



**COVID 19  
RISK ASSESSMENT**

**SEPTEMBER 2020**

### Reopening discussion template – to be adapted to suit the needs of the school.

| Activity                                                                                                                              | Comments/Issues/Controls & Solutions                                                                                                                                                                                                                                                                                                                                                                 |
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| How many students will we be able to accommodate safely on the premises at one time? How will we come to this figure?                 | Directive for all year groups to return. One classroom per class means that all year groups can return. In order to facilitate staffing and key facilities and services such as lunchtimes and PPA a Year group bubble of 60 will be operated. This will require key members of staff to move between bubbles e.g to provide cover for PPA. The number of bubbles which are crossed will be limited. |
| How will I ensure all Health & Safety/statutory compliance checks are up to date?                                                     | Site staff cross checked list during original risk assessment. The school has remained open since March and all essential works and building maintenance have been completed e.g. fire alarms and boiler testing. Regular liaison with property services – Lancaster Maloney for any further required works.                                                                                         |
| How will we manage pupils coming to school and being dropped off? – consider vulnerable/social needs transport                        | Traffic and congestion will be reduced - doors will be open in the morning and there will be no lining up. Pupils enter between 8.40 and 8.50. One way system will operate at pinch point of KS1 building and signage will show this. Staff will be on hand to direct and to move parents on avoiding any congregation. Majority of families walk. Some use cars but single families.                |
| How will we get pupils onto the school site and into the premises? – consider a specific point if needed                              | All entrances will be open as usual as this will reduce traffic in key areas. The main drive and lower gate entrance are the main points of access. Signage will direct as well as staff on hand to support and to move parents on and prevent congestion or social interactions.                                                                                                                    |
| What lessons will we deliver and how (including group sizes, cohorts, desks, resources)                                               | Initial induction will need focus on hygiene, wellbeing and PSHCE to support pupil transition. Pupils will have their own equipment packs. Other resources should be limited and must be cleaned if used by other pupils. Pupils Y3 onwards will forward face except for reasonable adjustments for SEN pupils. Pupils in KS1 will stay in same places as far as possible.                           |
| How will we manage break times? – consider areas to be used/staff available/pupils requiring additional support                       | Each bubble will have their own play area. Equipment will be used by that bubble only and must be able to be cleaned if it is to be moved. Break and lunch will be staffed by staff from the bubble.                                                                                                                                                                                                 |
| How will we manage lunch times – consider the above points                                                                            | Each bubble will have their own designated play area. Pupils will have a time slot for the dinner hall which will be cleaned in between sittings. Y1 & Y2 pupils will eat in classrooms. At lunch time LTMS will be assigned a bubble and will not move between them. TAs will support staffing of their own bubble.                                                                                 |
| How will we manage pupils going home – as above, a specific point?                                                                    | Gates will not open until 3.20 to prevent gatherings. Doors will be open and pupils dismissed promptly. The one way system will be in use and the playground will be staffed. Congestion monitored and alternative consideration of alphabetical dismissal if required.                                                                                                                              |
| How will I stop congregating and manage minimal movement around school – consider out of bounds areas and how this will be controlled | Each bubble can access outside with minimal movement – only Year 5 and 6 need to access the corridors for entrance and exit. Staffing will ensure there is no congregation of parents at drop off and collection. Separate entrances/ exits and play areas ensures bubbles will not mix.                                                                                                             |
| Do I need to put makings down on the floor or introduce a one-way system?                                                             | Entry will be from classrooms mainly. Y6 corridor is fastest way out so will maintain 2 way but pupils will walk on the left. Markings are not required as there will be no congestion. Signage will be placed on fences outside to indicate one way system.                                                                                                                                         |
| How will we prepare classrooms, remove items not needed and keep the area as clean as possible?                                       | Tables will be spaced out. Cleaning boxes, first aid and PPE located in each room. Items cleaned between use. Individual resource packs for pupils. Tables, switches and door handles will be cleaned at lunch time.                                                                                                                                                                                 |

