, staff and children must follow NHS guidance. • If tested positive without symptoms but then symptoms develop during the 10 day isolation period the isolation period should start again. Other members of their household need to isolate for 10 days from the time the person started showing symptoms. In the case of those failing to report feeling unwell and attending school: • Staff should make themselves aware of national guidance and the importance of following it, and to stay home and self-isolate. It is their duty to do so. • Staff to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19. • School to report confirmed cases of COVID-19 to the Headteacher who is to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance). Headteacher will report positive case to Public Health England, LCC and Alford Hub. healthprotectionteam@lincolnshire.gov.uk **Further Control Measures:** Monitor and review	

| Children attending/in-attendance at school showing symptoms of Covid-19 | Infecting people who are in close vicinity. Persons contracting COVID-19 | Probability / Severity matrix | • Parents are to be informed that if their child is showing the following symptoms: a new continuous cough and a high temperature (37.8 degrees centigrade or higher), their child is to stay at home, self-isolate and follow NHS current advice.
• If tested positive without symptoms but then symptoms develop during the 10 day isolation period the isolation period should start again. Other members of their household need to | Probability / Severity matrix |

Probability matrix (left):
Probability						
5						
4						
3						
2					10	
1						
0	1	2	3	4	5	
	Severity					

Probability matrix (right):
Probability						
5						
4						
3						
2						
1					5	
0	1	2	3	4	5	
	Severity					

			isolate for 10 days from the time the person started showing symptoms. • Current advice can be found on www.nhs.uk/coronavirus and [https://www.gov.uk/government/collections/coronavirus- covid-19-list-of-guidance.](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance.) • Children showing/developing symptoms during the school day are to be taken to the designated isolation area (first floor quiet room) and made comfortable whilst they await collection by their parent/carer. • If they need to use the bathroom while waiting to be collected they should use a separate bathroom is possible which should be cleaned and disinfected before being used by anyone else. • Whilst awaiting the collection of a symptomatic child, the supervising staff member should monitor the child from a distance of more than 2 metres, preferably through the vision panel of a closed door/quiet room window. If this is not possible, then the staff member supervising the symptomatic child will wear a face mask, a disposable apron and disposable gloves. The parent/carer of the symptomatic child should be contacted immediately to collect their child. They are to be advised to follow government/NHS guidance regarding self-isolation. http://www.nhs.uk/coronavirus • In urgent or exceptional circumstances staff may offer a parent a school sourced COVID test to help speed along the process • The designated isolation area should be sanitized by a member of staff immediately. A notice of sanitisation should be left upon completion. • The child is not to return to school until they've been tested for Covid19 through a local NHS testing centre or a testing kit provided by school. The school does not need to see evidence of a negative test before	

			admitting child back into school.	
			• Any confirmed cases of Covid19 should be communicated to the Headteacher immediately and the rest of their class or group, including staff within the class or group should be sent home and advised to self-isolate for 10 days. During this 10-day period, staff and children must follow NHS guidance.	
			• The above guidance is to form part of a translated return to school notice in order that families understand the above expectation.	
			• School is to report confirmed cases of COVID-19 to the Headteacher who in turn will assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance Headteacher will report positive case to Public Health England, LCC and Alford Hub.) healthprotectionteam@lincolnshire.gov.uk	
			Further Control Measures: • Monitor and review.	

Visitors/ contractors attending site.	Infecting people who are in close vicinity. Persons contracting COVID-19	**Probability** / **Severity** risk matrix	Control Measures: ...	**Probability** / **Severity** risk matrix

Row 1: Visitors/ contractors

Hazard: Visitors/ contractors attending site.

Risk: Infecting people who are in close vicinity. Persons contracting COVID-19

Initial risk matrix (Probability × Severity):

Probability \ Severity	0	1	2	3	4	5
5						
4						
3						
2						10
1						

Control Measures:

- Visitors are asked not to attend site. (signage at entrance).
- Visitors are to be kept to a minimum, (essential visitors/contractors only).
- Any visitors/contractors to adhere to social distancing measures.
- All visitors to use NHS Test and Trace app
- Contractors to attend before or after the school day where possible.
- Contractors to communicate their job specific Covid19 task the **Headteacher** before commencing any works.
- All visitors/contractors to sanitise their hands upon arrival/exit.
- All visitors are expected to wear a mask
- All visitors requested to undertake thorough personal hygiene and cough etiquette whilst on site.
- NO meetings will take place in school
- No volunteer helpers to be in school during this period

Further Control Measures:
- Monitor and review.

