



RISK ASSESSMENT FORM – COVID-19 SANDY LANE NURSERY AND FOREST SCHOOL (wef Sept 21)

UPDATED FEB 22

**Taken from the government guidance –Actions for early years and childcare providers during the COVID-19 pandemic – July 2021
Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 11 May 2020**

https://www.gov.uk/government/news/daily-rapid-testing-for-covid-19-contacts-launches-this-week?utm_source=13%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 - 12TH December 2021

‘As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.’

Stepping measures up and down

‘You should have outbreak management plans outlining how you would operate if there were an outbreak in your setting or local area. Given the detrimental impact that restrictions on education can have on children, any measures in settings should only ever be considered as a last resort’

Sandy Lane Nursery and Forest School will continue to adopt the following measures:

- Carrying out a risk assessment in line with Step 4 of the roadmap and update this regularly in line with current guidance- the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Making sure that children do not attend if they or a member of their household have COVID -19. In the event of the child being a ‘close contact’ of a positive COVID-19 case the child’s negative PCR test would result in them being able to attend.



- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys

This risk assessment has been adapted from the schools RA May 21 taking into consideration all measures required for school from September 2021 as a result of Step 4 of the governments national roadmap for recovery. There has also been a further update February 2022 to reflect changes to key messages. The guidance reviewed is shown below

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

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

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children



and staff where the risk of transmission of infection is substantially reduced.

SCHOOL:	Sandy Lane Nursery and Forest School
HEADTEACHER:	Marcia Atherton
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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
06	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not follow medical advice
07	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance



REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
08	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
09	Cleaning	Y	Ineffective infection control and increased risk of infection
10	RIDDOR	Y	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19

RISK SCORING

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

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

*North West Science and Technical Advice Cell (STAC) have advised that social distancing from children is not the issue as children have very low transmission rates. They rarely pass it to each other or adults. It is distancing from other staff that is important. Therefore it should be possible to ensure they are protected by ensuring rigorous application of social distancing with other adults and hygiene measures etc. within your setting. 14.07.20 (Dave Bradburn **Acting Deputy Director of Public Health / Consultant in Public Health**)

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

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
1. Building and Systems not maintained prior to opening	<ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. 	y	y		<ul style="list-style-type: none"> MO to attend to all statutory inspections, testing and servicing and to ensure tap turning is carried out each Monday MO to continue ensuring all service requirements are up to date Daily check includes visual inspection specifically related to H&S measures Deep clean to take place before opening to more children (Friday 29th May) and in time for 1st September opening for all staff and children MO, HT and PA to meet fortnightly to check all works' schedule and services needed within the month and feedback on works completed and any issues Air conditioning unit in the front office to be switched off 	1 x 1	L	<ul style="list-style-type: none"> Ensure inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. Please note that the HSE advise that if school has a centralised ventilation system which removes and circulates air to different rooms, they advise to turn off recirculation and use a fresh air supply. See link for more information Ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed (if flushing of all 	1 X 1	L



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								<p>water outlets has not been routinely undertaking) contact Building Services or your contracted supplier and get advice from your water hygiene specialist. Full Clean and Chlorination of the System may be required before the water system can be utilised. (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS)</p> <ul style="list-style-type: none"> ✓ Carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building ✓ ✓ Contact Building Services or your own premises management company to find out more information on what statutory testing has been undertaken or to discuss any required future testing See <u>Managing School premises, which are partially open, during the corona outbreak</u> 		
2. Lack of communication with parents/carers and staff members and with children	<ul style="list-style-type: none"> • Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. • Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace. 				<p>Children:</p> <ul style="list-style-type: none"> ✓ School to put into place a 'recovery curriculum' ✓ opportunities for children to talk about their experiences of the past few weeks. ✓ opportunities for child one-to-one conversations with trusted adults where this may be supportive. ✓ other enriching developmental activities. ✓ All parents/carers kept up to date with government announcements via Tapestry ✓ All p/c kept up to date with the school's plans via Tapestry ✓ All p/c informed of what the school is doing to minimise risk to children and staff and what the school is unable to do ✓ Hygiene and safe practices 	2 x 2	4	<ul style="list-style-type: none"> ✓ Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. This will be provided to all parents of returning and new children before the end of Summer Term 21. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school. The school will publish the RA on the school's website ✓ Provide all staff with the measures the school are taking to ensure their health and safety once school opens. ✓ Discuss any concerns with staff Sept INSET and provide feedback on the controls in place. This should include any safety reps in school. ✓ Carry out an induction with staff and demonstrate the control processes to be followed to reduce 	2 x 2	4



