

COVID-19 risk assessment			
Site / school name:	Chaigeley Educational Foundation		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ All staff ▪ Visitors ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of school from September 2020 ▪ Full face to face support for all pupils including Outreach ▪ Remote provision / online delivery ▪ Curriculum delivery ▪ Timetabling of activities / lessons ▪ Communication / Meetings ▪ Use of classrooms and communal areas ▪ Classroom layout / allocation ▪ Movement Around Site ▪ Behavioural Management ▪ Pick up and drop off from school / Travel ▪ Pastoral and wellbeing provisions ▪ Cleaning and sanitisation ▪ Lunchtime provision ▪ Contractors / Visitors ▪ Isolation / partial lockdown ▪ Outside spaces 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment ▪ Canteen / kitchen materials ▪ ICT / computing equipment ▪ Transport 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Patrick Boyle	Date of completion:	3.5.22
Risk assessment approved by:	Paul Lambert	Date of approval:	3.5.22

Date risk assessment to be reviewed by:		Within one month of completion		Risk assessment no:	Version 5.0 – 6/1/2022
Record of risk assessment reviews					
Date of review:	30/7/2020	Reviewed by:	P Boyle / J Barlow	Comments / date of next review:	<ul style="list-style-type: none"> Amendments made in line with Warrington Borough Council guidance – Review date 13/8/20
Date of review:	23/8/2020	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Updated with revised guidance from Dfe
Date of review:	29/08/20	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Updated with revised DfE guidance to schools on face coverings
Date of review:	9/9/20	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Latest Dfe Guidance. Transport, trips, items, face coverings, tiered response levels, remote continuity plan
Date of review:	23/09/20	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Additional controls after review following positive revised guidance and advise from public health
Date of review	18/10/20	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Reviewed in response to Government Tier status change
Date of review:	6/11/20	Reviewed by:	P Boyle / J Barlow	Comments / date of next review:	<ul style="list-style-type: none"> Reviewed in response to guidance from 2nd national lockdown
Date of review:	27/11/20	Reviewed by:	P Boyle / J Barlow	Comments / date of next review:	<ul style="list-style-type: none"> Added details around staff pay policy
Date of review:	2/1/21	Reviewed by:	P Boyle / J Barlow	Comments / date of next review:	<ul style="list-style-type: none"> Updated with details of lateral flow testing
Date of review:	5/1/21	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Updated with details of Outreach, visitors, meetings/CPD, individual RA's, Outdoor Education

Date of review:	25/2/21	Reviewed by:	P Boyle	Comments / date of next review:	<ul style="list-style-type: none"> Updated after newly released DfE guidance 22/2/21
Date of review:	16/04/21	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Updated after reduction in lockdown restrictions form 12/4/21
Date of review:	19/05/21	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Updated after reduction in lockdown restrictions form 17/5/21
Date of review:	19/05/21	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Risk assess summer activities and visitors on site
Date of review:	19/05/21	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Review of whole school arrangements following Aug 17th Publication
Date of review:	03/10/21	Reviewed by:	P Boyle / P Lambert	Comments / date of next review	<ul style="list-style-type: none"> Review after 27th Sept Operational guidelines
Date of review:	18/10/21	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Guidance WBC from following increase in local cases
Date of review:	1/12/21	Reviewed by:	P Boyle / P Lambert	Comments / date of next review	<ul style="list-style-type: none"> Revised Operational guidelines to schools – Omnicron variant
Date of review:	10/12/21	Reviewed by:	P Boyle / P Lambert	Comments / date of next review	<ul style="list-style-type: none"> Revised Operational guidance to Special Schools 10.12.21
Date of review:	6/1/22	Reviewed by:	P Boyle / P Lambert	Comments / date of next review	<ul style="list-style-type: none"> Revised Operational guidance to Special Schools 6.1.22
Date of review:	1/3/22	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Revised Operational guidance to Special Schools 22.2.22
Date of review:	19/4/22	Reviewed by:	P Boyle	Comments / date of next review	<ul style="list-style-type: none"> Withdrawal of Operational Guidance documents and change to national guidance Apr 1 2022

