

Location or School Address: St George's Primary School	Date assessment Undertaken: 20 th August 2021	Assessment undertaken by: Jeanne Fairbrother and Bernard Cassidy
Activity or situation: School Opening COVID 19 v1 August 2021	Review date: Reviewed weekly by SLT with direct feedback from staff.	Signature: 

Background Information

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- NEW DfE (2021) 'Schools COVID-19 operational guidance' July 2021. Added further updates issues on 17th August.
- UPDATED DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- UPDATED 'Actions for out of school settings' July 2021

All DfE advice can be read online: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

See **UPDATED** & **NEW** sections with clear advice from Jeanne Fairbrother Associates.

Legislation and guidance

- Health and Safety at Work Act etc. 1974
- Management of H&S at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- DfE Actions for schools plus associated COVID 19 Guidance
- Public Health England Guidance

Our aims and decision making will be guided by two clear questions:

1. What is the best support that we can provide for our school community?
2. How do we ensure the highest standards of safety?

As we move forwards these simple questions will guide and inform all our decision making. **We will not implement any plan unless we are convinced that it is the right thing to do and we can do it safely. There is not a 'trade-off'.**

This plan has been developed using the following **key principles**.

1. **We believe that it is essential that our school remains open.** Reports from [EEF](#), [UNICEF](#) and [Chartered College of Teaching](#) (amongst others) highlight the damage that school closures will have on the futures of our children. The implications for their well-being and future prosperity is significant. This risk is much higher for our most vulnerable children.
2. **Safety plan must be constantly reviewed.** It must be a working document. That is our internal responsibility. Government and Public Health England have also stated that this will kept under constant review. We are also asking Wirral council and Public Health England to raise any local issues.
3. **Safety of pupils, staff and our community must be considered at all stages.** We must have a plan that aims for safety for all.
4. **Plan must be developed through aim of building consensus.** We will ask for staff, parents and trade associations to contribute to our safety plan through clear processes of consultation. We have done that with our previous safety plans.

Overarching Guidance for leaders and governors.

1. Principles outlined above must be evident in all decision making. Our overall aim is to ensure that our decision making is calm and informed.
2. We will be decisive in our decision making. Our community must expect us to respond clearly and with urgency to any safety issues raised. This must include clear 'whistle blowing' procedures.
3. Senior leaders and governors must consider all the advice made available to them. Includes updated guidance for schools from Department of Education. <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
4. Excellent communication must be evident throughout the planning and implementation of our safety plan and risk assessment. We will work with all teams of staff and welcome input from trade associations, pupils and parents. We will share advice that informs our decision making.
5. Need to build trust in our community. We will open and transparent at all times.

Rationale:

This plan will aim to ensure that we safeguard our community by:

- Always being alert to risk
- Reducing risk through effective organisation and controls.
- Reducing transmission risk by limiting interactions within the school community.



Children, Parents and Staff @





**St George's
Primary School**



Are Virus Busters

Three important messages are:

- 1. Stay Clean.** We wash our hands regularly and use the hand sanitisers provided.
- 2. Be Hygienic**
 - put tissues in bin
 - keep hands off each other and your face
 - cough into sleeve or tissue etc.
- 3. Keep a Safe Distance.** Viruses travel. We can stop them moving by keeping a safe distance.

Simple plan is:

- Our children will be placed in year groups to minimise risk and manage test and trace. They will spend their school day in their classes but mix socially at play; in clubs and Dragon Club. .
- In their class, everybody will apply the best standards of care that we can. We will have a detailed a rigorous cleaning plan.
- We have a simple model with three clear messages that our children can apply.
 1. **Stay Clean.** We wash our hands regularly and use the hand sanitisers provided. We also keep our environment clean.
 2. **Be Hygienic**
 - put tissues in bin.
 - keep hands off each other and your face
 - cough into sleeve or tissue etc.
 - **3. Keep a Safe Distance.** Viruses travel. We can stop them moving by keeping a safe distance. **This does not mean that we are applying social distancing. This is about safe contact in a pandemic.**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions must be employed to control transmissions. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

Overcoming Challenges

Achieving the aims outlined above presents many challenges. They include:

