

# Risk Assessment

<b>Work Activity/ Hazard:</b>	<b>Schools &amp; EYFS C-19 Operational Risk Assessment STEP 4</b>	<b>Directorate</b>	Children's Services: Together for Children	<b>Section:</b>	Education & Childcare settings:  St Joseph's RC Primary School Sunderland.
<b>Date of Assessment:</b>	09th September 2021 Version 13	<b>Date to be Reviewed:</b>	September 2022 or when required		

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

SEVERITY

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**Schools COVID-19 Operational Risk Assessment after STEP 4** (based on government guidance issued July 2021)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<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>

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Spread of COVID-19	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p>	2	5	10	<p>Before going to work you must report to The head teacher if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• Loss of taste or smell</li> </ul> <p>All staff to be advised that they must inform head teacher if they or anyone in their household have been advised to self isolate, before entering the workplace.</p>	1	5	5

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		<ul style="list-style-type: none"> <li>• you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior)</li> <li>• you're below the age of 18 years 6 months</li> <li>• you've taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p>NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must</p>							

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		<p>be sent home to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p> <p>Children taking a routine vaccination may suffer a mild fever. Teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething - and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</p> <p>If COVID-19 is suspected the child should start isolating and get tested.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative</p>				<p>The Community room to be used as isolation station and toilet in foyer are to be used where a child displays symptoms.</p> <p>Children and staff to be tested if symptoms suspected.</p> <p>No access to community room or toilet in foyer for 72 hours if used by a child with symptoms. (Another room will be used for isolation if required).</p>			

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		<p>arrangements are to be made by the school.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Depending on age &amp; needs suitable adult supervision may be required. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings</p> <p>The Isolation room/area used must be cleaned before re-use. The site supervisor or cleaning staff wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p> <p>When working with children and young people who cough spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn,</p>				<p>Upon entry to buildings everyone must wash hands with soap and water or use santiser and do this regularly during the day.</p> <p>Children's posters next to wash station to encourage hand washing.</p>			

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		<p>should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m cannot be maintained (such as for a very young child or a child with complex needs)</p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test &amp; Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins. Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p>				<p>Hands must be washed or sanitised before and after using photocopier. Machine must be wiped down with provided wipes. Use of stylus to minimise contact where possible.</p> <p>Hand sanitising points are located in every entrance and room.</p>			

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		<p>Pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgment, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice</p> <p>Sufficient hand washing facilities available. Where there are no facilities nearby, hand sanitisers to be provided. Active engagement with NHS Test &amp; Trace.</p>							
<p>Vulnerable workers</p> <p>Underlying health issues, Pregnancy, unvaccinated persons</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under pediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Clinically extremely vulnerable (CEV) people are no longer</p>	1	5	5	<p>Refer to current government guidance <a href="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">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</a></p>	1	5	5

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		<p>advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a specific Vulnerable Person Risk Assessment to ensure suitable &amp; safe working arrangements.</p> <p>Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p>							
Infections or Positive testing within school	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children</p>	1	5	5	Refer to Lateral Flow Test Risk assessment.	1	5	5

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	Contracting Coronavirus	<p>under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Educational Settings encourage all individuals to take a PCR test if advised to do so.</p> <p>Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Contact Public Health for advice &amp; support where there is a positive case within the school</p> <p>If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures</p>							

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		<p><b>Asymptomatic testing</b></p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-</p>							

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		isolate.  If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms							
Lack of adequate cleaning regime	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	An Enhanced Cleaning Program is in place with site cleaning teams. Documented and shared with relevant persons. Regular and increased cleaning –cleaning of frequently touched surfaces with soapy water/ appropriate detergent.  Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.	1	5	5	Remove all uneaten food and drink and dispose of in bin or rubbish bag.  Cleaning documentation is in the site supervisor room and is reviewed daily.  All COSHH assessments and safety data sheets are on school360 shared drive to be viewed by staff prior to using cleaning products.	1	5	5
Inadequate Ventilation	Employees, children/learners, contractors, visitors, members of the public, family members	Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need	1	5	5	Open high level windows when using the hall. Allow additional, suitable indoor clothing when windows are open if required.  The relevant staff adjusts any thermostats to heat internal spaces	1	5	5