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school. ▪ Pupils being unable to access education ▪ Mental health and well being support or aspects of EHCP. ▪ Pupils being unable to access full curriculum 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. ▪ Students / Staff spreading or contracting COVID 19 ▪ Contractors spreading or contracting COVID 19 ▪ Visitors to school spreading or contracting COVID 19 ▪ Students suffering gaps in learning or quality of learning due to unavailability of people, premises resources ▪ Harm to pupils physical and 	<p>Organise class groups / school day</p> <ul style="list-style-type: none"> ▪ Provide distinct class bases ▪ Timetabling to consider cleansing of areas ▪ Provide quiet areas for pupils who experience COVID anxiety ▪ Remote learning capability ▪ Class groups of a maximum of 7 pupils 	4	2	8	<ul style="list-style-type: none"> ▪ Timetable and room allocation. Students in small a groups as possible ▪ Notices to be placed around all areas advising of class rules and to minimize contact and for regular cleaning ▪ Complete / update individual risk ▪ Review of remote learning offering 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT / Site Manager</p>	<p>Sep 21</p> <p>Sep 21</p> <p>Sep 21</p> <p>Sep 21</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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	mental well being or anxiety due to Covid experience/changes in environment and procedures/processes								
		Organise classrooms and other learning spaces <ul style="list-style-type: none"> ▪ All spaces should be well ventilated using windows etc where possible. ▪ Provide notices around classrooms to remind of need to distance ▪ Cleaning of classroom spaces <ul style="list-style-type: none"> ▪ Pupils allocated own resources. ▪ Cleaning stations available in all classrooms. Regular opportunities for children / staff to wash hands ▪ Step up procedures in place for local outbreaks 	4	3	12	<ul style="list-style-type: none"> ▪ timetabling to allow time to clean shared resource areas within class area 	SLT	Sep 6th	Yes
		Review curriculum provision <ul style="list-style-type: none"> ▪ Review inclusion of 'social stories' ▪ Prioritising of gaps in essentials in KS2 (phonics, maths, writing) 	2	3	6	<ul style="list-style-type: none"> ▪ Assess pupils on return to school for key gaps in learning for intervention plans ▪ Implement interventions where required for 	SLT/Teachers/SENCO	Sept 21 Sept 21	

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		<ul style="list-style-type: none"> ▪ Manage key gaps in learning caused by lockdown ▪ Remote education integration into planning. ▪ Remote contingencies in place including remote delivery area ▪ Manage a full range of subject inclusion over the year (English, maths, sciences, humanities, arts, PE, RE, PHSE, sport). Rota of groups in school is not an option. ▪ Support activities for Y11 catch-up. ▪ Introduction of Target tracker to help with gap identification. ▪ Current school trip assessments require additional covid-19 section that must be completed before trips approved. ▪ City in the community contracted to enrich curriculum and use large or outdoor spaces. ▪ Outreach provision additional deployment to aid remote learning / pupils who need visits to ease back into 				<ul style="list-style-type: none"> ▪ individual pupils ▪ Offer after school / lunchtime catch-up sessions to Y11 pupils. ▪ Review outside school learning offerings ▪ Update Google classroom / classes/ school website with resources to re-enforce learning / address gaps ▪ Review potential spend of curriculum catch-up premium and draft expenditure report ▪ Access funding and resources available from the NTP (National Tutoring Programme) for SEND pupils ▪ Update 10/12/21 - Arrange training for in house tutors to deliver tutoring programme 	<p>hers/SE NCO</p> <p>SLT</p> <p>SLT/Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>SLT</p> <p>SLT</p> <p>MH</p>	<p>Ongoing</p> <p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p> <p>Oct 21</p> <p>Jan 21</p>	

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		schools to be reviewed.							
		<p>Remote Learning Provision</p> <ul style="list-style-type: none"> ▪ Remote learning platform established ▪ IT facilities and location for delivery identified ▪ Content is available online and to facilitate a fuller offering ▪ Hardware offerings to students ▪ Ability to launch platform at short notice ▪ Remote learning integration into regular timetable ▪ Ability to assess and communicate remotely ▪ Availability of hard copy packs where pupils have no access or prefer paper based learning. ▪ Remote learning continuity plan in place in line with Schools Coronavirus Operational Guidelines ▪ Remote timetable can be implemented within 24 hrs ▪ Additional remote device procured via government scheme to be used as required. ▪ School to make daily contact 	2	3	6	<ul style="list-style-type: none"> • Update 6/1/22 – Pupils who are self- isolating due to positive case need to be contacted to see if they are well enough to complete schoolwork which must be provided if they are. 	SLT / Teachers SLT	Jan 22	