Residual risk matrix (Probability × Severity):

Probability \ Severity	0	1	2	3	4	5
5						
4						
3						
2						
1						5

Row 2: Staffrooms, waiting rooms, toilets, printing facilities and other circulation areas.

Hazard: Staffrooms, waiting rooms, toilets, printing facilities and other circulation areas.

Risk: Infecting people who are in close vicinity. Persons contracting COVID-19

Initial risk matrix (Probability × Severity):

Probability \ Severity	0	1	2	3	4	5
5						
4						
3						
2						10
1						

Control Measures:

Staffroom:
- Ensure no more than 3 staff to sit in the staffroom at any time
- Staff are asked where possible to limit trips to the staff room and when taking their rest breaks, take them in the classroom. If they wish to have their lunch in the staffroom please ensure the guidance above is followed.
- Only one person to be in the kitchen area in the main staffroom

Residual risk matrix (Probability × Severity):

Probability \ Severity	0	1	2	3	4	5
5						
4						
3						
2						
1						5

			Control Measures	

Office Area
- Staff to use the office hatch to communicate with the office staff
- Where essential access is needed only 1 additional person in office area at a time, with the exception of SLT.
- Strict one person in the corridor waiting to go into the office at a time. (Communicated via signage outside the door)
- Parents and staff informed the office is closed and ring or send message instead via email if possible. (On parent information letter).
- Pupils must not be sent to Office with messages

Other circulation areas:
- Staff / visitors and pupils asked to adhere to social distancing and direction control measures which have been implemented. (Facilitated by signs)
- Teaching staff to vacate site no later than 45 mins after children leave to enable effective cleaning and prevent gathering,
- When moving around the premises (pupils), with exception of going to toilet which will be done on a strict one at a time per bubble only basis.
- Surfaces in rooms used for more than one bubble of children/staff are to be cleaned between uses (eg: in the intervention room, quiet room, wet areas, first floor office and library)

Further Control Measures:
- Monitor and review.

Fire safety

Staff, children and visitors – Death, injury from burns and smoke inhalation.

Probability matrix (before):
Probability						
5						
4						
3						
2						
1						5
	0	1	2	3	4	5

Control Measures:
- FRA and procedures reviewed / updated by Headteacher, SLT and Site Manager
- The use of door wedges will be permitted to prevent multiple door handle contact. Staff must remove door wedges in the event of the fire alarm sounding.
- Children to assemble in the school car park. Bubbles should remain socially distanced.
- In the event of the fire alarm sounding, the need

Probability matrix (after):
Probability						
5						
4						
3						
2						
1						5
	0	1	2	3	4	5

Hazard	Risk	Initial Risk (Probability / Severity)	Control Measures	Residual Risk (Probability / Severity)
			to evacuate via the nearest exit will override any one way system in operation. **Note: Ensure staff know evacuation route and share this with pupils as may be teaching/learning in alternative room to normal.** **Further Control Measures:** Monitor and review. Children working in a different location eg: the hall during lockdown 3 will be made aware of their evacuation route.	
Statutory maintenance not being carried out/up to date	Injury or ill- health to all building users	Probability vs Severity matrix; value **10** at Probability 2, Severity 5	**Control Measures:** • Site Manager statutory and routine checks have been carried out before the school opens and outstanding issues discussed with Headteacher. • Routine continuation of testing is maintained and recorded **Further Control Measures:** Monitor and review.	Probability vs Severity matrix; value **5** at Probability 1, Severity 5
Portable and fixed point fans and fan dryers in toilets	Possible risk of spreading Covid19	Probability vs Severity matrix; value **10** at Probability 2, Severity 5	**Control Measures:** • All fans fixed and portable to be switched off and not used as this could spread the virus • Ventilate all areas throughout school via opening doors / windows and do not use area if a safe working temperature cannot be obtained. Temperature should be no less than 16 degrees Celsius. **Further Control Measure:** Monitor and review.	Probability vs Severity matrix; value **5** at Probability 1, Severity 5
Maintenance works by in- house site staff	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability vs Severity matrix; value **10** at Probability 2, Severity 5	**Control Measures:** • Job requests for works within classrooms will occur outside of the school day unless urgent. If urgent work is required within a room then the room should be vacated to allow a temp repair if possible. Site team to adhere to social distancing whilst conducting their routine and reactive work.	Probability vs Severity matrix; value **5** at Probability 1, Severity 5

