

Scope of this Risk Assessment

The health and safety of everyone across the New Bridge Group is of the utmost importance.

We also want to ensure that any visitors to our sites can be assured that their safety is of equal importance.

In order to prepare for a full return to school in September there are a number of changes and adaptations we need to introduce to our buildings to ensure everyone who learns in them, works in them or visits them can do so in the knowledge that they will be as safe as practicable.

Our work to date, at every stage, has been informed by the latest guidance issued by central and local government, Public Health England and the National Health Service. We have also developed these guidelines based on a secure knowledge of our buildings and the young people and staff within them.

This risk assessment provides practical guidance on infection prevention and control with particular regard to COVID-19 in New Bridge Group. Its prime purpose is to support you in your work over the coming weeks and months and to ensure that we are all working in a safe way. It covers the measures that all our sites will undertake to:

1. plan and organise provision, including capacity of rooms and areas.
2. support the health and well-being of all staff and pupils and keep everyone safe.
3. manage facilities and logistical arrangements, including buildings, cleaning and transport.
4. have regard for hygiene, social distancing, self-isolation and testing if a person shows symptoms.

These measures are critical in our defense against COVID-19 and are the most effective ways of reducing the risk of transmission.

We have worked closely with the DfE, local authorities and unions to compile this assessment and we will continue to do this as we update and move forwards.

To be valid this risk assessment must be made by the Head of Site and their Leadership Team alongside Health teams etc..

Organisation / Site :	Assessment done by:	Date:
Hawthorns	D Fitton/J Sarno/P Coiffait	July 2020
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School	Moira Thompson- on behalf of the Executive Team	August 26 th 2020

LIKELIHOOD	SEVERITY				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
1. Rare	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Almost Certain	5	10	15	20	25
Green : All ok		Yellow : Change if you can		Red : Don't do	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Compulsory for all settings, all of the time									
Minimising contact with unwell individuals	Staff / Pupils may catch virus	3	4	12	<p>A separate self-contained COVID 19 medical area has been set up to support the containment of any infection until the unwell person leaves site.</p> <p>The medical room has been allocated</p> <p>PPE has been made available for use by the supervising staff member and training has taken place in the correct use of PPE.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms. Govt guidelines to be followed.</p>	<p>Ensure medical room is set up appropriately – basic PPE/cleaning materials/sanitiser accessible. Put red/green label on door</p>	DFN/ GMY	3.9.20	Completed
	Poor hand hygiene- Anyone within the building may catch and pass on the virus	3	4	12	<p>Hand sanitiser is freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting. Full assessment of the building has been undertaken to ensure hand sanitiser is available where required.</p> <p>All staff and young people must regularly wash their hands. They must be washed with soap and running water for at least 20 seconds. We have uploaded recommended methods for handwashing to NewTube and this is also available on the ipad.</p>	<p>Order more supplies</p> <p>Ensure Hand washing symbols in all classes</p> <p>Regular reminders for staff and pupils</p>	DFN GMC		

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Hand cleaning					<p>Pupils must be supported with effective handwashing and sufficient time allocated daily. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> 1. on arrival at and when leaving the site 2. before and after handling /eating food 3. before and after handling objects and equipment that may have been used by others 4. where there has been any physical contact 5. after people blow their nose, sneeze or cough 6. after playtime/outdoor activities 7. after using the toilet <p>Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p> <p>Clear signage for existing and new classrooms</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	Handwashing songs/music to be encouraged in classes	<p>DFN All staff</p> <p>DFN JSO All staff</p>	Ongoing. Communicate to staff .	
Irritant contact Dermatitis -	Staff, pupils, visitors	3	3	9	Staff and pupils to report signs of dermatitis caused by excessive hand washing – advice given to dry hands thoroughly after washing and moisturise hands thoroughly to replenish natural oils	Staff to be vigilant for self and pupils – early detection	All staff	ongoing	

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Exposure through excessive handwashing Added 28/8/20	Increased frequency of hand washing mixed with poor drying can on occasions lead to chapping of the hands and create sores					can prevent more serious dermatitis from developing			
Ignition of alcohol base hand sanitiser Added 28.8.20	Staff, pupils visitors Burns to the hands as a result of ignition of sanitiser vapour	2	2	4	Staff, pupils and visitors asked to wash their hands with soap and water if possible. If only alcohol-based hand sanitisers are available, to make sure all liquid is evaporated before touching any surfaces.	Anyone using sanitiser must be vigilant – staff to monitor pupils using sanitiser	All staff	ongoing	
Respiratory hygiene	Poor hygiene – anyone within the building may catch and spread the virus	3	4	12	We will promote the “Catch it, bin it, kill it” procedure and work with students and staff to ensure it is implemented as fully as possible. Supplies of tissues will be freely available and in all rooms. All rooms will have a pedal bin – emptied regularly during day as required	Check supplies and purchase foot pedal bins in every room.	DFN GMY	30.8.20	Completed