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| How will I support SEND pupils?                                                                                                    | SENCO reviewed all pupils return and update PEEP, IRA as necessary. Check in phone calls weekly throughout lockdown and before summer. SENCOs to visit all pupils on first day.                                                                                                                                      |
| How will I ensure my cleaning regime is thorough and fit for purpose – consider who to liaise with, asking staff to raise concerns | Meet with cleaners- enhanced cleaning rotas.<br>Guidelines followed as per cleaning in non healthcare settings.<br>Cleaning boxes in each room desks, door handles cleaned throughout the day.                                                                                                                       |
| How will waste be removed and how frequently?                                                                                      | At end of day but also at midday if necessary. Double bagged and stored as per guidance. PPE used.                                                                                                                                                                                                                   |
| What will seating arrangements be – pupils/staff?                                                                                  | Any seating will have maximum spacing between pupils. Chairs removed in staff room to ensure social distancing. Pupils forward facing Y3-6. Pupils will remain in fixed seating so far as is possible.                                                                                                               |
| How will I manage first aid provision?                                                                                             | All staff have completed first aid awareness. As well as designated first aiders on site. Kit based in classroom for minor scrapes. PPE to be worn. Call for PFA if required for more serious injury.                                                                                                                |
| How will I manage fire evacuation/invacuation?                                                                                     | Fire plan updated with new classrooms and wardens. Pupils and staff rehearse. Invacuation will be talked through and classes will rehearse individually in order to limit interactions between bubbles.                                                                                                              |
| How would I deal with other emergencies – consider needs/availability                                                              | See relevant plans for invacuation. Emergency access for vehicles is unaffected.                                                                                                                                                                                                                                     |
| What will my main barriers to social distancing be and how will I manage them?                                                     | Age of pupils- this will be discussed with pupils. Rooms will be set up to promote this as best as possible.                                                                                                                                                                                                         |
| How will I liaise with and support teaching staff and others on site?                                                              | Email, skype and zoom. Limited contact where possible. Distancing in place where staff need to be together. Use of face coverings in communal areas.                                                                                                                                                                 |
| How will I communicate with parents?                                                                                               | Text, facebook, phone calls, website, letter                                                                                                                                                                                                                                                                         |
| How will I manage effective handwashing?                                                                                           | Pupils taught about this again refresher from pre lockdown teaching. Designated toilets and regular handwashing. Gel to support this in every class.                                                                                                                                                                 |
| Am I happy we have sufficient soap or sanitiser on site?                                                                           | Yes- this is under constant review, regular stock takes and back up suppliers.                                                                                                                                                                                                                                       |
| Who and how will contractors be managed?                                                                                           | SM will seek authorisation from LW and RD and will supervise these. Details recorded for track and trace.                                                                                                                                                                                                            |
| How will visitors be managed?                                                                                                      | No visitors unless authorisation by LW and RD. Will be asked to sanitise hands. Only 1 waiting in waiting area. Details recorded for track and trace.                                                                                                                                                                |
| Name of person(s) involved in the discussion                                                                                       | LW, RD, JCr, SG – wider staff consultation.<br>Information to be documented in a staff reference handbook given ahead of opening so staff can read again at own time and take further time to consider and know the new systems<br>Staff consulted and proposals shared with opportunity for feedback and discussion |