<table>
<tr><td colspan="2"></td><td></td><td colspan="6">| 0 | 1 | 2 | 3 | 4 | 5 |</td><td>• Site manager to ensure contractors adhere to social distancing measures and their H&S/Covid19 RAMS.

Further Control Measures:
Monitor and review.</td><td colspan="6">| 0 | 1 | 2 | 3 | 4 | 5 |</td></tr>
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Severity (left matrix top) ... **Severity** (right matrix top)

| Cleaning standards | COVID-19 through unclean surfaces/environment. | | | | | | | | |

Left risk matrix (Probability / Severity):

Probability						
5	🟩	🟨	🟥	🟥	🟥
4	🟩	🟨	🟥	🟥	🟥
3	🟩	🟩	🟨	🟥	15
2	🟩	🟩	🟩	🟨	🟨
1	🟩	🟩	🟩	🟩	🟩
0	1	2	3	4	5

Severity

Control measures:

- Cleaning hours are reviewed in light of guidance and increased if required to ensure sufficient and that standards can be met.
- Clear cut off times for teaching and support staff in order that the building is vacated for cleaning (45 mins after last child leaves). Cleaning will take place from 3:15pm each day or prior to the start of the school day.
- High contact areas that children and staff are touching, (such desks, backs of chairs, doors, sinks, toilets, light switches) are to be sanitised more regularly than normal (Cleaning to take place during the day - 9:30 – 2:30 daily). Staff members to change gloves and wash their hands regularly
- All bins to have lids and bins are to be emptied once during the school day by a staff member of the bubble
- Items in classrooms limited and hard to sanitise items removed as far as possible.
- Appropriate anti-viral sanitiser product used for cleaning.
- All classrooms supplied with multi-purpose cleaner and disposable paper towels for wipe-down during the day.
- Staffroom, offices and staff toilets supplied with anti- bacterial/viral spray/wipes for cleaning after use.

Right risk matrix (Probability / Severity):

Probability						
5	🟩	🟨	🟥	🟥	🟥
4	🟩	🟨	🟥	🟥	🟥
3	🟩	🟩	🟨	🟥	🟥
2	🟩	🟩	🟩	🟨	🟨
1	🟩	🟩	🟩	🟩	5
0	1	2	3	4	5

Severity

			• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using appropriate PPE (apron & gloves as a minimum) unless from a person showing COVID symptoms (apron, gloves and face mask). Hands must be washed after cleaning, and then sanitised. • Posters are displayed throughout the school reminding staff and children to wash their hands regularly, including before arrival at the setting, before and after eating, and after sneezing or coughing. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided at key entry / exit points to the building (each member of staff to have a personal hand sanitiser). Hand sanitiser is placed in all bubbles for children to use. • Sufficient amounts of soap (not bar soap) or hand sanitiser where applicable, clean water, paper towels and waste disposal bins are supplied in all toilets and sink areas. • Air hand dryers are to be switched off to avoid potential air circulation of virus. • Learning environments are well ventilated where possible using natural ventilation (opening windows). This is limited between the balance the temperature for H&S in the room. Temperature should be no less than 16 degrees Celsius. • Prop doors open, where safe to do so (bearing in mind safeguarding), to limit use of door handles and where possible aid ventilation. This is limited between the balance the temperature for H&S in the room. Temperature should be no less than 16 degrees Celsius. • Child bubbles kept apart as much as	