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					Catch it, bin it, kill it posters will be in situ.				
Enhanced cleaning (surfaces, detergents etc.)	Anyone in the building may catch and spread virus if cleaning is inadequate	3	4	12	<p>Cleaning schedule: 1 cleaner 7- 9.30am 1 cleaner 10-2.30 pm 2 cleaners 3-5.30pm</p> <p>Our building is cleaned regularly throughout the day and at the end of day. Class staff will clean high touch areas during the day and after use of specific equipment - ipads, whiteboard, hand sanitiser, pens, toys etc Cleaning materials will be kept out of reach of pupils.</p> <p>All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since. Tags in use. Extra red/green tags to be used to highlight high-touch areas for cleaning.</p> <p>The first person to enter a room should leave the tag on the door but turn the sign around to show red</p> <p>Once the area has been cleaned the cleaner will turn the tag to green.</p> <p>This ensures that:</p> <ol style="list-style-type: none"> Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used 	<p>All rooms used daily. Cleaning schedule hours and resources to be further increased - discuss with site manager</p> <p>Tags needed for new classrooms</p> <p>Ensure all rooms have cleaning resources</p> <p>Communicate protocols to staff</p>	<p>GMY DFN</p> <p>GMY</p> <p>GMY</p> <p>DFN</p>	<p>Daily checks-ongoing</p> <p>Daily checks-ongoing</p> <p>18.8.20</p>	

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					<p>2. You have the confidence of knowing that much used areas have been made clean and safe ready for use.</p> <p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean ‘high-touch’ areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers. Extra red/green tags to be used to highlight high-touch areas for cleaning.</p> <p>Additional cleaners have been allocated to all sites and cleaning schedules have been implemented. Increased cleaning hours. Cleaner on site all day. Cleaning staff will maintain social distancing from staff, young people and each other at all times.</p> <p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p>	<p>Daily discussions with cleaning staff</p> <p>Ensure all rooms have cleaning resources</p>		<p>Daily Ongoing</p> <p>Daily ongoing</p>	
Social distancing	Staff/pupils/ Parents/	4	3	12	It is important that social distancing measures are in place	Clarify expectations of	DFN JSO	Staff briefing	

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	visitors inside and outside school building at risk if social distancing not adhered to				<p>We have put in place the following advice-</p> <p><i>“To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing):</i></p> <ol style="list-style-type: none"> 1. <i>Ideally, stay at least 2 metres away from everyone when you are not wearing PPE,</i> 2. <i>If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate</i> 3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i> 4. <i>Try to avoid public transport, where possible.</i> 5. <i>Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places,</i> <p><i>This guidance applies to all adults on our site</i> <i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.”</i></p> <p>In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between pupils. This is based on</p>	social distancing for staff.	PCT	On going reminders to all staff	

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					<p>medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p> <p>There are staff in school in classroom settings where it is difficult to maintain 1 or 2 metre distancing and therefore close and proximity contact is likely to occur. In the event of a positive Covid case we would be able to easily track and trace these staff and pupils.</p> <p>Outside of the classroom setting all teaching and non-teaching staff have a responsibility to ensure that they do not place themselves in a situation where they would be identified as a contact. Where this does occur, we need to be able to track and trace this in the event of a staff member or a pupil testing positive</p> <p>Proximity contact is</p> <ul style="list-style-type: none"> ▪ <i>Extended close contact (between 1 and 2 metres) for more than 15 minutes, with a confirmed case.</i> <p>Direct Contact is:</p> <ul style="list-style-type: none"> • Face to face contact with a confirmed case for any length of time, within 1m, including: • being coughed on, • a face to face conversation, • unprotected physical contact (skin to skin) or • travel in a small vehicle with a case. • <i>This also includes any exposure within 1 metre for 1 minute or longer</i> 				

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					<p>(Wearing a face covering can help to reduce the spread of the virus but it does not exclude you from these definitions. It would still be classed as contact or proximity contact even if you were wearing a face covering)</p> <p>Specific measures will be in place to support social distancing which are outlined further in the risk assessment include:</p> <ul style="list-style-type: none"> • Grouping pupils into bubbles • Allocating key staff to specific bubbles • Small adaptations to classrooms: • seating pupils side by facing the front • moving furniture to create more space • marking out defined spaces to provide visual cues • Limiting interaction between bubbles • No physical assemblies • Staggered breaks and lunchtimes • Limiting movement around school to avoid creating busy corridors • Clear routines for arrival and departure of pupils to and from school • Limiting use of shared spaces • Increasing space available for staff for PPA and breaks 				

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					<p>Relevant signage and floor markings displayed around building – regular daily reminders to staff and pupils. Key pinch points noted.</p>				
PPE, where appropriate	Staff vulnerable to transmission	4	3	12	<p>PPE IHASCO training has been undertaken by all staff prior to return to work. There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE may be required:</p> <ol style="list-style-type: none"> 1. Routine activities No PPE is required when undertaking routine educational activities in bubbles. 2. Suspected coronavirus (COVID-19) <ol style="list-style-type: none"> a. Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. b. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been. 	<p>Revisit training for staff in September</p> <p>Ensure sufficient PPE for all rooms as needed incl new classrooms</p>	DFN GMC	Ongoing 28/8/20- after completion of new	1/9/20

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					<p>3.Intimate care</p> <ul style="list-style-type: none"> a. Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures b. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction d. PPE must be changed after each pupil and disposed of appropriately <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p> <p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p> <p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the</p>	<p>Reminders and monitoring</p>		classrooms	

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					need for PPE has been identified, it will be readily available and provided.				
Wearing of face masks around school	Staff with medical conditions	3	4	12	<p>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission</p> <p>They are not a replacement for far more effective measures such as social distancing and hand hygiene.</p>		DFN		