**\*If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.**

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| <b>Task/Activity:</b> to implement full reopening of school provision for all pupils.                              | <b>Date assessment completed:</b><br>September 2020 | <b>Review Date:</b><br>weekly basis or sooner if necessary |
| <b>Brief Details of Task/Activity:</b> All pupils to return to school to access full time education and provision. | <b>Assessment completed by:</b> Rhian Driver        | <b>Signature:</b><br>R.Driver                              |

| 1. What are the hazards?                                                      | 2. Who might be harmed and how?                                                                                                                                                                       | 3. What are you already doing to control the hazard?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4. What further action or additional controls are required<br><br>(if necessary)                                                                                                                                                          | 5. Risk rating<br><br>after controls | 6. Action by who | 7. Action by when | 8. Date completed |
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| e.g. slip/trip hazards, electricity, manual handling, work equipment          | e.g. staff, service users, visitors etc... and likely injury<br>e.g. bruises, muscle strain, fracture, poisoning etc                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |                                      |                  |                   |                   |
| <b>School reopening without due consideration and procedures put in place</b> | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions<br><br>Possible increased risk of infection | <ul style="list-style-type: none"> <li>SLT and site team determine how persons will come onto site, move around on site and leave the site safely – limited access, one way system and window of access times.</li> <li>SLT/site team review and implement one way system to reduce congregation of pupils and parents and identify possible pinch points on the site. Identify key points for signage.</li> <li>Staff spoken to and review classrooms to decide what non-essential play or learning resources can and should be removed and take action to do this.</li> <li>Identified and put in place enhanced cleaning regimes across site- cleaning of surfaces at lunch</li> </ul> | <p>Head Teacher (HT) to confirm actions have been taken and the school prepared for this phase.</p> <p>Finalised risk assessment shared with stake holders.</p> <p>Visitor guidelines to be written into disposable visitor handbook.</p> | <b>E</b>                             | <b>LW/ RD</b>    | <b>4.9.20</b>     | <b>2.9.2020</b>   |

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|                                                                                                                                |                                                                                                                                                                                                                                                                         | <p>time. Details of enhanced cleaning within class packs and briefing to be given to cleaning staff.</p> <ul style="list-style-type: none"> <li>• EH, HoS, DHoS to ensure daily updates are communicated to staff, the school website/ Facebook is updated, and relevant information is communicated to parents/carers.</li> <li>• Decision taken that visitors will be reduced to essential persons only. Parental contact will be via phone or emails through the office.</li> <li>• EH or HoS will approve all visitors and contractors to site.</li> <li>• Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. All visitors will record details which will be held to support track and trace.</li> <li>• Parents/Carers are instructed via calls, letter and text to monitor their child's health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms.</li> <li>• Leaders attending virtual public health briefings and implementing recommendations and referring to key Bolton documentation such as Covid resource pack.</li> <li>• Out of school club briefing attended and formulation of procedures handbook.</li> </ul> | <p>Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.</p> <p>School has purchased visors for staff in close contact when caring for an individual with Covid symptoms.</p>                                                          |   |        |        |          |
| <p><b>Building compliance checks not completed or the school site is not sufficiently clean to <u>prior to opening</u></b></p> | <p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection/ legal, financial and reputational risk – not ensuring the</p> | <ul style="list-style-type: none"> <li>• Exec Head/ Head of School/Business Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon.</li> <li>• HT/Office liaise with Lancaster Maloney</li> <li>• HT/SLT to decide if any area/s of the school need a more intensive clean prior to opening or seek advice from DoE or other authoritative body if needed.</li> <li>• Deep clean of the school has been undertaken during the period of limited opening and Ozone treatment has also been carried out. Note- there have been no cases confirmed or suspected of COVID amongst staff or pupils attending the setting during the lockdown period.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Compliance checklist completed as an overview – documents have been seen</p> <p>Any works undertaken will be done so with regard to the Covid risk assessment – contractors to leave details for track and trace. Face coverings to be worn by all contractors who will be briefed on school procedures. Services</p> | E | LW/ RD | 4.9.20 | 2.9.2020 |