			possible. • Headteacher to monitor the cleaning standards of school and discuss any additional measures required with regards to managing the spread of coronavirus. Staff to report and concerns in relation to standard of cleaning to Headteacher or Deputy Headteacher. • Where possible staff to use their own utensils from home. Any staff crockery must be cleaned by the user immediately after use, using hot water and washing up liquid. They must not be left on the side / in the sinks. **Further Control Measures**: **Monitor and review**	
Awareness of policies and procedures	School could lapse/fail to follow the newest national guidelines and advice on COVID-19.	**Probability** 5 · 4 · 3 · 2 (10) · 1 · 0 1 2 3 4 5 **Severity**	**Control Measures:** • All staff briefed so they are aware of all relevant amendments to policies and procedures including, but not limited to, the following: o**Health and Safety Policy** o**Critical Incident Policy** o**First Aid Policy** o**Fire Policy** o**Behaviour Policy** • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: oThe Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 oThe Health Protection (Notification) Regulations 2010 oPublic Health England (PHE) (2017) 'Health protection in Schools and other childcare facilities' oDfE and PHE (2020) 'COVID-19: guidance for educational settings'	**Probability** 5 · 4 · 3 · 2 · 1 (5) · 0 1 2 3 4 5 **Severity**

			• Relevant staff receive training to help minimise the spread of infection: coronavirus training; infection control. • First-Aider ratios maintained at all times. • The school keeps up-to-date with advice issued by, but not limited to, the following: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. (Circulation of RA & staff briefing on this; responding to the RA Email to say they have read and understood the changes to the RA). • Most staff have completed the "Prevent COVID19" online course during the Summer Term. • Parents are made aware of the school's infection control procedures in relation to coronavirus via publication of RA on the school website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Children are made aware of the school's infection control procedures in relation to coronavirus in an age-appropriate manner via a school Zoom and Teams meetings/assembly and are informed that they must tell a member of staff if they begin to feel unwell. • The **GDPR Policy** to be followed at all times – this includes withholding the names of staff and children with either confirmed or suspected cases of coronavirus.	

			• **Further Control Measures:** Monitor and review	
Infection Control	COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak	**Probability** 5 4 3 2 **10** 1 0 1 2 3 4 5 **Severity**	**Control Measures:** Handwashing: • Posters are displayed throughout the school reminding children to wash their hands, e.g. before entering and leaving the school. • On entry into school, children must use sanitisation equipment to clean their hands. (Alcohol-based sanitiser that contains no less than 60 percent alcohol) • Children wash their hands with soap before and after break times, lunchtimes and other times as designated by the Headteacher (prior to PE / after PE) for no less than 20 seconds. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE: https://www.gov.uk/government/collections/coronavirus- covid-19-list-of-guidance#infection-prevention-and-control • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and pedal top waste disposal bins are supplied in all toilets and sink areas. • Bar soap is not to be used. • Children are supervised by staff when washing their hands to ensure it is done correctly, (where necessary, according to pupil age / stage of development). • Children will be grouped into one main bubble (YR-Y6) and one Nursery bubble • Bubbles will not mix (We acknowledge that there are siblings in these different bubbles who will mix before/after the school day) Use of equipment and resources: • Classroom based resources to be cleaned regularly along with frequently touched surfaces. Arrival and exit times • All children will enter school via the gate on the playground. Staff will be available to receive the children and ensure a safe entry	**Probability** 5 4 3 2 1 **5** 0 1 2 3 4 5 **Severity**

			to school/nursery. Children will go straight into school/nursery	
			• Children will leave school via the gate on the playground remaining in their year groups and not mixing with other bubbles. Parents should stand at a social distance on the playground to wait for them to be dismissed.	
			• During lockdown 3, the bubbles will walk to the playground separately and have a designated area to stand and wait for parents/carers with staff before dismissal.	
			Other measures:	
			• Class teachers to be provided with anti-bacterial spray/wipes or suitable cleaning product and disposable cloth to wipe down classroom surfaces.	
			• All staff must wear a face shield/mask when direct learning with children is taking place and when walking around school.	
			• Where doors cannot be wedged open door handles will be cleaned after entry and exit.	
			• Children do not share cutlery, cups or food.	
			• Implement a "clean hands before use" rule within school for IT equipment: wipe down keyboards, touchscreens and any other shared IT/tech equipment with a **damp** kitchen roll which has been sprayed with sanitiser or use an anti- bacterial wipe (Do not directly spray onto IT equipment).	
			• Contract cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the **Health and Safety Policy**. Ensure cleaning hours are enough for cleaning requirements to be met.	
			• Teaching and support staff to vacate the building 45 mins after children leave to enable effective cleaning and social distancing by cleaning staff.	
			• Teaching and support staff to ensure they	