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					<p>Some of our young people or staff may not be able to handle face coverings and the wearing of them may inadvertently increase the risk of transmission.</p> <p>The impact of wearing a face mask for any deaf people could also be a detriment as communication for many of them relies in part on being able to see someone's face clearly.</p> <p>A member of staff may request to wear a face mask/visor due to a specific medical condition and in discussion with Head of Site and HR . Individual risk assessments will be recorded .</p> <p>This will be a temporary measure only for the duration of the individuals' temporary medical condition.</p>				
Engage with the NHS Test and Trace process	Everyone on site	3	4	12	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department. We will identify direct and close contacts of the infected person during the 48 hours prior to the child/staff member falling ill. This is likely to be classmates and staff in the class.</p> <p>Any cases of reported symptoms from staff or pupils to be reported to LA (covid-19@tameside.gov.uk)</p>	<p>Obtain local numbers in case of confirmed cases</p> <p>Inform staff and families to download Track and Trace App.</p> <p>Register for QR Code: https://www.gov.uk/create-</p>	DFN JSO PCT	When needed	Completed 3/8/20

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						coronavirus-qr-poster			
Promote use of the NHS Covid 19 App	Everyone on site – pupils, staff, parents, visitors	2	2	4	<p>Follow guidance for use of NHS app https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf Is available to download for anyone aged 16 or over and will be promoted to staff and parents School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a parent;</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes 	Communicate and promote use of app with staff and parents	DFN		Completed

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					<ul style="list-style-type: none"> • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice • Bluetooth must be enabled for the app to work • If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. • The tracing function can be paused • A reminder can be set to switch the app back on • The app does not work if the phone is switched off • The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same. • The use of the app does not replace the requirement for social distancing • Individuals must still report a positive case to the school setting • Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self -isolate <p>Under 16’s</p> <ul style="list-style-type: none"> • The app is available to over 16’s but it may happen that a younger student has downloaded the app. • In this instance if they inform you of a notification you should follow your usual procedures. 			28.9.20	

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Use of COVID test kits in school					<p>Ensure that SLT (or identified person) have seen the webinar on how to use the test kit.</p> <p>Policy and protocol on the use of the tests in school for staff and students</p>	<p>Protocol to be created and shared with governors relating to administering testing kits.</p>	DFN	21.9.20	Completed 22.9.20
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community	Everyone on site	3	4	12	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>If there is a confirmed case of Covid-19 in school, the infected person must self-isolate at home for at least 10 days. All other household members must isolate for 14 days.</p> <p>The rest of their class /any person who has been in close contact with the infected person will be sent home with an advisory letter and advised to isolate for 14 days. Other household members of that wider class/group do not need to self-isolate unless the child/staff member they live with in that group subsequently develops symptoms.</p> <p>New Bridge Covid 19 Incident report will be completed for any confirmed cases and will also be reported to Tameside PHE.</p>	<p>Clear ongoing reminders for parents/staff needed</p> <p>Site induction</p>	DFN JSO PCT	When needed	

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					Template letters available as needed				
Contain any outbreak by following local health protection team advice	Everyone on site	3	4	12	Medical room allocated as the identified area for housing suspected coronavirus cases which includes an isolated toilet. Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.	Room use and procedures communicated to staff and parents	DFN PCT JSO	17/8/20. Staff email	

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Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting	Everyone on site	3	4	12	<p>If a child or member of staff is unable to attend school due to Covid 19 symptoms, normal absence reporting procedures will be followed. Date of onset of symptoms will be recorded, isolation guidance and advice retesting provided. Pupils and staff informed as relevant. SLT will complete a Covid 19 report</p> <p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested</p>	<p>Ensure school protocols are communicated clearly to staff and parents</p> <p>Flow chart to be produced for families around when students should/should not be in school. Charts shared with staff/families outlining various scenarios relating to symptoms in the home./school GM document sent to staff and parents. Website information updated</p>	DFN DHL/ DWO	17.8.20 Sept 20	

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					positive. Testing will first focus on the person’s class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.				
If someone becomes unwell on arrival or whilst in school		3	4	12	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected in school. This process is:</p> <ol style="list-style-type: none"> 1. Immediately move the suspected infected person to the designated area reserved for this scenario- the medical room. Supervising staff should wear PPE including a visor if child is vomiting. No resources to be taken into the room. The toilet near the room can be used if needed. 2. Get a message to the senior person on-site. 3. The senior person on site will: <ol style="list-style-type: none"> a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person as soon as possible. b. arrange for all areas used by the suspected person to be locked off for cleaning - signage on door to be used c. ensure premises staff are aware of areas where a clean down is required before re-opening d. complete a “COVID-19 Case” form: e. ensure track and trace is fulfilled where appropriate f. ensure tests are arranged where necessary 	Ensure staff are clear on procedures And PPE is always worn Communicate to staff and parents	DFN	ongoing	

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					<p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.</p> <p>If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves or the child tests positive. Staff hygiene is essential.</p>				

School Organisation

Pupil Attendance

Expectation of pupil attendance	All pupils	3	2	6	<p>We will take responsibility to record attendance and follow up absence. Normal school absence procedures will be followed by Family Link worker. Parents will be given clear information as to expectations for attendance. Evidence to be provided for pupils unable to attend due to clinical or public health advice. Ongoing support for parent/pupil anxieties</p>	Communicate expectations to parents-letter/website	DFN PCT SJS	30.8.20	
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Local Lockdown