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	Contracting Coronavirus	<p>for increased ventilation while maintaining a comfortable temperature</p> <p><b>Mechanical ventilation</b> – adjust to increase the ventilation rate where possible and be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p><b>Natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air <b>NOTE:</b> fire doors must be used as designed to prevent spread of smoke and fire - or where</p>				<p>and water, ensuring a suitable stable temperature is maintained.</p> <p>The site supervisor checks ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</p> <p>Ventilation systems remain energised in normal operating mode.</p> <p>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</p> <p>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:</p> <p>Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</p> <p>High level windows are opened in</p>			

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		<p>necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p>				<p>preference to low level to reduce draughts</p> <p>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</p>			
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Face coverings are no longer legally required on public transport. School Leaders may choose to develop and adopt their own policy on the wearing of face coverings and share this with staff and parents - personal choice &amp; responsibility should be promoted</p> <p>If you have an outbreak in your school, a director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). To be included in the "Outbreak Management Plans"</p>	1	5	5	<p>Increased emphasis on hand washing at start of sessions.</p> <p>Risk assessment on school website for all Supply, Peripatetic and Temporary staff to view prior to attending school.</p>	1	5	5

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		<p>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Early Years settings may take further advice from Public Health on current guidance relating to face coverings</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>				<p>PPE in Community room only to be used for persons with symptoms.</p>			

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Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing  Assemblies and Lunchtime arrangements can resume – avoidance of mixing is no longer required.  Schools must have a “Outbreak Management Plan” which may be necessary in the event of local areas having to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.  Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.  Staff must wipe their workspace and equipment using disinfectant before leaving the classroom to ensure cleanliness of the area for the incoming teacher.	1	5	5	Staff should ensure equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.  PPE use is voluntary unless dealing with intimate care of pupils this includes T shirts laundry bags etc. All stocks of PPE to be readily available in staffroom	1	5	5
Contact due to	Employees,	School Leaders should consider	1	5	5	Physical distancing between groups of	1	5	1

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layout or available space	<p>children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Considerations to be given to, where possible, maintaining layouts or adaptations to classrooms to support reasonable distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.</p> <p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Consider, maintaining where possible arrangements to timetables so that transit around schools minimises contact. Avoid creating busy corridors, entrances/exits.</p>				children and staff is implemented as far as possible.			

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Activities encouraging Spread of Covid	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Step 4, there will be no limits on the number of people who can sing indoors or outdoors. <b>Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing</b></p> <p>Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices</p> <p>Extracurricular provision e.g. Wraparound care; breakfast &amp; after school clubs to provide a separate risk assessment including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities to provide a separate risk assessment and</p>	1	5	5	<p>Music and PE staff to be aware of sanitising all shared equipment between groups.</p>	1	5	5

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		<p>safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p>							
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school term international visits are permitted</p> <p>Consider and monitor travel list and impacts this may have on pupils and staff.</p> <p>Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill &amp; Evolve system</p>	1	5	5	Reviewed when guidelines updated by the government.	1	5	5

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Messy play - spread of infection	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Materials can be handled by all children</p> <p>Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</p> <p>Children wash their hands thoroughly before and after messy play</p> <p>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</p>	1	5	5	Children's posters next to wash station to encourage hand washing.	1	5	5
Expired First Aid certification	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>inadequate care for injuries occurring on site</p>	<p>Adequate First Aid provision to be in place</p> <p>If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training.</p> <p>Employers or certificate holders</p>	1	1	1	Required members of staff all have valid training.	1	1	1

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		<p>must do their best to arrange requalification training at the earliest opportunity.</p> <p>Consider eLearning or Virtual refresher training in the interim period</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>							
Contact due to personal / intimate care	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p> <p>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</p>	1	5	5	PPE available in MI room, Community room and Staff room.	1	5	5
Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p>	<p>Avoid creating busy corridors, entrances/exits</p> <p>Keep to the left in corridors and when using staircases</p> <p>Follow planned timetables to work</p>	1	5	5	Staff to be briefed about safe use of corridors i.e. stay to left, single file, no loitering.	1	5	5

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	Contracting Coronavirus	<p>together to minimise contact where possible</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p>				<p>Cleaning plan in site supervisor room.</p> <p>Staff to clean their tables, computer, key boards etc at regular intervals or when required.</p> <p>All COSHH assessments and safety data sheets are on school360 shared drive to be viewed by staff prior to using cleaning products. File also in site supervisor room.</p> <p>Refer to staff training matrix for training records.</p>			
Cross-contamination of resources, toys and equipment	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. This includes wraparound care.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not</p>	1	5	5	Cleaning of equipment using disinfectant spray between uses if possible.			