					Control Measures:	
					clear away paper and clutter to facilitate effective cleaning at the end of each day. • Class bin to be emptied once during the school day by staff **Further Control Measures:** • Monitor and review.	
Children miss teaching contact time if they develop symptoms and have to follow government guidance or if a class bubble needs to isolate due to a positive test results. Or Children miss teaching time due to a national or local lockdown.	Future prospects are hindered due to missed learning opportunities	**Probability** 5 ▢▢▢▢▢ 4 **4**▢▢▢▢ 3 ▢▢▢▢▢ 2 ▢▢▢▢▢ 1 ▢▢▢▢▢ 0 1 2 3 4 5 **Severity**			**Control Measures:** • Children to have access to remote learning at home. Work sent home will follow the agreed offer (Literacy, Maths and Project learning daily) through Microsoft Teams. • Parents must read and understand the Core Offer (5/10/20) letter sent out by the Headteacher • Parents are expected to have the facilities to ensure their child can access remote learning. • Class teacher to make contact with the parents/ child about their home learning through Microsoft Teams. • Work provided for children in school will mirror what children at home have been set • The school adheres to the DfE Guidance: • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • The SENCo to liaise with the relevant organisations to ensure adequate provision is in place for children e.g. SEND pupils • The school manages the use of parents' and children' contact details in line with current policies, e.g. collecting emails to send work to children – this will be done using the child's school account and MS Teams • Ensure in the coming weeks MS Teams tutorials develops further to meet PSED needs – providing pupils with a chance to talk/share/offload their worries in a supportive way which allows them to move on as we recognise the potential need to get them emotionally ready to learn at school once more. **Further Control Measures:** Monitor and review	**Probability** 5 ▢▢▢▢▢ 4 ▢▢▢▢▢ 3 **3**▢▢▢▢ 2 ▢▢▢▢▢ 1 ▢▢▢▢▢ 0 1 2 3 4 5 **Severity**

| Communication | Miscommunication or no communication leads to:

• increase in transmission of COVID 19
• low staff morale reduction in pupil numbers | Probability: 5, 4, 3, 2 (10), 1 / Severity 0 1 2 3 4 5 | • Senior staff will communicate any information regarding reopening, e.g. dates and arrangements.
• Parents will be informed via Parentmail messaging and social media about the relevant information regarding reopening the school, including pick-up and drop-off arrangements, social distancing measures, how lessons will be delivered and changes of staffing.
• Staff will be informed via email and MS Teams/Zoom about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes/playtimes and social distancing.
• Staff have been informed of who they can turn to for support / with concerns, ensuring they understand there are several avenues they can follow, e.g. line manager, other senior staff and colleagues and Schools Advisory Service (SAS)
• All staff, children and volunteers will be made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.
• The Headteacher informs staff and the GB about the arrangements for meetings that would ordinarily take place in person, e.g. SLT, GB, etc and how these will be carried out in line with social distancing guidance when the school reopens.
• The Headteacher will communicate with parents, staff and governors on a regular basis with any updates when necessary
• Weekly staff meeting opportunities will be scheduled via Microsoft Teams or Zoom.

Further Control Measures:
• Monitor and review. | Probability: 5, 4 (4), 3, 2, 1 (5) / Severity 0 1 2 3 4 5 |

Risk matrix (left): Probability axis 1–5, Severity axis 0–5. Value **10** placed at Probability 2, Severity 5.

Risk matrix (right): Probability axis 1–5, Severity axis 0–5. Value **4** placed at Probability 4, Severity 1. Value **5** placed at Probability 1, Severity 5.