Cross borough pupils re local lockdown		3	4	12	Follow Government/LA /PHE advice. Liaise with parents.	Communicate to staff and parents	DFN PCT	ongoing	
Cross borough staff re local lockdown		3	4	12	Follow Government /LA/PHE guidance Staff to still attend unless directed by LA/Council to lock down.	Communicate to staff	DFN PCT	ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Training to be completed Remote access (iPads) to be utilised				
National Guidance		3	4	12	<p style="background-color: yellow;">We will continue to follow local and national guidance</p> <p style="background-color: yellow;">We will follow local restrictions and remind all staff to do so.</p> <p style="background-color: yellow;">Local COVID alert level: high 14/10/20</p> <p style="background-color: yellow;">https://www.gov.uk/guidance/local-covid-alert-level-high</p> <p style="background-color: yellow;">This is for areas with a higher level of infections where some additional restrictions are in place.</p> <p style="background-color: yellow;">This means on top of restrictions in alert level medium:</p> <ul style="list-style-type: none"> <li style="background-color: yellow;">▪ you must not socialise with anybody outside of your household or support bubble in any indoor setting, whether at home or in a public place <li style="background-color: yellow;">▪ you must not socialise in a group of more than 6 outside, including in a garden or other space like beaches or parks (other than where specific exemptions apply in law) <li style="background-color: yellow;">▪ You must not meet socially with friends and family indoors in any setting unless you live with them or have formed a <u>support bubble</u> with them. This includes private homes, and any other indoor venues such as pubs and restaurants. <li style="background-color: yellow;">▪ A <u>support bubble</u> is where a household with one adult joins with another household. Households in that support bubble can still visit each other, stay overnight, and visit public places together. 	<p>Tier 4 recommendations - GQN presently discussing with DFE and NHS via SEND National Steering Group.</p> <p style="background-color: yellow;">Updated guidance /reminders sent to staff by email.</p>	GQN	September 20/ Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<ul style="list-style-type: none"> ▪ schools, universities and places of worship remain open ▪ exercise classes and organised sport can continue to take place outdoors. These will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with, or for youth or disability sport ▪ you can continue to travel to venues or amenities that are open, for work or to access education, but should look to reduce the number of journeys you make where possible 				
Pupil Arrival									
Start Times – fixed / staggered	Everyone on site/transport personnel	3	2	6	<p>Site leaders will risk assess safety and social distancing during arrival and collection times of pupils and social distancing regulations will also be in place in the school grounds.</p> <p>We will stagger arrival and departure times as per bubbles, as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised and bubbles are kept apart.</p> <p>Pupils new to school will have staggered start over first 2 days where possible.</p> <p>Pupils on Minibuses will arrive between 8.40 - 9.05 am.</p> <p>Parents arrive 8.50 am –9.05 am. Parents advised to avoid public transport.</p> <p>Pupils arriving late must report to main reception.</p>	Pupil start time and arrival guidance given to parents/transport personnel	DFN	18.8.20	Completed