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		with those pupils/parents who are not engaging at all with any remote activity to offer help.							
		<p>Outreach provision</p> <ul style="list-style-type: none"> ▪ Outreach risk assessment reviewed ▪ Look at scope of outreach work ▪ Provide broad curriculum to Outreach pupils ▪ Outreach utilising remote platforms ▪ Outreach to attend sessions subject to risk assessment ▪ Designated Outreach vehicle ▪ COVID travel risk reduction measures in place 	2	3	6	<ul style="list-style-type: none"> ▪ Ensure any domestic trips have adequate financial planning in place due to potential gap in Covid-19 cancellation insurance 	Business Manager	Ongoing	
		<p>Pastoral, therapeutic and welfare support for staff and pupils</p> <ul style="list-style-type: none"> ▪ Provide increased time for safeguarding staff upon initial weeks of return per government guidance to work with pupils. ▪ Form teams work on anxieties with students and 'social stories' built into learning. 	3	3	9	<ul style="list-style-type: none"> ▪ Therapy TT to be reviewed to offer more sessions as risk decreased and in line with guidance from 1st Apr 	SLT/P&W Manager SLT	Ongoing	

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		<ul style="list-style-type: none"> ▪ Pastoral and welfare manager to contact or visit absent students with anxieties over return. Supported by outreach team. ▪ Continued information and support available through school website. ▪ Communication of clear and consistent expectations around school attendance to families (and any other professionals who work with the family) 							
		<p>Behavioural Management</p> <ul style="list-style-type: none"> ▪ Adaptation of policies ▪ Review of risk assessments ▪ Review of class groupings ▪ Team Teach guidance. ▪ Enhanced pupil support and pastoral presence in school to assist with behavioural issues. ▪ Class groupings to be reviewed to reduce peer conflict and physical intervention 	2	3	6				

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		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ Use the timetable to and selection of classrooms to reduce movement around the school ▪ Teachers move rather than pupils wherever possible ensuring that contact between different groups is minimised. ▪ Staggered break and lunch times. ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. ▪ Cleaning stations around school ▪ Increase in communication via phone/email 	3	3	6	<ul style="list-style-type: none"> ▪ All staff and pupils who have consent to undertake 2 x LRC tests until end of September ▪ Update 1/12/21 – Re-introduction of masks in communal areas compulsory unless exempt ▪ CO2 monitors to be placed in all classrooms ▪ 1/3/22 – Masks no longer required in any area 	SLT	Sept 21	Ongoing
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Adequate cleaning will need to take place between groups using the shared 	3	3	9	<ul style="list-style-type: none"> ▪ Update 1/12 – Re-introduction of masks in communal areas compulsory unless exempt ▪ Assembly will be in the gym with all seating 2m 	SLT	November 30 th 21	Ongoing

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		<p>spaces.</p> <ul style="list-style-type: none"> Gym will only be open at designated times Cleaning and hygiene stations in all shared areas. Revision and or extension of cleaner's core hours to allow for shared facilities to be cleaned throughout the day. Additional multi-fucntion printers purchased to prevent overcrowding Doors and windows open to aid ventilation CO2 Monitors in classrooms 				<p>apart and external doors open for ventilation and all staff wearing masks</p> <ul style="list-style-type: none"> 6/1/22 – Temporary suspension of whole school assemblies 1.3.22 – Whole school assemblies resumed. 	SLT	March 22	Ongoing
		<p>Outside spaces</p> <ul style="list-style-type: none"> Used for exercise and breaks where possible Outdoor education can limit transmission and allow easier distancing between children and staff Encourage outdoor activities within extensive school ground. 	3	3	9				
		<p>Shared resources</p> <ul style="list-style-type: none"> Limit what shared resources are taken home. Enhanced cleaning timetable. 	3	3	9	<ul style="list-style-type: none"> Staff will be provided with individual headsets for delivery of remote learning or use laptops in remote suite 			