		Initial Risk		Control Measures	Residual Risk

| Safeguarding | Increased risk of children being exposed to the five types of abuse:
• Emotional abuse.
• Emotional neglect.
• Physical neglect.
• Physical abuse.
• Sexual abuse. | Probability / Severity grid with **10** at Probability 2, Severity 5 | **Control Measures:**
• The **DSLs & LSI** liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying,
• The **DSLs & LSI** ensures that adequate pastoral care is in place to support children and staff who require it during lockdown. Emotional and mental health support can be accessed through SAS – staff should ensure they download & familiarise themselves with the App
• The SLT to communicate with parents/carers of all children with an EHCP or a Social Worker prior to our vulnerable group/keyworker group bubble being established to ensure that all parents/carers that would prefer to have their child in school can.
• SLT to identify any other pupils who are deemed vulnerable and to make the same contact and offer as above.
• LSI to liaise with Social Workers and Virtual Schools at least fortnightly about individual named pupils.
• Staff and pupil bereavement are managed in line with procedures.
• Staff and parents have been provided with a new email contact for reporting safeguarding concerns which will be picked up by The DSLs and LSI.
Further Control Measures:
Monitor and review. | Probability / Severity grid with **5** at Probability 1, Severity 5 |
| Community wellbeing | Reputational Risk to the School | Probability / Severity grid with **3** at Probability 3, Severity 1 | **Control Measures:**
• **Headteacher** considers requests made by staff who wish to make temporary changes to their working environment or working hours in the interest of health and safety. If required, staff | Probability / Severity grid with **2** at Probability 2, Severity 1 |

		Probability / Severity (before)	Control Measures	Probability / Severity (after)

can adjust their working hours, if agreed by the Headteacher / HR. However, it should be noted that those that do not fall into the above categories have no right to paid leave.

- **Headteacher** ensures that the school can be adequately and safely staffed.
- The **Headteacher** and the **SENCO** identify children with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available/EHCP outcomes can be met through remote teaching where possible.
- The **Headteacher** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and children have access to support when the school reopens.

Further Control Measures:
Monitor and review.

Wider Community — Mixing of Persons on site who might be infected but not be showing symptoms.

 (Probability / Severity matrix, value 15 at Probability 3, Severity 5)

Control Measures:
- Children to be placed into bubbles – Nursery and all other pupils (YR-Y6). Staff can move between bubbles if it is deemed necessary however this will be kept to a minimum
- Clear visible markings around school to ensure that persons collecting children / dropping off children follow a one way, 'bubble segregated' route and promote social distancing whilst waiting for pupils at collection time.
- Parents/carers encouraged to practise social distancing at drop off and collection times.
- Parents/carers must wear face covering whilst on the school site
- No parents will be invited to bring their child onto the school site.
- Social distancing promoted throughout building via clear signage (internal and external)
- If a child requires first aid, this will be administered by the staff wearing appropriate PPE (in the case of a minor injury).

 (Probability / Severity matrix, value 5 at Probability 1, Severity 4)

							Further Control Measures: • Monitor and review. • Consider one-way system around site as required							

Further Control Measures:
- Monitor and review.
- Consider one-way system around site as required

Public / school transport	Mixing of persons who might be infected in a confined space. Persons contracting COVID-19	Probability matrix	**Control Measures:**	Probability matrix

Probability / Severity matrix (left):

Probability					
5					
4					
3					15
2					
1					
0	1	2	3	4	5
	Severity				

Control Measures:

- All staff requested to use private as opposed to public transport wherever possible.
- Staff should not share lifts where possible but should seek support from the Headteacher if they are unable to fulfil their contracted hours due to being unable to get to work. The Headteacher will consider individual cases where hours need to be modified in order to accommodate this.
- Where public transport cannot be avoided, discuss with individuals / or in the case of pupils, the risks associated with public transport and in the case of pupils whether attendance is necessary.
- In the case of pupils attending during lockdown:
  - If parents/carers choose to send their child on school transport (public service bus or private taxi), discuss use of face masks as per government recommendations.
  - Ensure disposable face masks are disposed of appropriately upon entry to school site. Children must remove mask, not touch mouth, nose eyes; mask must be disposed of in lidded bin; children must wash hands thoroughly
- Children using dedicated school transport do not have to apply social distancing measures.
- Children need to sanitise their hands when getting on and off the bus/ transport.
- In the case of staff:
  - If staff are unable to get to work by any other means, consider whether they need to be allocated a home working role. If this is not possible: Discuss use of face masks as per government recommendations.
- Ensure disposable face masks are disposed of appropriately upon entry to school site and as for all children they must wash their hands.