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Vehicle Management	Everyone on site. Transport personnel	3	2	6	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>SLT supervise buses on car park. Parents advised to park safely in streets around school or use drop off zone. Minibus unloading area by new gate clearly marked for safety. Staff team unload from Minibuses when advised by SLT and escort to class staff to take into school via outside doors where possible. SLT will sign minibuses in.</p> <p>All supervising staff will wear high-vis jackets.</p> <p>No parents allowed in car park. Drop off zone can be used but staff will not collect children from cars as last year. Parents advised to park considerately in surrounding areas or use local carparks and walk.</p>	Clear guidance for escorts, drivers and parents regarding school transport Liaise with Tameside ITU	DFN PCT	30.8.20	Completed
Staff arrival and departure	Staff	3	2	6	<p>Staff arrive before pupils. Clear protocols in place.</p> <p>Staff to enter main entrance and fob in/out. Supervised open foyer door minimises touch points. Use hand sanitiser. Staff enter school via side gate and outdoor class doors where possible to avoid congestion through school. Wash hands on entering class.</p>	Remind staff of protocols. Induction of New staff	DFN JSO	Ongoing monitoring and reminders	
Meet and greet	Everyone on site	3	3	9	<p>We will ensure that parents/carers and school transport personnel understand and observe social distancing when dropping off and collecting our pupils.</p> <p>Staff will no longer collect pupils from drop off zone in morning.</p>	<p>Communicate to parents and staff</p> <p>Training day information for staff</p>	DFN JSO	1.9.20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Clear signage and barriers ensure minibuses and parents are socially distanced. Parents arrive at allocated time and wait socially distanced in designated area until told to come forward to gate. SLT to supervise gate daily. Bubble parents to take pupils to allocated class doors and hand over to staff .</p> <p>Parents asked to bring pupils alone, younger siblings must not enter school gates unless essential. Parents asked not to loiter on school grounds Communication with parents only when essential– told to stand to side in playground socially distanced. No parents allowed in classrooms or any part of school unless by prior arrangement</p>				
Clothes/ uniform	Everyone on site	2	2	4	<p>Staff and pupils advised to wear clean clothes/uniforms daily. Indoor/outdoor PE kit , spare clothes and waterproof outdoor clothing requested from parents. No PE kits provided by school. All clothing to be labelled with child's name.</p>	Advice communicated to parents and staff	DFN JSO	18.8.20	Completed 18/9
Break times									
Snack time	Staff and pupils	3	3	9	<p>1 staff to prepare snack for their bubble. Rota to ensure only 1 staff in snack area at any time .PPE to be worn. Hygiene and food preparation protocols followed. Clear signage. Handwashing before and after preparation and eating food. Food utensils washed thoroughly. Snack eaten in class. Clean tables . Social distancing at class tables. Class staff give out milk and drinks bottles. Individual water bottles used and refilled by class staff – water dispenser to be cleaned before and after use</p>	Clear protocols for staff preparing snack	DFN JSO	30.9.20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Water dispenser to be flushed prior to use - see separate guidance document Added 28/8/20				
Indoor break Wet break	Staff and pupils	2	2	4	Pupils remain in classroom – limited range of activities provided. Staff breaks rota.				
Outdoor break	Staff and pupils	3	3	9	Playtimes in bubbles as per rota. Bubble to exit then clear and clean equipment before next bubble enters playground.				
Outdoor equipment	Staff and pupils	3	3	9	Equipment allocated to bubble and cleaned daily. Protective clothing for use on bikes/scooters only for bubble use. Fixed play area equipment cleaned after use.	Discuss cleaning expectations/ storage with staff.	DFN GMY	30.8.20	
Lunch times									
Menu options	Pupils	2	2	4	Tameside guidelines/menu as normal. No Salad bar - salad served at hatch by kitchen staff. Pupils eating in class to choose from menu in morning.	Weekly menus shared with staff to support pupil choice	DFN JSO	30.8.20	
Serving arrangements	Pupils, staff, kitchen staff	2	2	4	Staggered lunchtimes. Kitchen staff follow Tameside guidelines. Bubbles sit socially distanced around tables but not facing each other supported by class staff. Classes called up individually to collect food to minimise movement. Kitchen staff now wear masks at all times to serve food and give out cutlery. Class staff pour drinks at table. Trays collected on table and returned to hatch. Class staff clean tables after use. Second bubble to enter when hall is clear and clean. Protocols discussed with kitchen staff. SLT to supervise.	Ensure sufficient cleaning resources in hall Plastic covers for trolleys purchased and stored in hall as needed	DFN GMY	30.8.20 27/9/20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Pupils eating in class – food collected and delivered to class on trolley by Class staff who serve/supervise.				
1:1 support	Staff,pupils	2	2	4	Bubble staff support as needed. Wear PPE if needed				
Supervision / Lunch duties	Staff/pupils	2	2	4	SLT to supervise in hall. Stay socially distanced from bubble staff. Staff bubble rota to support pupils.				
Pupil Departure									
End Times – fixed / staggered	Everyone on site	3	3	9	Bubbles have staggered departure times. Parents collect from outdoor classroom/corridor doors at allocated staggered times. Internal classroom staff bring children to allocated corridor external door. Protocols in place.	Communicate to parents/staff	DFN JSO	18/8/20	Completed
Vehicle Management	Everyone on site. Transport personnel	2	3	6	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport. Liaison with Tameside ITU Minibuses to have staggered departures from 2.40pm-3pm. Buses doing double runs depart at 2.30pm. Bus arrival relayed to class staff to bring pupils to bus. SLT supervision outside. Clear procedures for minibuses departing. SLT supervision- sign out buses. No parent cars on site. All supervising staff will wear high-vis jackets.	Communicate to parents/staff	DFN JSO	30/8/20	Completed 1/9
Meet and greet	Everyone on site	3	3	9	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people. Transport protocols shared with escorts and drivers. SLT supervise and sign out pupils. Class staff bring out pupils and hand to key staff to support on bus.	Communicate to parents/staff	DFN JSO	30/8/20	Completed 1/9/