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		<ul style="list-style-type: none"> ▪ Clean where possible after each use where shared resources are used by different groups. ▪ Staff will be provided with individual headsets for delivery of remote learning or use laptops in remote suite ▪ 							
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. ▪ Students / spreading contracting COVID 19 ▪ Contractors spreading contracting COVID 19 	<p>Communications and meetings</p> <ul style="list-style-type: none"> ▪ Remote / video meetings ▪ Delivering key updates in smaller groups if practicable. ▪ Increased cleaning in communal areas ▪ Morning briefings limited to form staff. ▪ Hand sanitiser to be used at entrances and exits to rooms 				<ul style="list-style-type: none"> • Update 1/12/21 – Gym will be used for all larger meetings / training. Masks to be worn. Staff to seat at least 2m apart • Update 10/12/21 – CPD and larger staff meetings to be conducted remotely • Non-essential visitors will conduct meetings remotely • Essential on-site visitors will require proof of LFT before arrival • Assembly will be in the gym with all seating 2m apart and external doors open for ventilation and all staff wearing masks • 6/1/22 – Temporary suspension of whole 			

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						<p>school assemblies</p> <ul style="list-style-type: none"> 9/3/22 - All face to face meetings re-convened where most suitable method 			
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. Students / spreading contracting COVID 19 Contractors spreading contracting COVID 19 	<p>Transport - Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> Highlight government advice on safe travel to parents and carers. Where school transport is provided ensure the transport provider is aware of any timetable changes and are adhering to government guidelines. Additional cleaning of school vehicles Transport risk reduction measures document in line Sufficient staff at each arrival and departure location for each group of pupils and support pupils with anxiety. 	3	3	9	<p>1/3/22 – Restrictions on school vehicles removed, safe practices still in place if required</p>	SLT	1/3/22	Ongoing

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<ul style="list-style-type: none"> Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. Students / spreading contracting COVID 19 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where needed paediatric first aid cover. All first aid equipment will always be accessible and available in numerous locations. Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult especially if a safe distance cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 	3	3	9	<p>Update 19/4/22 - A small test centre will remain open on site due to additional needs of pupils. All parents/carers to be contacted so we have permission to test pupils twice weekly after holiday period</p> <p>Update 10/12/21 – Review location of test centre – Move into Harris House building – COMPLETE</p> <p>1/3/22 – Test centre will remain operational. Twice weekly testing still encouraged due to SEND provision</p>	<p>SLT/Adm in</p> <p>PBO</p>	<p>December 21</p> <p>January 21</p>	Yes

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		<ul style="list-style-type: none"> ▪ All incidents must be recorded as per the school's normal arrangements. ▪ An isolation room has been setup in the event of a suspected case of Covid-19 ▪ PPE availability for selected staff groups ▪ First aider to be on rota on site at all times ▪ In the event a pupil can't be transported home by transport in a suspected case, a staff vehicle (mini-bus) will be utilised. All on board will wear masks 							
<ul style="list-style-type: none"> ▪ Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. ▪ Students / spreading contracting COVID 19 ▪ Contractors spreading 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> ▪ Information on measures in place will be provided at reception and key entry points. ▪ All staff will be briefed as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. 	3	3	9	<p>Update 1/12/21 – Re-affirmed need for ventilation where safe to do so and CO2 monitors placed in classes.</p>			

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	contracting COVID 19	<ul style="list-style-type: none"> ▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. ▪ Ensure that bins are emptied throughout the day. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ Cleaning stations distributed in all earning and shared areas and key pints in the school ▪ Leaflet informing staff of new guidance ,hand washing and binning advice to be given to every staff member. ▪ Notices to be placed around the site to remind all of the need to regularly wash hands ▪ Hours of all cleaning staff extended 							
<ul style="list-style-type: none"> ▪ Contamination of food products and packaging from supply chain or from food preparation 	<ul style="list-style-type: none"> ▪ Staff and occupants infected by consumption of contaminated food packaging 	<p>Catering provision</p> <ul style="list-style-type: none"> ▪ Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government 	2	3	6				

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on site.	<ul style="list-style-type: none"> Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<ul style="list-style-type: none"> Individual kitchen areas for breakfast and break time snacks to be stocked in each classroom Ensure that catering providers are aware of any changes to lunch times and operating practices we have made. Only staff with hygiene certificate will be allowed in kitchen area. Check food hygiene certificates of any food preparation contractors providing food. 							
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	<p>Emergencies</p> <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. Other emergency procedures e.g. lockdown should be reviewed as required. 	3	3	9	<ul style="list-style-type: none"> Mark out specific meeting areas for class groups at the fire meeting place in the event of a fire. 	SLT		In progress

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<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. Safety check of all areas of new building works that have taken place over summer 	2	3	6	<ul style="list-style-type: none"> Site manager to undertake safety check of all new areas that have been constructed/opened over the summer break. Complete safety check of all new building works that have been completed over summer 	Site Manager	2 nd Sept	Yes