- **Very small communal spaces at lower site.**
- **Restricted entrances and exits at lower site.** We do not have the space for parents to be on site. Restricting adults on site and maintaining adult social distancing is absolutely crucial in our safety plan. **This means that parents and children will have to continue being dropped off and collected at the school gate. It also means that our year groups will have different start and finish times so we can maintain adult social distancing and safely hand over your children. Also need council support with temporary road closure.**

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Failure to assess the risks of COVID 19 transmission in school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has assessed the reasonably foreseeable risks of transmission of COVID 19 • The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. • Shared with staff and trade associations for regular feedback. • School monitors whether the controls in place are effective. Updates in weekly staff bulletin and staff asked for feedback on plan. 	4 X 1=4	Ensure the new RA is circulated to staff, trade associations, LA and governors by 25/08.
Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented due to COVID 19. • Also detailed in operational safety plan. • Remote education plans are in place for pupils who are self-isolating or shielding. • School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. • School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. <ul style="list-style-type: none"> ○ Cheshire & Merseyside PHE contact 0344 225 0562 ○ Wirral schools contact Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk 	3 X 2=6	<p>Share updated Contingency Plan RA with staff, trade associations, LA and governors.</p> <p>Share updated operational safety plan with staff, trade associations, LA and governors.</p>

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[NEW] Communication	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance • RA 029A School opening COVID 19 v1 Aug 2021 published to website & shared with unions, LA & governors. • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. • Regular staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • A record is kept of all visitors and contractors that come to the school site. 	4 X 1=4	<p>Update families through correspondence and website on new safety plan by 06/09.</p> <p>Ensure the new RA is circulated to staff, trade associations, LA and governors</p> <p>Share updated Contingency Plan RA with staff, trade associations, LA and governors.</p> <p>Share updated operational safety plan with staff, trade associations, LA and governors</p>
[NEW] Wellbeing - staff & pupils	Staff & pupils exposed to mental health issues due to COVID 19	<ul style="list-style-type: none"> • <i>Staff are vigilant in discerning pupil mental health and report any concerns to the named MHWB leads or senior staff.</i> • <i>Staff have access to a suite of MHWB support services purchased through SAS</i> • <i>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Using Zumos</i> • <i>For children with additional needs we use mentoring, therapy and other MHWB interventions. Includes support of MHST team.</i> • <i>Pupils have had access to pastoral support and activities in 2 days transition in July 2021. This will continue. e.g. opportunities to renew and develop friendships.</i> • <i>Family surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</i> • <i>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</i> 	3 X 2=6	<p>Add reminder on SAS services and MHWB to the staff bulletin.</p> <p>Remind staff to raise concerns with MHWB leads, staff governor, line managers or SLT in staff bulletin dated 01/09.</p> <p>Send out family survey on 18/09.</p> <p>Send out staff survey on 20/09.</p>

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[UPDATED] Face coverings	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, St George's have agreed that. Staff will continue to wear masks in busy corridors and any space where social distancing cannot be achieved. May include office areas, staffroom etc. • We will provide free face masks and visors for all staff. • School will support any staff members, pupils or students that wish to continue to wear a face covering or visor. • Face coverings should be worn in enclosed and crowded places - this includes on school & public transport. • Face coverings will be reintroduced in all communal and non-class areas if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). In this instance we acknowledge that face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. These must always be cleaned properly. • School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. • Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html</p> <p>We have medical waste bins that staff can use to dispose face masks or they should be double bagged.</p>	4 X 1=4	<p>Remind staff of agreement in first staff bulletin dated 01/09.</p> <p>Check on face mask stocks.</p> <p>Remind staff of face mask wearing and disposal in first staff bulletin on 01/09/.</p>