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Parent collection protocols in place- staggered departure times and allocated collection areas. SLT supervision. Pupils supervised in class if parents/transport are late.				
First Aid and administration of medication									
Transmission of virus from being in close contact to people with the virus.	All staff, pupils on site	4	3	12	<p>Pediatric First Aiders always available on site – First Aiders and First Aid Kit always available and only used for each bubble. First Aid book for each bubble to record incidents. First Aid books now available for each class due to increased use . All bubbles have First Aid bumbag for playground use – labelled.</p> <p>Staff that hold a First Aid certificate that has expired will be covered by an extension.</p> <p>Medicines/healthcare plans available in classroom. Grab bags for essential medication.</p> <p>All First Aid and medication administered is recorded following school procedures</p> <p>Provision of PPE available in all classrooms and key areas for use when needed.</p> <p>When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing. We recommend to our first aiders in line with First Aid training:</p>	<p>Regular monitoring to ensure PPE is worn by all staff administering First Aid</p> <p>Accident books to be placed in each class and to be checked regularly by SLT</p>	DFN JSO	Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Keep yourself safe</p> <ol style="list-style-type: none"> 1. <i>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</i> 2. <i>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..</i> 3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i> <ol style="list-style-type: none"> a. <i>Wear gloves or cover hands when dealing with open wounds</i> b. <i>Cover cuts and grazes on your hands with waterproof dressing</i> c. <i>Dispose of all waste safely</i> d. <i>Do not touch a wound with your bare hand</i> 4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i> <p>Give early treatment <i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p>Keep yourself informed and updated</p>				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>As this is a new disease this is an ever-changing situation, and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</p> <p>a. Click here to visit NHS 111</p> <p>b. Click here to visit Gov.uk</p> <p>c. Click here to visit Resuscitation Council</p>				
Administering Medication									
Administering Medication	First Aid staff and key pupils	3	4	12	Paediatric First Aiders in each class administer pupil medication. PPE worn if needed. School protocols in place. Asthma meds in class. Meds fridge if used to be wiped before and after use.	Training update for staff	DFN JSO	1.9.20	
Grouping Students - Bubbles									
Group Design									
EYFS	Everyone on site	3	4	12	EYFS - Ash /Oak classes – some pupils new to school. Will link with 2 Engagement classes - Holly/Beech for break/lunch times and teacher support.	Communication to staff and parents	DFN JSO	17.8.20	
Discrete groups / specialised classes	Everyone on site	3	4	12	6 classes Communication model. Will divide into smaller groups for sensory/ some playtimes 2 classes Engagement model- link with EYFS as above	As above	DFN JSO	17.8.20	
Primary model classes	Everyone on site	3	4	12	4 classes Primary model – older pupils.	As above	DFN JSO	17.8.20	
Staff deployment	Everyone on site	3	4	12	All bubbles have assigned staff. 1Teacher, 2 or 3 TA's.	As above		17.8.20	

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					4 specialist staff will support across the bubbles to cover teachers PPA. All classes have been allocated to a bubble				
Temporary supply staff, key agency support- HI, SALT,OT, Nurse, Teaching students	Everyone on site	3	4	12	Our protocols will be shared with any visiting staff /students and where possible they will be timetabled to limit working across bubbles. This will support track and trace. Supply staff if employed will be advised to keep socially distanced from school staff at all times	Communicate protocols	DFN JSO	17.8.20	Completed
Bubble containment									
Bubble structure eg. Key stage, year groups	Staff and pupils	3	4	12	Each Bubble has allocated entrance /exit/toilets/eating arrangements/outside areas /playground rota. Breakout spaces available within each classroom to support pupil's behaviour as needed. Plan of school to be included in communication to staff and parents Bubble 1 Ash/Oak/Holly/Beech EYFS/KS1 and KS2 Engagement model Bubble 2 Willow/Chestnut/Maple/Sycamore KS2 Bubble 3 Rowan/Buds/Cherry/Elm/Elder/Blossom KS1/KS2 Communication model	Communication to staff and parents	DFN PCT JSO	17.8.20	Completed
Placing vulnerable children	Staff and pupils	3	4	12	Personalised risk assessments will be in place where required. Staff will be fully aware and staff ratios altered accordingly.	As above	DFN JSO PCT	31.8.20	Completed

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Guidance sought from health professionals where required				
Placing vulnerable adults	Staff and pupils	3	4	12	Personalised risk assessments will be in place.	Vulnerable Staff RA to be completed	SSH	24/9/20	
Shared spaces	Staff and pupils	3	4	12	Shared spaces have been used to a minimum - use of hall /Cookery room – only used for 1 Bubble each day. Cleaned daily. Playground – clean static equipment after bubble use. Outdoor areas – timetabled. Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff. Staffroom rota. Enhanced cleaning between bubble use.	Protocols for shared spaces communicated to staff	DFN JSO	17.8.20	Completed
Equipment and resources									
Individual equipment packs	Staff and pupils	3	4	12	Individual resource packs are allocated to pupils where suitable. Clean regularly.				
Shared equipment & resources	Staff and pupils	3	4	12	Within bubbles, staff and pupils will share resources at playtimes and during some activities. Strict washing and cleaning schedules are in place to ensure correct use of shared equipment. Continuous provision resources will be cleaned regularly	Ensure sufficient cleaning resources in each classroom	GMY	30.8.20	
Outdoor Learning	Staff and pupils	3	4	12	Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as: 1. evidence indicates that the risk of infection is reduced outdoors	Communicate protocols to staff	DFN JSO	31.8.20	

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					<p>2. evidence suggests that the virus does not survive long for long periods in sunlight.</p> <p>Social distancing is easier to observe and maintain outside. Wash hands after outdoor activities. Pupils will have access to their own outdoor clothing – no sharing. Hands washed and sanitised after sessions. Clear protocols and timetable for outdoor areas and playgrounds to maximise opportunities. Equipment not shared across bubbles. Lead staff to minimise contact across bubbles.</p>				
Playground resources	Staff and pupils	3	4	12	Equipment allocated to bubbles – no sharing. Cleaned daily. Fixed playground equipment can be used and cleaned between bubbles.	Staff reminders re protocols	DFN	ongoing	
Measures within the bubble									
Maintaining distance	Staff and pupils	3	4	12	Remove excess furniture to allow for freedom of movement. Staff to maintain social distance from other staff where possible.	Regular monitoring	DFN JSO	ongoing	
Seating arrangements	Staff and pupils	3	4	12	<p>Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.</p> <p>Desks and tables are positioned so that no-one is sitting face-to-face.</p>	Staff to arrange as appropriate	DFN	ongoing	
Ventilation	Staff and pupils	2	2	4	Windows to be open at all times where possible to allow ventilation and allowing for safety				
Staff space	Staff and pupils	3	4	12	Staff will always use the same desk/table and chair. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant.				

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					Communication with other staff in school will be via electronic means where possible				
Behaviour expectations	Staff and pupils	3	4	12	A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations. There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.				

New Schooling Offer

Onsite curriculum

Subject delivery	Staff and pupils	3	4	12	We will minimise contact whilst providing a broad, balanced curriculum. Music – Singing will not take place in large groups. No assemblies until further notice – Collective worship will take place in the classroom. Instruments will be cleaned before and after use and not shared across bubbles. Main Focus on PSHE , supporting pupil mental Health and Wellbeing and re-establishing key routines.	Recovery curriculum to underpin all curriculum areas			
Specialist curriculum areas	Everyone on site	3	4	12	Outdoor Education protocols for hygiene, health and safety and use of equipment. Timetable for use of outdoor areas/field/Forest School. Equipment used across same bubble and cleaned daily. Some	Protocols to be shared with staff	DFN CMK AWR ACL	30.8.20	

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					<p>equipment not used – hammocks. Allocate fishing rods per bubble.</p> <p>A Quiet Place – Bodywork /1-1 support for mental health. 1 staff to work across bubbles 1-1. Room used by same bubble during day. Hygiene protocols followed. Soft furnishings minimised. Bodyworker 1-1 for 1 day a week. Equipment cleaned regularly during and at end of day. Advice and support from AQP national leads.</p> <p>1-day week. School counsellor – allocated space for working 1-1 with pupils across bubbles as required. Hygiene protocols in place.</p> <p>Design and Technology 1 specialist staff allocated to one bubble working outside. Equipment cleaned before and after use.</p> <p>Sensory sessions in hall – equipment used by consistent classes in bubble 3 only. Cleaning protocols.</p> <p>PE in hall or outside where possible. 1 specialist staff will teach allocated classes mainly in one bubble. Clear protocols. Will work with classes in same bubble for one day. Equipment cleaned between bubbles and after class use. Ensure ventilation. No team contact</p>	<p>Parents to provide indoor/outdoor PE kit</p>			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>sports. Pupils have indoor/outdoor PE kit- no school clothing will be used.</p> <p>No swimming until further notice</p> <p>Tameside Active Sports Coach will support Bubble 2 (3 groups) Wed pm. Equipment shared between bubble – cleaned after use. No team sports. Coach will be socially distanced from pupils- class staff will support. Coach will follow school protocols</p> <p>Cookery – 1 specialist staff works across bubbles. Room used by 1 Bubble only during the day where possible.. Protocols in place for enhanced cleaning and hygiene</p> <p>Agency support staff – SALT/OT/HI/VI will be socially distanced from school staff and follow school protocols. Movement across bubbles will be minimised. Dedicated safe space used as base. Seating side by side. Regular cleaning of any shared resources.</p>	Room to be prepared over summer	GMY		
Educational Visits		3	4	12	No educational visits until further notice. Review govt guidance	Trials on outdoor visits to start.			
Offsite education					N/A				
Remote Learning									
Assigned staff		2	2	4	E safety protocols in place. Staff to supervise within school				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Remote curriculum		2	2	4	Curriculum support for pupils not accessing school due to medical reasons. Class staff will provide regular tasks which must be completed and returned to school to enable monitoring of teaching and learning. Clear e safety protocols in place.				
Virtual Learning					Follow/adhere to national guidance.	Monitor and adhere to latest gov guidance. Explore live streaming of lessons via showbie plus.	SLT JDE	Ongoing	Ongoing
Meeting places		2	2	4	Protocols and procedures in place. Meetings via Teams/phone				
Premises									
Circulation / movement	Everyone on site	2	2	4	We have implemented a clearly marked one-way system to be followed where possible down the corridor and return through hall (when empty). Pupils will walk in single file and keep to sides of main corridor to allow distancing where one way is not possible. Minimal movement of bubbles around school. Pupils will only enter /exit school for outdoor activities via classroom outside doors or nearest outside door if no class outdoor exit 2m distancing markers will be applied. All areas of the building will be used				

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					Reminder signage for social distancing.				
Toilet areas	Staff and pupils	3	4	12	<p>The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. Class Toilets are allocated to each specific bubble. Corridor toilets allocated to Rowan/Blossom/Elder and Buds. Pupils fully always supervised in toilet and for handwashing.</p> <p>Changing beds allocated to classes for personal care – clean before and after use. Staff must wear PPE when changing pupils and dispose of appropriately. Beds must be cleaned before and after use.</p> <p>There is a maximum of 1 person per toilet area. If a toilet area is entered where someone is present that person must exit and wait outside the outermost door.</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff. Cleaning signs used on doors.</p>	Reminders for staff	DFN JSO	Ongoing	
Staff room	Staff and visitors	3	4	12	<p>Staff spaces have been allocated that maximise protection for all adults. Any provided equipment – boiler/microwave/fridge etc will be PAT tested and must be cleaned after each use. Wipes/spray will be available, and it will be the responsibility of the user to do this.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p>	<p>Clear protocols communicated to staff</p> <p>Organise layout of new staffroom</p>	DFN JSO	30.8.20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>The use of the site's knives, forks, plates, cutlery is prohibited, and no-one should leave any in a dishwasher, as this puts others at risk.</p> <p>Telephones and other shared resources to be wiped before and after use. Seating will be socially distanced. Maximum capacity to be adhered to.</p> <p>Water dispenser available on the corridor for staff use – this must be wiped before and after use. Dispenser will be cleaned thoroughly daily and flushed before staff and pupils return to school. See separate guidance 28/8/20</p>				
Printer rooms	Staff	2	2	4	<p>Document printing/copying/scanning should only be undertaken when necessary. The printer must be wiped before and after use. This is the responsibility of the user. Wipes will be available next to the machine. Corridor printer to be used by class staff. Copy room printer used by SLT/admin only. 1 person only in room.</p>				
Cookery Room	Staff and pupils	3	4	12	<p>Washing machine used as needed – wipe before and after use Cookery activities led by specialist staff minimising movement across bubbles. Clear protocols in place for staff and pupils. Maximum capacity of room to be adhered to.</p>	Share protocols with staff	DFN AWR	30.8.20	
Computer suite	staff	2	2	4	Only used by IT staff and staff on PPA. Clear protocols in place.				
Fire Evacuation procedures	Everyone on site	3	4	12	Revised fire evacuation procedures in place to reflect social distancing and new classrooms	Communicate with staff.	PCT DFN	1/9/20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Entrances & Exits									
Dealing with visitors	Staff, pupils and visitors	3	4	12	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff. Maximum 2 people in reception area.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p> <p>Visitors to sign in on screen or use pen. Pens for signing in will be wiped after every use by the visitor. Wipes will be provided, and it will be the responsibility of the visitor to wipe the pen/screen after every use. Hand sanitiser must be used before entering school. Visitors will not be allowed on site unless essential. All visitors will receive site guidance on social distancing and hygiene on arrival.</p> <p>Supply staff /therapists/agency workers are allowed in school and must follow school hygiene and socially distance from staff where possible. There will be consistency of staff across bubbles to minimise the contacts with staff and pupils.</p>	Protocols to be communicated to support services/key visitors working in school	DFN DSD JSO	30.8.20	Completed

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Updated protocols document available for all visitors/agencies based on NB document. Clearer procedures for track and trace				
Communication with parents	Staff, pupils and parents	2	2	4	Parents are not allowed in school unless by prior arrangement. Parents may enter reception if absolutely necessary and follow social distancing. Contact with parents will be remote where possible via phone/video link, email. Messages will be passed on to staff via phone . Staff are advised to only physically meet with parents if consistent with government advice Staff will not touch or shake hands with parents Use of Parentapp for letters	All arrangements will be communicated with parents via letter/school website, prior to pupil return.	PCT JSO DFN	18.8.20	Completed
Dealing with deliveries	Delivery staff, school staff	2	2	4	Deliveries will be directed to reception/kitchen as required				
Contractors on site	Everyone on site	3	4	12	Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at weekends. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g leak,boiler issues. Contractors will be met on arrival by the site manager and reminded about social distancing and hygiene				
Extended schools	Staff, pupils	3	4	12	Extended schools will not be provided at this time. This will be reviewed half termly	Parents/Active Tameside to be informed	DFN	14.8.20	Completed

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Admin									
Offices & hubs									
Seating / desk positioning	staff	2	2	4	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other. Maximum office capacity to be adhered to. Clear signage.				
Separation in open spaces	Staff, visitors	2	2	4	Clear indication of seating arrangements is in place. Signage is available around all seats etc.				
Access arrangements	staff	2	2	4	Building and circulation arrangements are in place.				
Non classroom based staff expectations	Staff, pupils	2	2	4	Non-class-based staff with medical conditions are working from home where possible. When guidance changes this will be re-assessed. Clear guidance for staff base within school.	HR to complete RA's for individual staff	SSH JMY	20.8.20	Completed
Staff									
Staff Travel									
Public Transport (bus/tram)	staff	3	4	12	Face coverings are required at all times on public transport but these must not be used in school unless recommended in a risk assessment Staff advised to avoid public transport where possible				
Car Sharing	staff	3	4	12	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Own transport	staff	1	1	1	Guidance is in place for staff parking their cars. Advice to park safely and appropriately on school grounds or around local area.				
Staff Wellbeing	staff	3	3	9	Stress and anxiety of staff supported by clear communication of protocols and support from SLT. Staff encouraged to discuss any concerns with line manager. Signpost to wellbeing support- school counsellor available Staff to report signs of dermatitis caused by excessive hand washing – advice given to dry and moisturise hands thoroughly	Ongoing support and monitoring needed	DFN JSO	ongoing	
Stakeholders									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	Invite chair of governors to RA meetings fortnightly.			
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Invite nominated trustee to RA meetings fortnightly.			
Others					Identify any other stakeholders who need to be informed of the RA, policies and procedures on the site				
Fire Evacuation Procedure									
Fire evacuation	Staff / Young People / Premises				Each bubble to exit the building as quickly and as safely as possible.	Evacuation procedure have been updated	DFN/ GMc	Sept.20	

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					Muster point signage to be displayed on Playground 3	and shared with staff			
Fire assembly points	Staff / Young People / Premises				Each bubble to have an allocated space at the fire assembly point.	Fire drill to be scheduled.		Oct 20	