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					<p>explicitly taught and practiced daily with the children</p> <ul style="list-style-type: none"> ✓ In the event of partial school closure or full lockdown parents will be informed at the soonest opportunity ✓ The schools ' Outbreak Management Plan' will be activated which will include remote learning, welfare calls and individual RAS for vulnerable children including SEND (see contingency plan for details) <p>Staff:</p> <ul style="list-style-type: none"> ✓ All staff to review plans for September (Inset) including returners and new children; to consider learning spaces and resources any concerns they may have. Weekly check-ins with each team to discuss issues and any changes ✓ All staff to ensure occupied space (e.g. classrooms, office, staffroom is well ventilated) ✓ In the event of partial school closure or full lockdown parents will be informed at the soonest opportunity ✓ A 'Outbreak Management Plan' will be activated which will include remote learning, welfare calls and individual RAS for vulnerable children including SEND (see contingency plan for details) ✓ All staff to read RA Sept INSET ✓ Staff will understand when PPE needs to be worn (see below for specific occasions) guidance shared with staff – donning and doffing and posters displayed in classrooms and bathrooms. PPE is only required for routine activities like nappy changing or when coming into contact with people you don't normally meet in enclosed or 			<p>the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens.</p> <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>		



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					<p>crowded spaces. In the event of a local or school COVID-19 outbreak the use of PPE by all adults in school will be considered as a further protective measure</p> <p>Donning: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>Doffing: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p> <p>Quick poster guide https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</p> <ul style="list-style-type: none"> ✓ HT and DHT are identified as mental health first aider support for staff and this role made explicit to staff ✓ Full staff meetings to be reinstated wef Sept 21 which will provide additional opportunities to review practice, share any concerns and monitor staff wellbeing. All staff to be offered weekly supervisions (HT and DHT classroom staff; HT admin and support staff) 					



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					<ul style="list-style-type: none"> ✓ Should management become aware of any mental health issue with an individual, they will be referred to suitable Occupational Health support. ✓ Confidential Occupational Health telephone support available to all staff. ✓ 					
3. Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in school 				<ul style="list-style-type: none"> ✓ Only healthy staff to attend school. Any staff unfit for work must return home until fit to return to work ✓ Ensure staffing includes: <ul style="list-style-type: none"> ➢ HT/DHT ➢ DSP ➢ First aider (paediatric) ➢ Fire warden ➢ Cleaner ➢ Maintenance officer ✓ Contact LA if the school has a staff shortage at any point for advice and support ✓ Contact parents if the school has a staff shortage at any point – priority places kept for vulnerable and key/critical worker children ✓ All staff to maintain safe practices – hand washing, good hygiene practices, maintaining the cleanliness of equipment 	2 x 2	4	<ul style="list-style-type: none"> ✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. ✓ Consider 'Outbreak Management Plans' for staffing levels (teaching, cleaning, caretaking, etc.) 	2 x 2	4
4. Lack of Fire Wardens & First Aid Provision	<ul style="list-style-type: none"> • Unable to provide adequate first aid or able to supervise fire evacuation procedure. 				First aiders: <ul style="list-style-type: none"> ✓ Vast majority of classroom staff are first aid trained (poster in classrooms & corridor areas) ✓ CDC is next door so school can call on paediatrician if necessary ✓ The school could call on The Lakes first aid trained staff if necessary ✓ In the unlikely event no first aid support is available school 	1 x 4	5	<ul style="list-style-type: none"> ✓ Full PPE to be worn when conducting CPR/defib and a face covering to be placed over the casualty's nose and mouth https://www.rlss.org.uk/news/cpr-during-covid-19 ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with. 	1 x 4	5



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					to contact p/c and if necessary phone for an ambulance <ul style="list-style-type: none"> All First Aiders to be updated on latest advice administrating First Aid and PPE and to be worn during any First Aid treatment using recommended PPE: a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering) ✓ as per: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Fire Wardens: ✓ Display in corridor areas and all classrooms to inform all staff which staff are First Aiders and which are Fire Wardens; identify members of SLT to take on the role of fire warden in event of any fire warden's absences ✓ In the event of local or school outbreak, Fire Assembly point to ensure all bubbles are kept separate from each other.			(Mock Fire Drill to take place termly in line with current practice) ✓ In the event of a local or school outbreak, where the school remains open, consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school. See GN 25 – First Aid via MSS See Guidance on Covid-19 in relation to carrying out CPR and resuscitation		

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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
05. Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	y	y		✓ Any shared resources and classroom surfaces to be cleaned by classroom staff during the lunch period and after school or where possible allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different class groups ✓ PPE to be worn whilst cleaning using advised cleaning products (all have COSHH sheets) and staff to receive	4 x 2 = 8	L		4 x 2 = 8 (children)	L
							3 x 2 = 6		L	3 x 2 = 6 (staff)