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PPE	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ○ If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary ○ when performing aerosol generating procedures AGP’s • When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Staff are trained in correct use and disposal of PPE. • We have created PPE grab bags that are instantly available across the school. • Isolation Rooms in case of medical incident. Have PPE grab bags in place. <ol style="list-style-type: none"> a) Dragon Club Office for EYFS b) Identified first aid room in KS1/Year 3-4. c) HT office at top site. <ul style="list-style-type: none"> ▪ Isolate with compassion if symptoms are apparent. ▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 10 days. 	4 X 1=4	
[UPDATED] School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Hand hygiene -</p> <ul style="list-style-type: none"> • School will continue to ensure that staff & pupils maintain high standards of hand hygiene. Installed additional sinks and have a range of sanitising stations around building. All classes except 3E and 4E have basins. • Suitable facilities are provided for individuals to wash/sanitise their hands regularly • Pupils are supervised, where appropriate, to use hand sanitizer safely. Stating whole class cleaning twice a day. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • School emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available. Labelled bins in every classroom. <p>Cleaning</p>	3 X 1=3	<p>Site team audit every classroom and Dragon Club/Halls for:</p> <ul style="list-style-type: none"> • right bins • sanitising stations. • Spray and wipes <p>Must be in place by 06/09.</p> <p>Ask staff to revisit essential hygiene and Covid-19 safety with children on return to school.</p>

		<ul style="list-style-type: none">• School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. All classes provided with cleaning wipes/sprays.• Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment. Added midday cleaning routines on top of normal schedule.		
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<p>[UPDATED] Social distancing - failing to manage mixing and 'bubbles.'</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. However we will seek to maintain controls for safety and management of a pandemic. • Timetable will be staggered to manage safe exit and entry of classes. • Pupils are informed they no longer need to be separated into bubbles in school but will remain in their year groups as much as possible. Applying this outside and socially but maintaining bubbles for teaching purposes to minimise transmission risk in crowded, less well ventilated areas. Control measures will still be needed due to limited space. Include: <ul style="list-style-type: none"> • Each year group will have rota and play zones for play/lunchtime (see maps). Help to control space, toilet visits etc. • Water bottles can be refilled safely at outdoor water stations. • Have installed 45 outdoor sinks and extensive sanitisation to increase hygiene controls. • One-way circulation to be implemented for corridors when achievable • Site team to undertake safety check daily. In their absence AHT for unit will do this. • Communal learning areas in EYFS and Y1 will be clearly placed on rota for controlled use. • Dining hall use will be limited to maintain distancing and hygiene controls. • Shared areas can be used. However, this must be on a rota with cleaning of equipment and desks. Includes: <ul style="list-style-type: none"> ✚ ICT suite/Science Lab ✚ Forest Schools (suggested block use and clothing washed before use by another class) ✚ Outdoor classroom ✚ EYFS Creative Arts Hub ✚ Saxon round house • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. • <i>School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</i> 	<p>3 X 2=6</p>	<p>Share updated guidance with staff and include in operational safety plan.</p>

		<ul style="list-style-type: none"> • <i>Assemblies can be reintroduced again, but we are restricting this to single year groups with gap between classes.</i> • <i>Staggered starts, lunch and breaks to limit numbers do not need to take place but we are restricting movement to single year group breaks.</i> • <i>Limited numbers in dining halls for lunch. We will continue to use classrooms to provide control measures for eating.</i> • <i>Staff do not need to work with only one group/bubble, but school is looking to limit mixing and will carefully monitor staff working across classrooms. Staff in these roles are advised to wear face covering/shield and maintain social distancing when possible.</i> • <i>Staff meetings will take place remotely or when we can assure social distancing in a larger, well-ventilated space. These will be in year groups or at most 2 year groups in one space.</i> • <i>Staffroom space decluttered and streamlined to promote social distancing and good ventilation/hygiene. Staggered lunches will help with social distancing.</i> • <i>Staff can also use alternative classrooms if that helps them socially distance.</i> • <i>Meetings can take place with SLT, governors, parents and other agencies if social distancing can be secured for everybody. Meetings must be in well ventilated spaces. Encourage use of outdoor classroom space if viable. Parents update meetings will be via remote platforms. .</i> • <i>Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open.</i> <ul style="list-style-type: none"> ○ <i>Staff are wearing a face covering when coming into contact with people in enclosed and crowded spaces. Staff can choose to wear face coverings at any meeting if helps them feel comfortable.</i> • School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See RA 029B Contingency Plan v1 Aug 2021 		
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<p>Staff/Adult Distancing And Covid-19 controls</p> <p>Poor controls place staff/other adults at risk of harm</p>		<ul style="list-style-type: none"> • Staff will remain in their teams when possible. Some staff will work across classes but remain in a unit bubble. Staff working across classes for PPA etc will maintain distancing, use visors etc. • Vaccines are a key control but do not eliminate risk of illness or transmission. We will monitor staff vaccinations (voluntarily) and work with non-vaccinated staff on RA and enhanced control measures. • Staff who work across team including technicians, premises staff, SLT will be advised to maintain distancing, wear face coverings when necessary. • Colleagues from other services are essential and welcome on site but we will still apply control measures. Include wearing face coverings, limiting adults, maintaining social distancing, good ventilation, good hygiene etc. • Parental contact on site will be limited with use of face coverings, ventilation and distancing measures. • We will stagger entrance and leaving time to the school to minimise interactions and promote essential adult social distancing. Only parents of early years' and Year 1 children will enter the school grounds at allocated times for drop off and collections. • Decluttered staff rooms and provide outside social space on both sites. Staff can also eat socially with colleagues in chosen classrooms. • Facilitate PPA at home if manageable to reduce numbers in PPA areas. PPA can be undertaken on site in AHT offices, meeting rooms, glass rooms and staff rooms. Staff may have to check/book space. • Ensure that meeting space available in well ventilated areas with upper site and lower site meeting rooms. Must be booked on staff google calendars. <ul style="list-style-type: none"> ✚ Upper Site (HT Office) Meeting Room ✚ Lower Site (HT Office) Meeting Room • Staff can create personal zone in their classroom with tape markers. • Staff received training and guidance on 'safer' teaching approaches such as maintaining standing positions, no face to face contact, feedback from side on position etc. 		