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		<p>contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Schools to consider their local policy on limiting the amount of equipment pupils they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>							
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings are no longer legally required on public transport.</p> <p>Face coverings may be worn within transport - personal choice should be promoted</p> <p>All to clean their hands before boarding transport and again on</p>	1	5	5	<p>PPE available on mini bus.</p> <p>Use of hand sanitiser on vehicles.</p> <p>Additional cleaning of vehicles.</p> <p>Organised queuing and boarding</p>	1	5	5

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		<p>disembarking</p> <p>Cleaning regime of vehicles is in place</p> <p>Where possible, natural ventilation to be maximised, particularly through opening windows and ceiling vents</p>				<p>/alighting vehicles where possible.</p> <p>Distancing within vehicles where possible.</p> <p>Encourage walking or cycling to school for pupils, parents/carers and staff.</p>			
Lack of communication	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Talk to staff about schools plans safety measures, training needs.</p> <p>Communicate all policy and plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc),</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>	1	5	5	<p>Daily briefings.</p> <p>Letter, Twitter, website.</p> <p>Signage and direction by office staff.</p> <p>Briefing of cleaning staff.</p> <p>Children/staff cleaning desks periodically throughout day.</p> <p>Refer to cleaning plan for frequency of cleaning activities.</p>			
Poor mental wellbeing of staff and Pupils	<p>Staff, Pupils, Parent &amp; family members</p> <p>Stress, anxiety,</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are</p>	1	5	5	Monitoring of any absence.	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible?	Likelihood	Severity	Residual Risk L x S
	panic, depression	<p>reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				<p>Class teacher, support staff and school counsellor.</p> <p>Risk assessment and protocol on school website.</p>			
Outbreaks and lack of Emergency Planning	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area.</p> <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for</p>	1	5	5	Plan in place and reviewed when required.	1	5	5

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		<p>the shortest amount of time possible</p> <p>Gather and record key information relating to the case immediately</p> <p>Escalate outbreaks to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case Understanding of NHS Test &amp; Trace process</p> <p>Train all staff in emergency procedures</p> <p>First Aid provision to meet the requirements of the setting</p>							
Dining & Catering	Employees, children/learners, contractors, visitors, members of the public, family members	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;	1	5	5	Refer to School Kitchen specific risk assessment.	1	5	5

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	Contracting Coronavirus								
Wraparound care	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Permitted to resume before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. plus for vulnerable children.</p> <p>Extracurricular provision e.g. Wraparound care; after school clubs can resume provided a separate risk assessment is completed – type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume.</p>	1	5	5	<p>Refer to risk assessment and safe working procedures for Wraparound care &amp; after school clubs.</p> <p>External organisations to provided risk assessments and safe working procedures for the activities they are doing.</p>	1	5	5

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Fire	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Inhalation of fire/smoke, burns, fatality</p>	<p>Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</p> <p>Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made)</p> <p>Fire drills to be carried out Termly</p>	1	5	5	All required checks and system services carried and recorded.	1	5	5
Poor housekeeping & building maintenance	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Bruises, fractures, fatal injuries</p>	<p>All regular and periodic building checks to make the school safe must be in place.</p> <p>Daily visual checks by site &amp; teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.</p>	1	5	5	<p>All required checks and maintenance carried out and recorded.</p> <p>Weekly flushes of little used outlets. Recorded in the Legionella file.</p>	1	5	5

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**To be completed by the Individual undertaking the risk assessment:**

**Name:** Nicola Atkinson, John Farrer Adele Toward

**Job Title:** Business manager, Site supervisor, deputy headteacher

**Signature:**

**Date:** 2/09/2021

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Stephanie Brown

**Job Title:** Head Teacher

**Signature:**

**Date:** 2/09/2021