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					<p>information on safe use of any new products; all disposable items to be disposed of in lidded bin; cleaning products to be stored safely away from children</p> <ul style="list-style-type: none"> ✓ Forest School toilet to be cleaned by classroom staff and any other items handled e.g. gate, padlock and key ✓ Children using wheelchairs to have their own individual wheelchair; staff member to wipe handles before and after use before other staff member uses ✓ All resources sneezed/coughed on to be sanitised immediately ✓ Items moving between home and school e.g. home learning bags to be left for 72 hours before being reused. ✓ Staff will remain vigilant to support children who drool/mouth and resources used will be cleaned immediately or removed 	1 x 2 = 2	L		1 x 2 = 2	L
06. Supporting clinically vulnerable pupils and staff	<ul style="list-style-type: none"> • Staff and parents anxiety relating to the control measures as a result of Step 4 of the governments road map 				<p>Staff who are clinically or extremely clinically vulnerable may wish to consider following the practical steps set out in the guidance below to minimise their risk of exposure to COVID-19</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> ✓ Staff who are extremely/ clinically vulnerable to maintain whole school safe practices – hand washing, good hygiene practices, and the guidance above asks such 	2x4=8	L		2x4=8	L



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					adults to consider stringent social distancing between other adults, working side on to children or wearing PPE when this is not possible and option to wear PPE at all times. This group of staff can also consider redeployment to work with an age group where social distancing can be better practiced including redeployment to another school ✓ For parents of children who may be extremely clinically vulnerable school will share information on the measures school are taking to control the risk of COVID-19 and, where appropriate, individual RA's for children will be written ✓ Parents of children who have been classed as clinically or extremely clinically vulnerable due to pre-existing health conditions to gain medical advice before returning to school					
07. Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	y	y		<ul style="list-style-type: none"> ✓ Parents who are double jabbed and consider they are a close contact of a positive care are instructed to complete a daily LFT if they are have been identified as a close contact of a positive case of COVID (including the OMNICON Variant). In the event of a positive LFT a PCR test should be taken. 	1 x 2 = 2 (children)	L	<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home children if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a member of staff has helped 	1 x 2 = 2 (children)	L



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					<p>Negative PCR results will still require parents to continue testing for a 10 day period. If contacted by NHS Track and Trace as a positive case parents need to book a PCR and self isolate for up to 10 days, regardless of the outcome of the PCR. Children under 5 do not need to take part in daily testing as a close contact according to government guidelines w.e.f. 14.12. Due to the large amount of medically vulnerable children here in nursery SLT will make a decision on whether a child who has been in close contact with a confirmed care of COVID will be asked not to attend nursery for a period of 10 days on an individual basis. Parents of children displaying symptoms will be instructed not to send children to nursery, until the child has received a negative PCR test OR HAS SELF ISOLATED FOR A MIXIMUM OF 10 DAYS IN THE EVENT OF OMICRON VARIANT:</p> <table border="1"> <tr> <td>dry cough</td> <td>tiredness</td> </tr> <tr> <td>sore throat</td> <td>fever</td> </tr> <tr> <td>difficulty in breathing</td> <td>Loss of smell and/or taste</td> </tr> </table> <ul style="list-style-type: none"> ✓ Well ventilated isolation room available with access to toilet facilities with hand sanitiser/soap; enclosed bin ✓ Child moved to the isolation room (play court, reception toilet to be used if needed) with spare staff member and ensure door is closed ✓ Parents contacted and expected to collect their child immediately 	dry cough	tiredness	sore throat	fever	difficulty in breathing	Loss of smell and/or taste	1 x 5 = 5 (staff)	L	<p>someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell..</p> <p>✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk</p>	1 x 5 = 9 (staff)	L
dry cough	tiredness															
sore throat	fever															
difficulty in breathing	Loss of smell and/or taste															



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					<ul style="list-style-type: none"> ✓ Contact 999 if child is seriously ill/injured/life at risk ✓ If a child or staff members becomes unwell with symptoms of coronavirus (COVID-19) while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the child or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ✓ Isolation room and toilet to be thoroughly cleaned and disinfected with disinfectant See the COVID-19: cleaning of non-healthcare settings guidance ✓ A notice will be displayed on the door to ensure staff are aware not to use the room if it has been used and is awaiting cleaning. 					