		<ul style="list-style-type: none"> • Welfare facilities are regularly cleaned. • Staff will be given free lunches to limit use of high-risk area such as staff cooking in numbers for staffroom • Toilet areas regularly cleaned for staff (three times a day). • Staff will have access to PPE. Only be used with safety protocol in place for each member of staff or teams if appropriate. Fully recognise that misuse of PPE can increase (not diminish) risk. Includes use of face coverings permitted as per DfE advice (see above). • Kitchen staff will use distance at serving counter to maintain safety distance. • Office staff will have safety barrier to maintain adult social distancing and intercoms to minimise face to face communication with visitors, deliveries etc. • Clear protocols in place to ensure safe entry collection of pupils without compromising social distancing. See maps and timetable. • Risk assessments will be reviewed at planning stage with all staff and then within team meetings. • Clear 'whistle blowing' protocol introduced in relation to Covid-19 management. • Staff meetings maintained with year group or remotely. Maintain social distancing. • When possible meetings take place remotely. Includes return to work meetings etc. • No manual signing in. Use their fob. • Extensive suite of mental health and well being services available for staff (see above) 		
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<p>[UPDATED] Ventilation - failure to ensure all occupied spaces are well ventilated.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> When school is in operation, it is well ventilated with comfortable teaching environments. Areas for monitoring ventilation have been identified (school has been monitoring ventilation since February 2021). Areas for increased diligence are: <ul style="list-style-type: none"> Classes 2A, B, 1C and 1D enhance ventilation via conservatory. Cass 2D needs to maximise external ventilation Top site sports hall needs doors opening before and after lessons. AHT office in EYFs and Top Site are not suitable for meetings (poor ventilation) Mechanical ventilation in EYFS staff toilet, office meeting room at lower site and disables toilets on Y6 corridor and Y34 corridor need to be maximised. <p>Use a Co2 monitor for this. Will also consider use of Hepa UVc filters for any areas if needed.</p> <p><i>Local air cleaning and filtration units can reduce airborne transmission of aerosols where it is not possible to maintain adequate ventilation. These units are not a substitute for ventilation.</i></p> <p><i>If you decide to use an air cleaning unit, the most suitable types to use are:</i></p> <ul style="list-style-type: none"> high-efficiency filters ultraviolet-based devices Any unit should be appropriate for the size of the area it's used in to ensure it works in the way it's intended to. <p><i>See The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak & CIBSE COVID advice provides more information.</i></p> <ul style="list-style-type: none"> School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly. Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 	<p>3 X 2=6</p>	<p>Introduced 10 day monitoring of all spaces. Written and recorded. Start on w/b 06th September 2021.</p> <p>Share goggle calendar timetables for HT office at top site and lower site.</p> <ul style="list-style-type: none"> Upper Site (HT Office) Meeting Room Lower Site (HT Office) Meeting Room <p>Have a ventilation planning meeting on 06/09 with premises team to review arrangements for Autumn/Winter and may further steps that we can take.</p>

- Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.
- All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.
- Refurbished meeting rooms top site and lower site with hot seating by HT so multi-agency and staff team meetings can take place in well ventilated spaces.
- Full risk assessments will be conducted for events where visitors are on site in the future for school plays, concerts etc to ensure numbers and ventilation minimises risk.
- School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation.
- During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. Installed additional heaters to help in:
 - ✚ Nursery conservatory
 - ✚ EYFS Conservatory
 - ✚ KS1 Conservatory
- In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform if required.
- Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. Recommending to staff that they increase ventilation in short bursts at
 - ✚ Start of Day
 - ✚ Brea Time
 - ✚ Lunchtime
 - ✚ After school
- Outside space will be used, where practical.

Insert details if school is using CO2 monitors, Hepa UVc filters etc

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<p>[UPDATED] NHS Test & Trace - School failing to manage tracing close contacts</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • School makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service • NHS Test and Trace will work with the positive case and/or parent to identify close contacts. • Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. • School may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases). • School will continue to work with the local director of Public Health & local HP Teams in Wirral in the case of a local outbreak and if the area becomes an Enhanced Support Area. • Anyone in school who displays symptoms is encouraged to get a PCR test. We hope these will be maintained for school staff. • Staff, pupils and parents are made aware that they are not required to self-isolate if they 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: <ul style="list-style-type: none"> ✚ they are fully vaccinated ✚ they are below the age of 18 years and 6 months ✚ they have taken part in or are currently part of an approved COVID-19 vaccine trial ✚ they are not able to get vaccinated for medical reasons ✚ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. • Instead, they 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. School will encourage all individuals to take a PCR test if advised to do so. <p>Whilst awaiting the result of a PCR test Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, continue to attend school as normal.</p>	<p>3 X 2=6</p> <p>This will have to be reviewed for efficacy and also local/national transmission rates.</p>	<p>Staff already informed of this. Will remind everybody in first staff bulletin an update operational safety guide for staff.</p>

		<ul style="list-style-type: none"> • They do not need legally need to wear a face covering but we will heavily recommend: <ul style="list-style-type: none"> ✚ No car sharing ✚ Wearing mask/face covering in school ✚ Enhanced social distancing ✚ Enhanced hygiene measures • It is recommended that staff waiting results of a PCR test wear face coverings when travelling on public or dedicated transport 		
[UPDATED] NHS Test & Trace app	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Staff are encouraged to download the NHS Test and Trace app (<i>rules on mobile phones in school are relaxed to accommodate this.</i>) • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • School has arrangements in place to begin remote learning if a pupil receives notification to self-isolate. 	3 x 1 = 3	
[UPDATED] Asymptomatic testing NB. Testing guidance is under review.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School makes clear that testing a critical control ,measure (even though it is voluntary). • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • Testing kits are stored securely in school at the correct temperature. • A test kit log is in use and data held is stored in line with the school's Data Protection Policy. <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • They will also need to get a free PCR test to check if they have COVID-19 & self-isolate until they get the result. • 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 individual can return to school if they do not have COVID-19 symptoms. 	3 X 1 = 3	

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
[UPDATED] Asymptomatic testing [UPDATED]	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.	<ul style="list-style-type: none"> Primary age pupils (Y 6 and below) will not be expected to test over the summer period. Primary age pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school in Y7. School may choose, however, to start testing Y 6 pupils earlier, including in summer schools, depending on local HP Team advice. 	3 X 2=6	
[UPDATED] School fails to follow public health advice on managing confirmed cases of COVID-19.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Parents are informed via website and newsletter regarding how the school responds to confirmed cases of coronavirus School follows local public health advice and the head teacher contacts the DFE Helpline/local HP Team advice line in Wirral in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if required). 	3 X 2=6	Send out updated newsletter and ensure details on website by 10/09.
[UPDATED] Contact with potential or confirmed coronavirus cases in school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> ✚ sent home to isolate for 10 days (includes the day symptoms started) pending PCR result test. ✚ advised to follow the guidance for households with possible or confirmed coronavirus infection. ✚ advised to arrange a PCR test as soon as possible. If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. Isolation Rooms in case of medical incident. Have PPE grab bags in place. <ul style="list-style-type: none"> ✚ Sensory room for EYFS ✚ SEND room KS1/Year 3-4. ✚ HT office at top site. Isolate with compassion if symptoms are apparent. Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 10 days. Appropriate PPE will used if close contact is necessary. 	3X2=6	

		<ul style="list-style-type: none"> • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly after they have left. We have a fogging machine for whole school cleaning. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. • Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. • School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community. 		
[UPDATED] Pregnant staff if inadequate measures in place	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • Pregnant staff are encouraged to get vaccinated if possible. 	3 X 2=6	Update RA 026 for expectant members of staff.
[UPDATED] CEV staff if inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged 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. • CEV currently encouraged & supported to attend work if they cannot work from home. • An individual risk assessment is in place for all CEV staff. • Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. 	3 X 2=6	Meet with all staff CEV by 17/09 to update RA.

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
[UPDATED] CEV pupil's if school has inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All CEV pupils and students attend unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. Pupils and students who live with someone who is CEV continue to attend school as normal. School liaises with the parents of CEV pupils, if identified, an individual risk assessment is completed. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. 	3 X 2=6	Liaise with SENDCO by 08/09 if there is a requirement for any CEV RA for pupils (not aware of any on 20/08).
[UPDATED] LA supported Transport We currently have no children using LA transport but this can change quickly.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School will speak to the local authority to find out if they will be making any changes to the measures in place for the autumn term & to request a copy of their updated risk assessment. Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. Pupils who require care and interventions that require the use of PPE before COVID-19, will continue as usual. Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. School liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Face coverings are recommended and expected to be worn in enclosed and crowded places - this includes public and dedicated school transport. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is maximised by opening windows and ceiling vents. 	3 X 2=6	Write RA if any child is placed on transport support.
[UPDATED] Minibus Transport	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Mini bus is available for use. Recommend that driver wears a face mask. Ventilation is maximised on journey. Fresh air through ventilation is maximised by opening windows and ceiling vents Only transport children from within a year group. 	3 X 2=6	Discuss protocols with SLT and premises team. Ask SBM to write a monitoring log.

		<ul style="list-style-type: none"> • Pupils are advised to clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is carried out regularly. 		
[UPDATED] Educational visits	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-19 secure measures in place at the destination. • A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures. <ul style="list-style-type: none"> ✚ School will ensure it is prepared to carry out domestic day trips and residential trips. ✚ School can resume international trips from the start of the Autumn term 2021. Not using this option in 2021-22 • Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> ✚ It is for the purpose of childcare. ✚ Early years settings (all below) <ul style="list-style-type: none"> ▪ The EYFS staff: child ratios are maintained. ▪ A risk assessment is conducted in advance. ▪ Good hygiene is maintained throughout. ▪ Thorough handwashing happens before and after the trip. ▪ The trip is carried out in line with relevant local or national coronavirus guidance. ▪ Appropriate insurance arrangements are in place. ▪ The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. ▪ The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> ▪ Staff are to remain with the pupils in the group. ▪ Pupils and staff should wash hands thoroughly on arrival and before leaving. 	3X2=6	Discuss protocols with SLT and premises team. Ask SBM to share risk/benefit template.

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<p>[UPDATED] Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • School works to provide all before and after-school educational activities and wraparound childcare for all pupils. Dragon Club has been briefed on new arrangements: <ul style="list-style-type: none"> ✚ EYFS and Y1 in EYFS Hall ✚ Y2-Y4 in Lower Site Main Hall ✚ Y5-6 in Top Site Hall • Out-of-school settings and wraparound childcare providers can offer provision to all children. We will do this as long as staffing and space permits. • Out-of-school settings and wraparound childcare and other organised activities for children may take place in groups of any number. • Out-of-school settings and wraparound provisions are run in line with the current government guidance & system of controls. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • We do not sublet premises. • Aiming to have sports clubs/extra curricular clubs and tuition starting restarting. We will: <ul style="list-style-type: none"> ✚ Ensure these are in dedicated year groups. ✚ Use a dedicated space. ✚ Apply all controls (hygiene, ventilation etc). 	<p>3 X 2=6</p>	
<p>[UPDATED] Curriculum - Music, drama, science & DT, and sporting activities</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><i>Some activities 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. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>Music</p> <ul style="list-style-type: none"> • School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • School has completed RA 023 Music in schools COVID 19 and ensures the relevant protective measures are in place. <p>Dance & Drama</p>	<p>3 X 2=6</p>	<p>Update RA 023 for September 2021 and share with relevant staff.</p>

		<p>✚ Take place as planned unless excessive voice use is required for performances etc. If this is the case, we will write a RA.</p> <p>Sprts</p> <ul style="list-style-type: none"> • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission through changing by allowing children to wear P.E kits. • External facilities are used in line with government guidance, including travel to and from those facilities. • School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p> <ul style="list-style-type: none"> • Follows latest guidance from CLEAPSS in addition to system of controls in school. GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version) <p>DT</p> <ul style="list-style-type: none"> • Follows latest guidance from CLEAPSS in addition to system of controls in school. GL344 Guidance on practical work during the COVID-19 pandemic - D&T 		
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1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
[UPDATED] Protective measures in early years settings	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Additional measures for early years settings only</p> <ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Children are supervised when washing their hands or using hand sanitiser. Disposable tissues are available and 'catch it, bin it, kill it' is encouraged through signage and prompting. Enhanced cleaning schedule is in place to include food preparation areas, dining areas and table coverings. Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant. Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See RA 053 <p>Sand & messy play</p> <ul style="list-style-type: none"> Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group. All items that are laundered are washed in line with government guidance and are not shared by pupils between washes. Supervised toothbrushing programmes are re-established using the dry brushing method following PHE advice. If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. 	3 X 2=6	
First Aid Controls, Managing medication or intimate and Covid -19	Staff manage close contact safely.	<p>First Aid:</p> <ul style="list-style-type: none"> PPE should be worn (gloves and masks) when dealing with a first aid incident. Created 50 grab and go PPE bags have extensive stocks in reserve. Establish first aid safety packs, guidance and appropriate training for nominated staff. First Aid protocol issues (see operational guidance) Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance. Serious injuries should be seen by a fully trained first aider Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). CR to update first aid list in light of recent paediatric training. 	3 x 2 = 6	

		<ul style="list-style-type: none"> • Middays to radio into the office for a first aider to attend an outside incident after moving child to a designated space on the field, not send the child in. • Ensuring continued remote training for first aid, asthma, anaphylaxis, defibrillator etc. <p>Medication/Intimate Care:</p> <ul style="list-style-type: none"> • Children with Health care Plans will have allocated staff in place to administer this. Will be risk assessed. PPE provided if needed. • Other children will have support staff allocated to their class. • That member of support staff will administer in line with school policies. 		
<p>Managing remote learning and needs of families if bubbles are isolated.</p>	<p>Childrens welfare and education development at risk.</p> <p>Need to ensure safe contact with families self isolating.</p>	<ul style="list-style-type: none"> • Established a home learning team. Can be re-introduced if needed for local circumstances. • AHTs will manage contact and support for children have to isolate because of Covid-19 (may delegate to designated staff). • Well resourced and followed 80% -20% evidenced model for remote learning. No expectation for live lessons just that learning is managed and children encourages, facilitated and receive feedback. • Invested heavily in appropriate software. • Have 120 laptops for distribution and 60 wireless devices/4G cards. • Ensured online learning systems in place with staff training for all year groups. • These will be used in school, so children are familiar. We will use ILD, See-Saw and Google Classroom. Link to Oak Academy resources, BBC Online resources etc. • Provide printed resources if needed for pupils. • Have SEND specific resources. SENDCO to lead on contact and support for families. • Ensure PPE and social distancing if involved in delivering to families. 		