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<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they can be sent home and advised to follow government guidance Staff to follow government guidelines regarding self-isolation if they show any symptoms of COVID-19 If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. PPE should be worn by staff caring for the child / staff while they await collection. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they 	3	3	9	<ul style="list-style-type: none"> Update 1/12/21 – OMNICRON variant – Anyone who has been in contact will be advised by the NHS and will have to isolate for 10 days and take a PCR test Update 1/12/21 – Logs are being placed in each area to record who has been in contact with people in those areas in the event of an outbreak in the event of an exceptional case where we are asked by NHS to assist in tracing Update 10/12/21 – Vulnerable pupils self-isolating due to positive case – Social worker must be notified, agree best form of support and monitor their access to remote education Current requirements allow completion of self isolation period on day 7 if you have had a negative LFT on day 6 and day 7 and don't have a high temperature 	SLT	Ongoing	

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		<p>develop symptoms themselves (and in which case, a test is available) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <p>Twice weekly lateral flow testing at home for staff and students until end of September (to be reviewed) – To be continued on strongly encouraged but voluntary basis</p> <p>Additional Advice to Staff WBC – communicated 14.10.21</p> <p>If anybody in your household tests positive for COVID, please ensure that:</p> <ul style="list-style-type: none"> Everybody else in the household takes a PCR test as soon as possible Everybody else in the 				<ul style="list-style-type: none"> 1/3/22 School has right to veto entrance to pupils who are positive or still exhibiting symptoms 19/4/22 – Pupils who test positive should remain at home for at least 3 days and only return when well enough to attend 			