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					<ul style="list-style-type: none"> ✓ The MO in the morning and the HT or a member of SLT or the admin team will clean the room in the afternoon ✓ Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1.Should be put in a plastic rubbish bag and tied when full 2.The plastic bag should then be placed in a second bin bag and tied 3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> ✓ Parents/carers asked to access test for their child ✓ Staff asked to access test if they are symptomatic of COVID -19 ✓ Individual goes home and self-isolates for up to 10 days and contacts NHS to arrange a test; Fellow household members should conduct daily LTF and follow guidance in the event a test shows a positive 					



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>result.</p> <ul style="list-style-type: none"> ✓ If individual tests negative they can return to school and household members can cease to self-isolate ✓ If individual tests positive school (HT) to contact LA/PH and all contacts are required to conduct daily LFT's. Self isolation only occurs if the results of any LFT or PCR test are positive. Other household members of the group/bubble do not need to self-isolate unless the child/staff member develops symptoms. Children under the age of 18 years do not need to self isolate on receiving a negative PCR test (SEE POINT & ABOVE FOR FURTHER ACTIONS) ✓ Should any staff, child, parent or visitor who recently attended nursery be diagnosed, or self-diagnoses with COVID-19, a deep clean of the nursery areas they attended will be undertaken immediately. ✓ All staff and parents informed if child/staff has suspected/confirmed COVID-19. Upon discovery that there has been a confirmed case of COVID-19 the school will engage with NHS Test and Trace. HT will act as the link with NHS Test and Trace (as required). ✓ 2x weekly LFT's continue to be available for staff use at home. School promote the use of LFT's with parents via Tapestry & Facebook Sept 2021 					



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					<ol style="list-style-type: none"> 1. This is not a statutory testing although staff will be encouraged to consider taking the LFT 2. Tests are collected by staff from our COVID Co-ordinator and the relevant information is logged 3. Staff to report results of any positive tests to Co-ordinator and public health via the NHS APP – continue to attend work, + self isolate and obtain a COVID test (following usual procedure) Void – inform school who will keep a log and report any potential issues with the batch to the relevant authority 4. Staff taking part in home LFT to communicate the outcome of any positive test to the COVID Co-ordinator MCH and public health, following the guidance provided. 5. Adults are advised to wear masks in the corridor due to limited ventilation. 					
08. Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	Y		Y	<ul style="list-style-type: none"> ✓ Only essential planned deliveries to continue ✓ Deliveries to be left in reception area and received by admin team behind protective screen. If possible, deliveries to be isolated for 72 hours before use ✓ Couriers to remain in reception area ✓ Email to be sent to confirm 	3 x 2 = 6	L	<ul style="list-style-type: none"> ✓ Restrict non-business deliveries, for example, personal deliveries to workers 	3 x 2 = 6	L



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					<p>receipt of goods where possible otherwise admin staff to wear gloves and use own pen to sign. Do not use electronic signing system.</p> <ul style="list-style-type: none"> ✓ Admin to check goods and to wipe goods with disinfectant wipes and make available for relevant classroom/admin collection ✓ Packaging to be disposed of hygienically as soon as possible. ✓ Gloves available if required when handling delivered goods. ✓ Admin to wash hands for 20 seconds ✓ Advise courier to use hand sanitiser on arrival and leaving ✓ Any visitor/contractor/parent or delivery driver who appears to be unwell will not be permitted entry 					
09. Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	Y	Y	Y	<ul style="list-style-type: none"> ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance ✓ Classroom staff to wear PPE (aprons and gloves) when cleaning ✓ No staff, including CV, CCV and staff living with CCV persons are required to engage in of mid-session cleaning of anything other than resources. Systems are already in place for cleaning of toilet facilities and door handles after each use. ✓ Classroom staff to clean toys and indoor and outdoor resources that their group has used at lunch time and after school 	1 x 3 = 3	L	<ul style="list-style-type: none"> ✓ Frequently touched surfaces are cleaned frequently with approved cleaning products. Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. ✓ In the event of a fire all doors to be closed by the fire wardens on evacuation ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in 	1 x 3 = 3	L



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					<ul style="list-style-type: none"> ✓ Deep clean if case of COVID-19 confirmed and over holiday periods ✓ Any difficult to clean toys/resources and soft furnishings and toys removed ✓ Where safe doors to be kept open to reduce use of handles e.g. doors to outdoor play and doors to offices; staff to wash hands/use hand sanitiser if there is a need to close and open doors ✓ All rooms to be well ventilated ✓ Bins to be emptied and sanitised 			strategic points around school. <ul style="list-style-type: none"> ✓ Checks to be made that adequate supply of paper towels or hand blowers available (in good working order) to dry hands. ✓ Check rubbish bins are emptied throughout the day – consider using bins with lids with operated foot pedals. ✓ Procedure to be identified in school where urgent assistance is required in a classroom with cleaning. 		
10. Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19				<ul style="list-style-type: none"> ✓ Staff to report all confirmed cases to SLT and the admin team ✓ Admin to report all confirmed cases of COVID-19 to be reported to HSE and the LA 	1 x 2 = 2	L	<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. <p>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</p> <p>More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.</p>	1 x 2 = 2	L