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Road Safety Covid-19 measures.	Staff, parents and children need to be aware of well applied new road safety measures due to Covid-19.	<ul style="list-style-type: none"> • Lower site road is closed for 150m. • Staff must park in RAFA Car Park or 150m away from school. • Worked with Wirral Council road safety team on barriers, marshalls etc. • At upper site we have worked with children and staff on safe crossing points (never a crossing patrol officer there). Exit times are staggered to reduce numbers. 	4 x 1 = 4	
Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push-pads	Staff, children and visitors due to fire risk.	<ul style="list-style-type: none"> • Review school fire risk assessment to reflect any changes that have been made. We have added appendices for new evacuation points. All classes have updated fire risk routes. • Ensured fire drill in transition days to practise new routines and ensure that they work. • Make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist. • Installing easy release props including magnetic holders. • Remind all staff of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day. 	4 x 1 = 4	
Premises Checks Maintained for Essential Safety (outside Covid-19)	Staff, children and visitors due to poor building controls	<p>Emergency Plan</p> <ul style="list-style-type: none"> • School Emergency Plan will be applied throughout Covid-19. Will ensure that this is applicable in the event of a Covid-19 outbreak. <p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers’ criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. 		

		<ul style="list-style-type: none"> ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation ▪ Continue gas safety checks including gas detection/interlocking Fire safety ▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. ▪ Carry out weekly checks of alarms systems, call points, and emergency lighting. ▪ Carry out regular hazard spotting to identify escape route obstructions. ▪ Check that all fire doors are operational. Fire drills should continue to be held as normal. <p>Kitchen equipment that holds water, for example dishwashers and combination ovens</p> <ul style="list-style-type: none"> ▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. <p>Security</p> <ul style="list-style-type: none"> ▪ All areas of the school should be kept secure. ▪ Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms. ▪ Check that access control and lockdown systems are operational. <p>Other points to consider</p> <ul style="list-style-type: none"> ▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. ▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, ▪ Update your keyholder information. ▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. ▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment-coronavirus.htm 		
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Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

- Likelihood:**
 5 – Very likely
 4 – Likely
 3 – Fairly likely
 2 – Unlikely
 1 – Very unlikely
- Consequence:**
 5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

(1) List hazards **something with the potential to cause harm** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

(3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf.

(5) ACTION PLAN

5. Action plan		Responsible	Completed
1	Ensure the new RA is circulated to staff, trade associations, LA and governors by 25/08.	BC	
2	Share updated Contingency Plan RA with staff, trade associations, LA and governors. Staff briefing on 01 st September and in bulletin. Key messages: <ul style="list-style-type: none"> • Test and Trace Protocols • Symptomatic Management • Face coverings • Raising concerns • RA as working document 	BC	
3	Share updated operational safety plan with staff, trade associations, LA and governors.	BC	
4	Update families through correspondence and website on new safety plan by 06/09.	BC/GN/SW	

5	Add reminder on SAS services and MHWB to the staff bulletin.	BC/SW	
6	Site team audit every classroom and Dragon Club/Halls for: <ul style="list-style-type: none"> • right bins • sanitising stations. • Spray and wipes Must be in place by 06/09.	CR/MK/TH	
7	Send out family survey on 18/09.	BC/SW	
8	Send out staff survey on 20/09.	BC/MB	
9	Ensure updated PPE stocks	CR/JE	
10	Agree Aut/Winter ventilation Plan. Initial meeting on 06/09	BC/CR and TH	
11	Share goggle calendar timetables for HT office at top site and lower site. <ul style="list-style-type: none"> ✚ Upper Site (HT Office) Meeting Room ✚ Lower Site (HT Office) Meeting Room 	BC/SW/AHTs	
12	Reassert school's systems and controls to families. Send out updated newsletter and ensure details on website by 10/09.	BC/SW	
13	Update RA 026 for expectant members of staff.	BC/CR	
14	Meet with all staff CEV by 17/09 to update RA.	BC	
15	Liaise with SENDCO by 08/09 if there is a requirement for any CEV RA for pupils (not aware of any on 20/08).	BC/TSJ/SH	
16	Update Minibus RA. Discuss protocols with SLT and premises team. Ask SBM to write a monitoring log.	CR	
17	Trip processes updated. Discuss protocols with SLT and premises team. Ask SBM to share risk/benefit template.	BC/CR	
18	Update Music RA. Update RA 023 for September 2021 and share with relevant staff	BC	
	Action plan agreed by Bernard Cassidy. Sent to GB/SLT for approval on 23/08.		