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|                                                                 | building is safe for use                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Daily and weekly checks logged by site staff and discussed with HoS at weekly site meeting. Weekly meeting with cleaning staff and monitoring of cleaning procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | risk assessments obtained as necessary e.g. Aqualease.                                                   |   |       |        |          |
| <b>Poor communication with staff parents/governors/visitors</b> | <p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible increased risk of infection</p> <p>Possible damage to reputation</p> | <ul style="list-style-type: none"> <li>2 check in phone calls to families in lockdown with weekly class dojo communication. SENCO and safeguarding making weekly or daily contact during lockdown. All families had phone call and letter about proposed September arrangements. Arrangements confirmed in the week before reopening by text and Facebook.</li> <li>Welcome letter sent to parents on first day reiterating procedures and adding any updates as necessary.</li> <li>This RA and controls will be discussed with staff teams via INSET and final version shared with stakeholders.</li> <li>Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons (By email, Letter, website and text when appropriate)</li> <li>All bubbles will be given an information pack which details procedures and processes during this time-these will also form a larger COVID pack which details whole school plans, procedures and links to gov guidance documents.</li> <li>Disposable visitor handbook given to any site visitors detailing info and requirements e.g. re face covering and track and trace.</li> <li>RA reviewed weekly- any changes to be communicated through staff briefings – zoom/ skype. Any changes to parents via text, facebook and website.</li> </ul> | Establish appropriate communication strategy for both staff, students and parents/others                 | E | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Cleaning regime not sufficient for needs/numbers on site</b> | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions                                                                                         | <p>HT/site team together identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens or increases numbers by considering:</p> <ul style="list-style-type: none"> <li>Areas open – classrooms on plan</li> <li>Ensure high contact areas are cleaning regularly by bubble staff using PPE</li> <li>PPE available for intimate care and bodily fluid cleaning and any first aid treatment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Keep cleaning regime under review daily.</p> <p>Review cleaning schedule and update as necessary.</p> | E | LW/RD | 4.9.20 | 2.9.2020 |

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|                                          | Possible/increased risk of infection                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Desk cleaning materials available for all staff</li> <li>• Temporary storage on unnecessary items and the cleaning of equipment that is shared.</li> <li>• Teaching staff to identify play or other equipment in their area which needs cleaning and how this will be done.</li> <li>• EH/ HoS to communicate cleaning regime with others.</li> <li>• Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids.</li> <li>• HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with LW/RD/JCr</li> <li>• Pupils induction to include are encouraged to use E-bug resources on <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> - an interactive site on how to stop germs spreading.</li> <li>• Bins will be emptied more regularly/2 times per day- or more if necessary.</li> <li>• HT to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus.</li> <li>• School to consider if the current disposal of any used PPE or cleaning products is adequate.</li> <li>• School to seek advice from cleaning team/LA or DoE as needed regarding cleaning of the premises.</li> </ul> | <p>PPE additional stocks in KS1 breakout and KS2 pod</p> <p>PPE training provided to all staff who are required to use it.</p>                                                                   |   |       |        |          |
| <b>Lack of cleaning products on site</b> | <p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible increased risk of infection</p> | <ul style="list-style-type: none"> <li>• July stock take and preparation of stock for Sept.</li> <li>• Site staff to distribute cleaning products.</li> <li>• Staff briefing on safe storage of products.</li> <li>• Reminder to staff and others that soap and water are the best products to use to maintain clean hands but gel available for quick additional cleaning.</li> <li>• Finance manager has list of contacts for supplies to ensure that stocks are always complete.</li> <li>• Share guidance on cleaning non health care settings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Stock take undertaken to ensure stock levels- updated weekly or sooner if required.</p> <p>Range of suppliers in place and contacted incase sourcing from main supplier becomes an issue.</p> | D | LW/RD | 4.9.20 | 2.9.2020 |

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| <b>Vulnerable persons brought back on site – school not following guidelines</b>          | All persons/vulnerable persons<br>Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines | <ul style="list-style-type: none"> <li>Briefing for all staff and pupil re expectations in school e.g. hygiene, systems and use of face coverings for adults.</li> <li>Exec Head and HoS will decide which staff and students should or should not return to school due to medical conditions as per government guidelines.</li> <li>Support from HR, GPs or OH as needed.</li> <li>Risk assessments, personal evacuation plans, health care plans in place for relevant individuals.</li> <li>Risk assessment for pregnant workers.</li> <li>Risk assessment for individuals who are clinically vulnerable.</li> <li>Limits on staff moving between bubbles. Contact for vulnerable adults limited.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Contact pupils/staff to notify<br><br>Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.                                                                                                                                    | E | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Too many staff / students/ others on site to be able to maintain social distancing</b> | All persons on site<br>Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines            | <ul style="list-style-type: none"> <li>SLT and site team determine how persons will come onto site, move around on site and leave the site safely – limited access, one way system and window of access times.</li> <li>SLT/site team review and implement one way system to reduce congregation of pupils and parents and identify possible pinch points on the site. Identify key points for signage.</li> <li>Staff spoken to and review classrooms to decide what non-essential play or learning resources can and should be removed and take action to do this to create space.</li> <li>Decision taken that visitors will be reduced to essential persons only. Parental contact will be via phone or emails through the office.EH or HoS will approve all visitors and contractors to site.</li> <li>Leaders attending virtual public health briefings and implementing recommendations and referring to key Bolton documentation such as Covid resource pack.</li> <li>Out of school club bubbles implemented to ensure adequate spacing between groups.</li> <li>Staggered lunch times for staff and pupils. Furniture removed from staff communal areas and use of shared facilities limited e.g. staffroom use.</li> </ul> | Separate tables<br>Separate entry/exit<br>Separate lunch/breaks<br>Staff to social distance<br>One Way system<br>Remove other items to create more space in rooms<br><br>Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply. | E | LW/RD | 4.9.20 | 2.9.2020 |

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| <b>Persons congregating at the start and end of the day</b>      | All persons/vulnerable persons<br>Possible/increased risk of infection                                                                                                                                       | <ul style="list-style-type: none"> <li>• SLT to patrol and manage persons congregating to drop off pupils and pick them up.</li> <li>• Open period of drop off to reduce traffic time and immediate exit at 3.30 with gates only open 10 minutes before departure.</li> <li>• Clear signage showing one way system.</li> <li>• Communications to parents in July and again in week before return to explain expectations.</li> <li>• Info detailed in class packs for staff to refer to also.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Class packs to detail as reference point</p> <p>Texts and communication to parents</p> <p>staff monitoring</p> <p>Expectations reiterated in welcome letter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           | E | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Lack of/poor social distancing (including specific areas)</b> | <p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p> | <p>HT/SLT to determine size of bubbles as 60 (year group bubbles) but at most times classes will be on their own. Other than outside and in dining hall.</p> <ul style="list-style-type: none"> <li>• SLT to decide which lessons can resume safely and develop lesson plans – liaison and briefing with key staff eg music service and Alfa music, SALT and Ladywood.</li> <li>• Stagger breaks and play areas, lunch service staggered and Y1 &amp; 2 to eat in classrooms. Details in staff handbook.</li> <li>• Contact DoE, CLEAPSS or other competent advisors for curriculum support or guidance on relevant issues.</li> <li>• Limitations on key areas such as dining hall, corridors and staff areas. Communicate in staff handbook.</li> <li>• Safe work procedures put in place for congregation areas (following Gov examples).</li> </ul> <p>Government guidance and regular updates used to take consideration of social distancing eg.:</p> <ul style="list-style-type: none"> <li>• Breaks/playtimes/lunchtimes are staggered</li> <li>• Pupils will remain 2 m's apart in lunch queue</li> <li>• Staff and pupils are not to gather in large groups</li> <li>• Pupils will remain in their groups, e.g. learning groups during the day</li> <li>• Staff and pupils/all persons are to walk in single file on the left-hand side of the corridors – consider if floor markings/signage/barriers are required</li> <li>• Dining hall/sports hall to be used at half capacity</li> <li>• Toilets are used separately/one after the other</li> </ul> | <p>Flexible start 8.40-8.50</p> <p>Immediate exit at 3.30 and gates opened only a short time before.</p> <p>1 visitor in office at a time.</p> <p>No parent meetings- phone calls encouraged</p> <p>Separate lunch/breaks for pupils and staff</p> <p>Staff to social distance and to wear face coverings where this is not possible.</p> <p>One Way system around KS1 building.</p> <p>Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.</p> <p>School has purchased visors for staff in close contact when caring</p> | D | LW/RD | 4.9.20 | 2.9.2020 |

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| <b>Lack of support for SEND children or those with other needs</b>                                   | SEND/ pupils with additional needs                                                                                                                                                                | <ul style="list-style-type: none"> <li>• SENCO to identify those who might need support and ensure personal RA are developed and communicated - this should include emergency procedures and evacuation plan as needed- SENCO to update these.</li> <li>• Phone calls took place weekly throughout lockdown and to support transition. Update of documentation for pupils- risk assessments, PEEPs, health care plans.</li> <li>• Phone call drop ins for SEN parents to replace coffee mornings which cannot take place.</li> <li>• Dedicated SENCO time 5 days per week to support and monitor provision for pupils and support home learning in the event of bubble closure or pupil isolation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>SENCO available for distant support for staff in bubbles if required.</p> <p>Staff briefing on 1<sup>st</sup> day to reflect on day 1 and make any amendments to provision.</p>                                                             | E | SG    | 4.9.20 | 2.9.2020 |
| <b>Support given to staff to ensure their wellbeing also dealing with conflict/concerned parents</b> | <p>Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions</p> <p>Possible/increased risk of infection, stress, anxiety for verbal conflict</p> | <ul style="list-style-type: none"> <li>• HT to Identify which staff who fall into vulnerable groups and offer support as per Government guidelines</li> <li>• HT to provide access to school Occupational Health provider if required.</li> <li>• Wellbeing guidance is followed.</li> <li>• School counsellor has supported staff throughout the lockdown period.</li> <li>• Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed.</li> <li>• Support through mindful employer and school wellbeing award for staff to access.</li> <li>• Current working arrangements/procedures to be reviewed initially on a weekly basis.</li> <li>• School to maintain communication with parents by letter, Text, phone, facebook</li> <li>• Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required.</li> <li>• Parents/carers/visitors can speak with staff via telephone appointment only. Where face to face meetings are unavoidable, will ensure 2m / social distancing can be maintained and this will be approved by HoS/ EH.</li> </ul> | <p>Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.</p> <p>No parents in school unless RD/LW has allowed.</p> <p>Will call on support from local PCSO if required.</p> | E | LW/RD | 4.9.20 | 2.9.2020 |

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| <b>Poor hygiene</b>                                                       | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions<br><br>Possible/increase-ed risk of infection | <ul style="list-style-type: none"> <li>School to follow relevant guidance relating to hygiene – Gov/PHE/NHS.</li> <li>Staff and pupils reminded about good hygiene principles</li> <li>Pupils reminded to wash hands throughout the day verbally by teaching staff.</li> <li>The class teacher will maintain hygiene supplies in bubble room. Main supplies held in KS1 hall cupboard and KS2 pod</li> <li>PPE provided for cleaning, changing and first aid.</li> <li>Ensure used PPE is worn and disposed of in accordance with Government guidelines – training given to staff.</li> <li>Pupils taught, catch it bin it kill it and effective handwashing – bins emptied and double bagged at lunch and end of day.</li> <li>Pupils induction to include are encouraged to use E-bug resources on <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> - an interactive site on how to stop germs spreading.</li> <li>Good stocks of hand gel. This is located in all classrooms and also entrances to the school building.</li> </ul> | PPE disposed off straight into black bin liner – double bagged.<br><br>SLT must be notified and record PPE use.<br><br>Regular checks on and re stock of supplies in classes and washrooms.                                                              | E | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Maintaining social distancing guidelines – EYFS/Pupils with EHCP's</b> | Staff, EYFS/Vulnerable pupils –<br><br>Possible/increased risk of infection                                                                                                                             | <ul style="list-style-type: none"> <li>Regular review of Government guidance and to develop any additional procedures (in addition to the others in the assessment) within this area and add to this risk assessment.</li> <li>Procedures communicated to staff and parents by letter, facebook, phone calls</li> <li>Pupils have individual risk assessments, health care plans PEEPs as required.</li> <li>Canopy replacement in EYFS allows all day outside use giving limits on the number of pupils inside the classroom.</li> <li>PPE worn for intimate care- staff training has been given.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.<br><br>School has purchased visors for staff in close contact when caring for an individual with Covid symptoms. | E | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Poor visitor management</b>                                            | Staff/visitors/ pupils                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>All visitors to be approved by LW/RD only</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Bolton guidance to be followed re face                                                                                                                                                                                                                   | E | LW/RD | 4.9.20 | 2.9.2020 |

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|                                                                            | Possible/increased risk of infection                                                                                                                                                                         | <ul style="list-style-type: none"> <li>All visitors met by office, advised to sanitise hands and procedures for social distancing communicated.</li> <li>Parents not permitted in school- phone appointments and dojo for regular confirmation.</li> <li>Risk assessment shared with visitors along with enhanced visitor information.</li> <li>Information will be collected and stored for track and trace and visitor information will detail the requirement for engagement with the system.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |       |        |          |
| <b>Staff/Pupils displaying symptoms of coronavirus during school hours</b> | <p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p> | <p>LW/RD will be notified immediately. Staff or pupils displaying symptoms of Coronavirus will be sent home.</p> <ul style="list-style-type: none"> <li>Parents/Carers will be contacted to arrange for their child to be collected –</li> <li>If a child is awaiting collection, they will be moved KS2 pod where they can be isolated behind a closed door with appropriate adult supervision (PPE) and a window will be opened for ventilation. If the pupil needs the toilet whilst waiting to be collected, they should use WC on Y4/6 corridor and this will be closed off to any other pupils. This will then be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care- training given to staff.</li> <li>Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.</li> <li>The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.</li> <li>Schools will ensure that staff members and parents/carers understand that they will need to be ready to:</li> </ul> | <p>If concerns, LW/RD has thermometer to check temperature.</p> <p>Letter for parents with info as reference point.</p> <p>Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.</p> <p>School has purchased visors for staff in close contact when caring for an individual with Covid symptoms.</p> <p>Check extranet for updated documents eg resource pack. Attend public health briefing. Grab pack ready of contacts in the case of confirmed case in school.</p> | D | LW/RD | 4.9.20 | 2.9.2020 |

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|  |  | <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they or their child are displaying symptoms.</li> <li>○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• In addition, school communication to ensure parents and staff know to: <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> |  |  |  |  |  |
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| <b>Coronavirus spreading/being transmitted in school</b>                                                 | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions<br><br>Possible/increased risk of infection | <ul style="list-style-type: none"> <li>All government guidance and advice followed in terms of cleaning. Attendance at public health briefings and documents on extranet also used as reference.</li> <li>Enhanced cleaning rota in place and reviewed. In the event of a confirmed or suspected case- further deep clean to be carried out. Following guidance with regards to cleaning materials and PPE.</li> <li>Government advice will be followed with regards to cleaning the area where a suspected case has been verified.</li> <li>The schools cleaning regime for suspected cases is closure of bubble and deep clean of area.</li> <li>Cleaning items will be removed from site by SM/ZH wearing PPE</li> <li>Executive Head teacher/Local Authority/Public Health will be told about a confirmed case- Bolton resource pack followed.</li> </ul> | Cleaning team/site manager to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored.<br>Stock take weekly.<br>Plan B supplier has been contacted.<br><br>NB to ensure supply of PPE is available/to monitor supplies. | D | LW/RD | 4.9.20 | 2.9.2020 |
| <b>Unable to prepare/service school meals and snacks</b>                                                 | All pupils on site                                                                                                                                                                                    | <p>School meals will continue for all pupils. In Y1 and Y2:</p> <ul style="list-style-type: none"> <li>Lunches at desks in classrooms</li> </ul> <p>For other year groups:</p> <ul style="list-style-type: none"> <li>Limited and staggered use of dining hall</li> </ul> <p>If staffing is limited, short term provision to replace some hot meals with packed lunches.</p> <p>Agency used in past to be used for staff should there be absence. In the event of no meals- chn to bring own lunch.</p>                                                                                                                                                                                                                                                                                                                                                       | Office to liaise with Catering                                                                                                                                                                                                                                | E | RH    | 4.9.20 | 2.9.2020 |
| <b>Inadequate first aid and fire warden provision (including for those with additional requirements)</b> | School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP                                         | <ul style="list-style-type: none"> <li>HT/SLT to review current first aid procedures/fire evacuation procedures, taking in account possible reduced staff numbers – updated plan.</li> <li>EYFS/KS1 – HoS will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available. All Staff have had first aid awareness training in order to deal with minor bumps and scrapes.</li> <li>HT to ensure additional first aiders/fire wardens, if required, are nominated and receive the appropriate support and</li> </ul>                                                                                                                                                                                                                                                                                                                | RD to ensure enough first aiders in school.<br><br>Fire and evacuation plans updated and shared on staff INSET.<br><br>PEEPS, individual risk assessments updated for pupil return.                                                                           | E | LW/RD | 4.9.20 | 2.9.2020 |

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|  |  | <p>information to undertake this responsibility. Reviewed and updated as necessary.</p> <ul style="list-style-type: none"> <li>• Consideration given to students who may need medication and how this will be provided. Individual details in health care plans.</li> <li>• Advice/guidance/training obtained from the Health, Safety and Wellbeing Team (link person – Lisa Kelsall) with regards to managing fire safety.</li> <li>• New PEEPS and PEIP to be completed as needed and communicated with nominated person/buddy- SENCO</li> <li>• All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. – separate recording books to minimise cross contamination.</li> </ul> |  |  |  |  |  |
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| CATEGORIES OF LIKELIHOOD |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| <b>Highly Likely</b>     | Expected to happen/reoccur, possibly frequently.                      |
| <b>Possible</b>          | Might happen/reoccur at some time depends on circumstances.           |
| <b>Unlikely</b>          | Not expected to happen/reoccur but possible in certain circumstances. |
| <b>Very Unlikely</b>     | Would only occur in very exceptional circumstances.                   |

| CATEGORIES OF CONSEQUENCE SEVERITY |                                                                                           |
|------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Catastrophic</b>                | Incident could result in <u>one or more fatalities</u> .                                  |
| <b>Major</b>                       | Major injury resulting in incapacity, hospitalisation >24 hours.                          |
| <b>Significant</b>                 | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| <b>Minor</b>                       | Small cut, bruise, abrasion, basic first aid treatment provided.                          |
|                                    |                                                                                           |
| <b>Negligible</b>                  | Some discomfort, self-help. No treatment required.                                        |

| RISK CLASSIFICATIONS |                                                                                                                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b>             | <b>Unacceptable risk</b> , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.                                                                      |
| <b>B</b>             | <b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.                                                                                           |
| <b>C</b>             | <b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| <b>D</b>             | <b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.                                                                                                       |
| <b>E</b>             | <b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.                                                                                                  |

| RISK RATING  |               |          |          |               |
|--------------|---------------|----------|----------|---------------|
|              | Highly Likely | Possible | Unlikely | Very Unlikely |
| Catastrophic | A             | A        | B        | E             |
| Major        | A             | B        | C        | E             |
| Significant  | B             | C        | D        | E             |
| Minor        | C             | D        | E        | E             |
| Negligible   | E             | E        | E        | E             |