Probability / Severity matrix (right):

Probability					
5					
4					
3					
2					
1					5
0	1	2	3	4	5
	Severity				

			Initial Risk		Control Measures	Residual Risk	

		Further Control Measures: Monitor and review.				

Row 1: Non-compliance to latest guidelines in relation to COVID.

Hazard: Non-compliance to latest guidelines in relation to COVID.

Risk: School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.

Initial Risk Matrix (Probability vs Severity): value **10** at Probability 2, Severity 5.

Control measures:
- Daily checks will be made with:-
  - Government websites https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing or LCC website
- Any changes in national/LCC advice and guidance to be shared with the Headteacher / etc. for appropriate action.

Staff, Parents and pupils to be updated in a timely manner, using email, letters, Microsoft Teams, Zoom etc. as necessary/appropriate.

Further Control Measures: Monitor and review.

Residual Risk Matrix (Probability vs Severity): value **5** at Probability 1, Severity 5.

Row 2: Pupils accidentally transmitting virus on items bought into school / taken home from school.

Risk: Pupils / staff at increased risk of developing COVID-19

Initial Risk Matrix (Probability vs Severity): value **15** at Probability 3, Severity 5.

Control measures:
- Items bought in to/taken home from school to be kept to a minimum (necessities only).
- Parents advised to wash uniform daily (full uniform is expected except for ties)
- For PE in EYFS and KS1 children will change their footwear only.
- Pupils will not carry out PE activities which involve getting changed into kit; instead they will just change footwear and have a daily walk in their bubbles.

Further Control Measures: Monitor and review.

Residual Risk Matrix (Probability vs Severity): value **5** at Probability 1, Severity 5.

Row 3: Catering

Risk: Students at increased risk of developing COVID-19 if in dining hall (social distancing unable to be maintained in small space) and from sharing of

Initial Risk Matrix (Probability vs Severity): value **15** at Probability 3, Severity 5.

Control measures:
- Staff to be alert to potential cases of food poverty in order that families can be signposted to local foodbanks if required.
- During lockdown, families who are entitled to FSM to be offered weekly food hampers to be

Hazard	Risk	Risk Rating (Before)	Control Measures	Risk Rating (After)

equipment.

Potential hunger if not accessing FSM.

	Probability						
1						
0	1	2	3	4	5	
	Severity					

collected from school from our meal provider.

Lunch time routines:
- Nursery children to eat in their classrooms.
- School bubble to eat in the hall and use the playground on a rota. Tables in hall to be cleaned between uses.
- Parents encouraged to provide children with foods they can open themselves to limit the amount of contact needed at lunch times.

(After matrix – value 5 in top-right green cell)

1					5
0	1	2	3	4	5
	Severity				

First Aid

Students/staff at increased risk of developing COVID-19 from being unable to maintain social distancing.

(Before matrix – value 20 at Probability 3, Severity 5)

Probability						
5					
4					
3					20
2					
1					
0	1	2	3	4	5
Severity					

Control Measures:

Where it is not possible to maintain a 2-metre or more distance away from an individual when providing first aid, intimate care or administering medication ensure the following PPE (Personal Protective Equipment) is used:
- disposable gloves
- disposable plastic apron
- eye protection (E.g. visor or goggles) if there is a risk of droplets, resuscitation face shield if the decision is made to perform mouth to mouth CPR.
- All staff are to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after removing PPE.
- Government produced easy to follow information posters on putting on and removing PPE - Guidance on putting on and taking off PPE which are displayed in staff rooms, rooms identified for dealing with suspected cases of Covid-19 and First Aid rooms. Appropriate PPE procedures are covered during pre-opening briefing for all staff.
- Paediatric first aid member of staff to be available for EYFS children at all times.

(After matrix – value 5 at Probability 1, Severity 5)

Probability						
5					
4					
3					
2					
1					5
0	1	2	3	4	5
Severity					