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		household takes a 'symptom free' lateral flow (LFD) test daily, until the 10 day isolation period for the positive case has expired. If any of the daily tests are positive, the individual should self-isolate and book a PCR test.							
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 3 days ▪ An isolation area has been setup where pupils should be sent whilst they await transport ▪ There is guidance available for special schools, specialist colleges, local authorities and any other settings managing children and young people with education, health, and care plans, including those with complex needs. This covers 	4	3	12	<ul style="list-style-type: none"> • Addition to Covid guidelines – If parent insists on a symptomatic pupil attending school, school can take decision to refuse entry to protect others • Update 1/12/21– OMNICRON variant– Anyone who has been in contact will be advised by the NHS and will have to isolate for 10 days and take a PCR test • Update 10/12/21 – For extremely clinically vulnerable pupils (currently there are none) local prevention measures in their areas 	SLT	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
		<p>recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.</p> <ul style="list-style-type: none"> ▪ Staff to follow government guidelines regarding self-isolation if they show any symptoms of COVID-19 ▪ Over 95% staff double jabbed through school partnership ▪ Staff that haven't been 'double jabbed' will be required to isolate for 7 days if a close contact ▪ School keeps a log of staff contacts and movement 				<p>may be taken in accordance with continuity plans</p> <ul style="list-style-type: none"> • 1/3/22 – Staff who can work from home and have someone at home who is positive should be encouraged to work from home • Staff should remain at home for first 5 days if testing positive • Children should remain at home for first 3 days if testing positive. 			
<ul style="list-style-type: none"> ▪ Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> ▪ Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. ▪ There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> ▪ All staff will be expected to return to the normal place of work <i>If staff are working from home:</i> ▪ All staff working remotely to undertake DSE assessment and home working checklist. ▪ All staff provided guidance on setting up a safe and suitable work area 	1	3	3	<ul style="list-style-type: none"> ▪ Update 10/12/21 – Staff who can work from home will work from home ▪ Update 6/1/22 – Extremely clinically vulnerable staff will have an individual risk assessment. Those in higher risk groups will be encouraged to do so too ▪ 1/3/22 – Staff who can work from home and have someone at home who is 	PBO/NC PBO/NC	Jan 22 Mar 22	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
	<ul style="list-style-type: none"> Risk of mental wellbeing issues due to lack of regular contact 	<ul style="list-style-type: none"> E-learning courses can be carried out to supplement guidance as required. In the event of staff working remotely ensure regular communication ICT facilitated for home working 				<p>positive should be encouraged to work from home</p>			
<ul style="list-style-type: none"> Staff who are not physically or mentally ready to carry out duties 	<ul style="list-style-type: none"> Risk to staff health or to those with family members in vulnerable groups to provide alternate duties where school requirements permit 	<ul style="list-style-type: none"> <i>All staff will be expected to return to the normal place of work – this includes those of the critically vulnerable list</i> Individually Risk assess vulnerable groups / clinically vulnerable staff for suitability for work Counselling available to mentally affected staff under duty of care Occupational health or other support offered where it is appropriate for staff members needing extra support. 	3	3	9	<ul style="list-style-type: none"> 			
<ul style="list-style-type: none"> Sufficient numbers of staff unavailable Possibility of legal culpability 	<ul style="list-style-type: none"> Students can't be supported in the numbers required due to staff shortage 	<ul style="list-style-type: none"> Business continuity plan for reduction in staff numbers to enable education Special schools will 	2	3	6	<p>Update 10/12/21 – SLT to consider days alternating working from home to enable continuity of working and succession</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
<p>towards the school Principal and other senior leaders in the event of a staff member contracting COVID 19 and becoming ill or losing their life.</p> <ul style="list-style-type: none"> ▪ Failure to safeguard children under statutory guidance 'keeping children safe in education' ▪ Failure to follow statutory guidance under the Children's Act 2004 in relation to the safety and well-being of children ▪ Being in breach of the Health & Safety at Work Act failing to ensure a safe place of work ▪ Pupils being 	<p>increasing risk of managing safer practice</p> <ul style="list-style-type: none"> ▪ Staff or pupils could contract COVID 19 and become ill or lose their life. ▪ Members of staff families or pupils families could contract COVID 19 due to contact with someone from school and could become ill or lose their life. ▪ Students suffering gaps in learning or quality of learning due to unavailability of people, premises resources ▪ Harm to pupils physical and mental well being or anxiety due to Covid experience/changes in 	<p>remain open during any future lockdown periods</p> <ul style="list-style-type: none"> ▪ Remote learning platform ▪ Staffing continuity plan in place ▪ Links with temping agencies ▪ Any decision to be made to open the school with severely reduced staffing levels must be made by the charity trustees with consultation with the senior leadership team using all available guidelines and advice available to them ▪ Any decision to re-open the school has to ensure that everybody's legal duty under 'Keeping Safe in Education' and 'The Children's Act 2004' and any requirements from the Health & Safety Executive are strictly adhered to. 				<p>planning as per continuity plans</p> <ul style="list-style-type: none"> ▪ Review current Pay and Absence policies with regard to Covid after the 1st Apr 	SLT	Apr 22	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
<ul style="list-style-type: none"> unable to access education ▪ Mental health and well being support or aspects of EHCP. ▪ Pupils being unable to access full curriculum 	environment and procedures/processes	<ul style="list-style-type: none"> ▪ Amendment to absence and pay policies. Staff will be permitted 2 weeks of leave per year to care for dependents due to covid related issues that will be paid in full. ▪ 							
<ul style="list-style-type: none"> ▪ Contractors / Visitors on site 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. ▪ Students / Staff spreading or contracting COVID 19 ▪ Contractors spreading or contracting COVID 19 ▪ Visitors to school spreading or contracting 	<ul style="list-style-type: none"> ▪ Ensure contractors aware of local hygiene and Covid arrangements ▪ Facilities in place for remote meetings which are currently still the primary method 	3	3	9	<ul style="list-style-type: none"> ▪ Update 1/12/21- Visitors / Contractors to wear masks in communal areas of school ▪ Update 10/12/21- Visitors / Contractors when signing in will sign in to confirm they have no Covid symptoms. ▪ Non-essential visitors will conduct meetings remotely ▪ Essential on-site visitors will require proof of LFT before arrival 	NC/SLT	December 21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed
	COVID 19								

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25

Risk rating	Actions
1-2	No action No further action but ensure controls are maintained.

Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.

Appendix A - Covid 19 School Transport Risk Measures

As a result of Covid-19 the following risk reduction measures are recommended when using school vehicles to transport students. Current DfE guidelines state that educational visits can resume from the Autumn term subject to risk assessments, these guidelines apply as long as that remains the case

1. Sanitised school vehicle available with cleansing products provided.
2. Vehicles should be sanitised after every trip and PPE and safely disposed of.
3. For larger groups the minibus should be the preferred form of transport
- ~~4. If vehicle space allows then social distancing to be adhered to by staff and students in vehicles and spacing between maximised.~~
5. Students should clean their hands before boarding transport and again on disembarking
6. Ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents