



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

## OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Headteachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice.

Headteachers and Governing Bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance. **PLEASE NOTE** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – any additional control measures you identify as being required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and support with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk).

Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – contractors are asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.

Following a request from the Education Planning Group, we have reviewed and updated the Model COVID-19 risk assessment to reflect recent changes to the Government guidance regarding Lockdown and Clinically Extremely Vulnerable Staff.



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

23/02/2021 This risk assessment has been updated following the latest Government guidance for schools reopening on March 8<sup>th</sup>. This does not replace your existing risk assessment but can be used to review/amend your existing controls (see September 2020 Risk Assessment)

**PLEASE NOTE: new guidance suggests that wearing face visors on their own is not sufficient protection and should only be worn with a face mask.**

RA reference	Risk Assessment Update March 2021	Activity description	COVID-19 - Infection prevention and control – SCHOOL OPERATIONS
Assessment date	3.2.21	Assessor name	Dawn Maxwell & Governing Body
Assessment team members	Mrs Dawn Maxwell (Head Teacher) Governors Health and Safety Committee Staff	Planned review date	Reviewed to reflect any changes in National Guidance or any school outbreaks
Location	Kirkbride Primary School	Number of people exposed	18 adults 83 pupils + authorised visitors.
Overall Residual risk level following implementation of effective control measures	<b>Medium risk</b> From March 8 <sup>th</sup> all schools must open to all pupils. Professionals in Public Health, Health and Safety and Services will continue to work closely with recognised Trade Union Colleagues to promote safe working procedures, suitable safety controls and limit risk. Where the control measures mentions the requirement for <u>face coverings</u> – these are not classified as PPE	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
Assessment last updated	September 2020	Is this an acceptable risk?	Yes/ No

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

Hazard description and how people are at risk	Current Control Measures (those that are in place)	Potential risk	Additional Control Measures (to be identified and implemented)	Action details by whom by when	Residual risk
<b>Hazards in relation to staffing and daily operation</b>	<ul style="list-style-type: none"> <li>□ We have access to <a href="#">COVID-19 Weekly Outbreak Control</a> which provides an overview of the current COVID-19 situation in Cumbria based on available local and national data</li> <li>□ Further detailed information can be found at <a href="#">Cumbria Intelligence Observatory</a></li> <li>□ In the event of an outbreak we will follow Local Health Protection advice</li> <li>□ Information posters highlighting the symptoms of COVID19 are prominently displayed throughout the premises.</li> <li>□ Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors</li> <li>□ Staff and pupils have been advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell). Or a member of their household has symptoms, or they have had a positive test.</li> <li>□ <b>Staff and pupil will not be permitted to attend school if they have to quarantine having recently visited countries outside of the <a href="#">Common Travel Area</a></b></li> <li>□ <b>Primary school staff will continue to carry out home Lateral Flow Testing twice a week. (Sunday and Wednesday)</b></li> <li>□ <b>Staff or pupils who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31<sup>st</sup> March 2021</b></li> <li>□ <b>Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace.</b></li> </ul>	<b>10 Medium Risk L5 x S2</b>	<p>All staff must record cleaning using 'Cleaning Record Sheets' in each bubble. Office Staff to clean other communal areas.</p> <p><a href="#">Catch it Kill it Bin it Poster on Schools Portal</a></p> <p>Mrs L Maxwell to ensure posters are around school</p> <p>Visitors only permitted at Head Teacher's discretion</p> <p>Wider symptoms of COVID-19 shared with staff and parents – extra vigilance In particular, for Cumbria: Severe Headache Sore Throat Diarrhoea</p>	Head Teacher All Staff	<b>6 Medium Risk L3 x S2</b>

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Referrals are made to occupational health as appropriate.</li> <li><input type="checkbox"/> Normal pre-employment procedures are followed.</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures.</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed.</li> <li><input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and maintaining social distancing</li> <li><input type="checkbox"/> Staff are responsible for ensuring that they are up to date with their own routine immunisations.</li> <li><input type="checkbox"/> Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app and follow the Government guidance: <a href="#">Use of the NHS COVID-19 app in education and childcare settings</a></li> <li><input type="checkbox"/> Staff will have their own frequently used equipment such as pens and pencils, which should not be shared with other people.</li> <li><input type="checkbox"/> Classroom based resources that need to be shared are cleaned regularly and rotated where possible</li> </ul> <p>Pupils are permitted to bring in a bag and have been instructed to limit the equipment they bring into school</p> <p>Equipment to be limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lunch box</li> <li><input type="checkbox"/> Hat and coat</li> <li><input type="checkbox"/> Book Bag / Bag</li> <li><input type="checkbox"/> PE kit</li> <li><input type="checkbox"/> Water Bottle (water &amp; weak cordial permitted)</li> </ul>		<p>Whilst in the educational setting it is recommended that the 'trace' function of the app is paused.</p> <p>Staff must clean communal areas more frequently after use – photocopier, paper cutter, toilets etc.</p>		
<b>Hazards relating to visitors coming into the setting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All non-essential visits to schools have been paused</li> <li><input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with Head teacher</li> <li><input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools.</li> </ul>	<p><b>10</b> <b>Medium</b> <b>Risk</b> <b>L5 x S2</b></p>	<p>Visits to the setting will be restricted to those that are absolutely necessary.</p>	<p>Head Teacher All Staff</p>	<p><b>6</b> <b>Medium</b> <b>Risk</b> <b>L3 x S2</b></p>

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<ul style="list-style-type: none"> <li>□ We will maintain records of all visitors to support the NHS Test and Trace programme.</li> <li>□ Student work placements are permitted at the discretion of the Head teacher/Manager</li> </ul>		Supply teachers etc. to complete risk assessment for specialist visits prior to visit.		
<b>Hazards relating to lack of social distancing</b>	<ul style="list-style-type: none"> <li>□ Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group/ bubble.</li> <li>□ <b>Headteacher/SLT will determine arrangements to manage pupil groups dependent on the school circumstances with the aim of minimising contact between individuals and maintain social distancing wherever possible as detailed in <a href="#">current Government guidance</a></b></li> <li>□ <b>Staff and adult visitors in primary schools will be asked to wear face coverings when moving around the school in corridors and communal areas (Does not apply for strenuous activities such as PE)</b></li> <li>□ Children will be supported to maintain social distancing and encouraged not to touch staff where possible.</li> <li>□ All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone.</li> <li>□ <b>Face coverings will be worn by all adults in <b>classrooms where 2 metre social distancing is not possible</b> and, when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained.</b></li> <li>□ <b>Face masks will be provided by the school – they will be the blue surgical, disposable masks. These should be worn instead of any material face coverings. These face masks must be fitted well to face covering mouth and nose especially when in communal areas.</b></li> </ul>	<b>10 Medium Risk L5 x S2</b>	<p>Adults and children will remain in their own bubble area in school. (Bubbles the same as the Autumn Term 2020)</p> <p>Teachers will keep 'carpet time' to a minimum along with good ventilation in all classrooms.</p> <p>No mixing of bubbles – continue separate break time outside (or barriers placed on playground) – adults always present.</p> <p>Breakfast Club / ASC – bubbles kept separate – children will not use toilet in library.</p> <p>Staff must not congregate and meet across bubbles.</p> <p>Staff to leave premises by 4.00p.m. so cleaners can begin cleaning classrooms.</p>	Head Teacher All Staff	<b>12 Medium Risk L4 x S3</b>

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<ul style="list-style-type: none"> <li>□ They must be disposed of daily in a waste paper bin. Face shields can be worn however they do not give as much protection as a facemask.</li> <li>□ School assemblies and collective worship with more than one group will not be held.</li> <li>□ Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits.</li> <li>□ Staff that need to operate across different classes, they are advised to maintain 2 metre distances as well as using face coverings and minimise the number of interactions wherever possible. (Breakfast Club / ASC Leaders only) Leaders to use hall with pupils for more space.</li> <li>□ Social distancing limits occupancy in offices and staff rooms – staff are instructed to remain with cohort/groups and not mix with others.</li> </ul>		<p>Staff use separate toilet facilities/ kitchen (as Autumn Term 2020)</p> <p>Staff aware of narrower areas in school where social distancing can be difficult.</p> <p>No staff to enter Front Office when someone is working in the Office – use hatch and stand back.</p> <p>Ventilation must be good throughout school. Mrs Farish will open all windows on a morning.</p> <p>Acorn Carpet Area to be well ventilated by opening exterior windows in the PPA Room</p> <p>The interior window will need to be closed if a teacher is working in the PPA Room.</p> <p>The Sunshine Room will not be used for small group work with an adult – the hall can be used for small groups.</p> <p>The Elm Conservatory can be used for small</p>		
--	--	--	---	--	--



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

			<p>groups ~ must be well ventilated and cleaned after use.</p> <p>Pupils must be prevented from queuing and congregating in close proximity to each other e.g. toilets and handwashing.</p> <p><b>Government Guidance</b>  <a href="#">Face Coverings, when to wear one, exemptions and how to make one</a></p> <p><a href="#">Exemption badges can be downloaded here</a></p>		
<p><b>Lack of supervision/management of groups to comply with current guidance</b></p> <p><b>Unable to maintain staffing levels due to infection or isolation</b></p>	<p><input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. Ratios based on appropriate risk assessment.</p> <p><input type="checkbox"/> Timings of arrivals, lessons, and activities are in place.</p> <p><input type="checkbox"/> Employees advised of and offered vaccination cover (<b>as this becomes available and appropriate</b>).</p>	<p><b>10 Medium Risk L5 x S2</b></p>		<p>Head Teacher All Staff</p>	<p><b>12 Medium Risk L4 x S3</b></p>
<p><b>SEND/Behaviour management issues</b></p> <p><b>Child or young person requiring one-to-one support</b></p>	<p><input type="checkbox"/> Pupils - individual healthcare plans are in place for pupils who require them.</p> <p><input type="checkbox"/> Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend where one-to-one care or support is not available for them.</p>	<p><b>10 Medium Risk L5 x S2</b></p>		<p>Head Teacher All Staff</p>	<p><b>6 Medium Risk L3 x S2</b></p>



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

<b>Hazards relating to performance activities such as music, dance, and drama</b>	<ul style="list-style-type: none"> <li>□ Group numbers will be limited to ensure that social distancing measures can be observed. (no bubbles together indoors)</li> <li>□ Where practical, performances will take place outdoors.</li> <li>□ Where performances are indoors, rooms will be well ventilated.</li> </ul>	<b>10 Medium Risk L5 x S2</b>	Risk assessments to be developed for individual performances. There will be no performances with audiences	Head Teacher All Staff	<b>6 Medium Risk L3 x S2</b>
<b>Hazards relating to school activities outside</b>	<ul style="list-style-type: none"> <li>□ Pupil/staff cohorts will remain together at all times.</li> <li>□ Outside spaces to be used for learning where possible.</li> <li>□ Outdoor play equipment will be frequently cleaned, before and after use and between groups.</li> <li>□ Where possible outdoor sports will be prioritised. If sports coaches have to use the hall small groups and a rota will be decided by the Teacher. Coaches must wear a mask indoors.</li> <li>□ Any equipment used will be subject to thorough cleaning after each use.</li> </ul>	<b>10 Medium Risk L5 x S2</b>	Large indoor spaces can be used maximising natural ventilation flows and ensuring distancing between pupils and good hygiene practices	Head Teacher All Staff	<b>6 Medium Risk L3 x S2</b>
<b>Hazards in relation to lack of cleaning/hygiene/waste management</b>  Inadequate cleaning and hygiene processes	<ul style="list-style-type: none"> <li>□ Cleaning will be carried out in accordance with the current guidance: <a href="#">COVID-19 Cleaning in non-healthcare settings</a></li> <li>□ Suitable signage and visual instructions are displayed as required.</li> <li>□ Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g. cleaning/kitchen Ras.</li> <li>□ When delivering personal/intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plans.</li> <li>□ Supplies of hand sanitiser are available at entrance points and where there are no sinks.</li> <li>□ Staff and pupils are instructed to wash their hands upon entry to the building, returning from breaks, when changing classrooms, before and after eating, and after they have been to the toilet.</li> <li>□ Hand hygiene procedures are widely promoted and adhered to with provision/promotion of the use of</li> </ul>	<b>10 Medium Risk L5 x S2</b>	Pupil allergies identified where applicable.  Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19. Obtain copies of safety data sheets for any sanitising products in use.  Ensure there are enough waste bins close to wash stations.		<b>12 Medium Risk L4 x S3</b>



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<p>sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities.</p> <ul style="list-style-type: none"> <li>□ Enough handwashing facilities are available sinks, soap, and towels.</li> <li>□ Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. (Staff Toilets)</li> </ul>		<p>Where available electric hand dryers can be reconnected.</p> <p>Each classroom / area has its own stock of cleaning and PPE.</p> <p><u>Central stock now kept in the stationery cupboard.</u></p> <p>Staff are <u>all</u> responsible for 'flagging up' low stocks of Cleaning products and PPE to Office Staff. Mrs Farish and Mrs Dunlop will order and buy stocks.</p>		
<p><b>Transport and travel</b></p> <p>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</p>	<ul style="list-style-type: none"> <li>□ Safe transport guidance promoted to staff and parents.</li> <li>□ Protocols in place for drop off and pick up.</li> <li>□ Transport providers will follow appropriate controls as highlighted in their code of practice.</li> <li>□ Schools will record how each person, pupils and staff, travels to and from school (to support NHS Test and Trace).</li> <li>□ <u>Seating plan in place for children on school bus.</u></li> <li>□ <u>Masks will be worn by children and staff on the school bus.</u></li> <li>□ <u>Where staff 'car share' masks will be worn.</u></li> <li>□ Overnight domestic educational visits are not permitted</li> <li>□ <u>We will continue to monitor the EVOLVE website for guidance regarding the resumption of Educational visits.</u></li> </ul>	<p><b>10</b> <b>Medium</b> <b>Risk</b> <b>L5 x S2</b></p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering.</p> <p><u>Staff and pupils are advised to follow the Government Guidance COVID-19 safer travel guidance for passengers</u></p> <p>When children go out of school on school trips – face-coverings can be</p>	<p>Head Teacher All Staff</p>	<p><b>8</b> <b>Medium</b> <b>Risk</b> <b>L4 x S2</b></p>

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<input type="checkbox"/> Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database.		<p>worn, if appropriate by pupils – age – appropriate.</p> <p>Staff must wear face-coverings.</p>		
<b>Hazards in relation to pupil and staff wellbeing and mental health</b>  Preventing ill health due to anxiety and work-related stress	<input type="checkbox"/> School Stress risk assessment in place. <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessment will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures in place and maintained with staff. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.	<b>10 Medium Risk L5 x S2</b>	The Local Authority have produced the following guidance Coronavirus – getting back to school: <a href="#">Supporting emotional wellbeing and learning</a>	Head Teacher All Staff	<b>8 Medium Risk L4 x S2</b>
<b>Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions</b>  Pregnancy, asthma etc.	<input type="checkbox"/> <b>Staff and pupils who have previously been identified as 'Clinically Extremely Vulnerable' will follow the current Government guidance regarding shielding</b> <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times.	<b>10 Medium Risk L5 x S2</b>	Staff who may have increased risk from COVID-19 must raise their concerns with the Head teacher who will explain the measures the school is putting in place to reduce the risk,	Head Teacher All Staff	<b>8 Medium Risk L3 x S3</b>



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<ul style="list-style-type: none"> <li>□ Follow the <sup>1</sup>Government <a href="#">Coronavirus (COVID-19) advice for pregnant employees</a></li> <li>□ Individual risk assessments will be completed for <b>all</b> female staff who have given notification that they are pregnant</li> </ul>		<p>e.g. for Pregnancy, Asthma etc.</p> <p>If the person cannot undertake their normal duties or are unable to work from home contact your HR provider to discuss any reasonable adjustments.</p> <p>Pupils who have been identified as CEV are advised to stay at home.</p>		
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First aid/accidents/incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li>□ Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools).</li> <li>□ Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment.</li> <li>□ At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present.</li> <li>□ School Emergency Plan/Crisis Management Plan in place.</li> <li>□ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.</li> <li>□ Where a child / <b>staff member</b> develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. <b>(in the Library)</b> Where possible the room must be well-ventilated by opening a window. <b>(Open exterior door in the kitchen area)</b> Adult supervision will be provided at all times by a trained member of staff <b>from the child's bubble.</b></li> </ul>	<p><b>10</b></p> <p><b>Medium Risk</b></p> <p><b>L5 x S2</b></p>	<p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If first aiders are unable to access annual refresher training face-to-face during the pandemic, online refresher training should be undertaken to keep their skills up to date. Setting will make 'best endeavours' to have PFA on site for children aged 2-5.</p>	<p>Head Teacher</p> <p>All Staff</p>	<p><b>8</b></p> <p><b>Medium Risk</b></p> <p><b>L4 x S2</b></p>

<sup>1</sup> Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<p>(Box of PPE for this purpose in Library and must be used)</p> <p>If a pupil / staff member has to quarantine in the Library the Library would need to be cleaned after use by the member of staff supervising the child, then deep-cleaned by cleaners before any clubs or use by staff or adults take place)</p> <ul style="list-style-type: none"> <li>Where there is no room to isolate, the child must be moved to an area where they can maintain a 2-metre distance. (hall)</li> <li>A separate toilet will be used if the child/adult needs to use the bathroom, which will be cleaned and disinfected in line with the current guidance: <a href="#">COVID-19 Cleaning in non-healthcare settings</a>, before anyone else can use it.</li> </ul>		<p>Paediatric first aid certificate held by Mrs L. Maxwell until 17.7.21</p> <p>Mrs Wiedman and Miss Carter booked on training and assessment – April 2021</p> <p>All staff trained in basic first aid.</p>		
<b>Hazards in relation to eating and safe welfare facilities</b>	<ul style="list-style-type: none"> <li>Timings in place to ensure safe management of break and lunchtimes.</li> <li>Adequate welfare facilities provided for all staff and pupils.</li> <li>Staff and pupils reminded to wash hands before and after eating.</li> </ul>	<b>10 Medium Risk L5 x S2</b>	<i>Mrs Simpson will work with Mrs Benson for one week. (8.3.21-12.3.21)</i>	Head Teacher All Staff	<b>8 Medium Risk L4 x S2</b>
<b>Hazards in relation to overuse of the hall and kitchen at lunchtimes and lack of hygiene/cleanliness</b>  Inadequate cleaning and hygiene processes  Too many persons in hall.	<p><u>Organisation as Autumn Term 2020 to be continued:</u></p> <ul style="list-style-type: none"> <li>Orian kitchen staff / staff in hall to wear full PPE – including Face Shield/Mask especially when serving food.</li> <li>No staff members must enter the kitchen.</li> <li>Deliveries can be brought into kitchen if required.</li> <li>Staff and pupils wash hands before entering the hall.</li> <li>Two tables spaced out in hall for Acorn and Ash.</li> <li>Tickets for lunches given to children before entering the hall.               <ul style="list-style-type: none"> <li><u>Acorn Class</u> (11.45-12.45) in hall lunch then outside in EYFS play area. (with Mrs Wallace / Mrs Hillman /Miss Watson). Teacher on duty supervise children in hall when Mrs Wallace goes outside with the majority of children.</li> </ul> </li> </ul>			Head Teacher All Staff	



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	<p><u>Ash Class</u> (11.45 – 12.45 ~ until 1.00 staggered hand wash and line up with Miss Kyffin) Children wait in classroom until called for lunch - group at a time into hall then outside on playground with Miss Kyffin. (Mrs Wallace / Mrs Hillman in hall then teacher on duty supervise children in hall).</p> <p><u>Elm Class</u> (11.30-12.30) 11.30-12.00 Outside on playground then inside 12.00-12.30 – group at a time into hall to collect lunch then play in classroom after lunch (with Mrs Benson)</p> <p><u>Oak Class</u> Lunch time 12.00 wait in classroom until called for lunch - group at a time to collect lunch in hall then outside on playground until 1.00p.m. (with Mrs Farish)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elm and Oak use own cloakroom doors and toilets. <ul style="list-style-type: none"> <li><input type="checkbox"/> Any adults 'on duty' must wear gloves and a plastic apron. These will need to be binned after duty. Hair tied back.</li> </ul> </li> <li><input type="checkbox"/> Teacher on duty in hall – clean tables using antibacterial spray – tables and seats. Tables put away. Sweep up. Eat Lunch in hall – social distance if not in Acorn /Ash bubble.</li> <li><input type="checkbox"/> Elm and Oak will be provided with drinks, buckets for food scraps and cutlery so children will not re-enter hall once they have their lunch. MDS to take plates to kitchen/hall.</li> </ul>				
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit/well to attend setting.</li> <li><input type="checkbox"/> Local risk assessments/individual healthcare plans/behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance.</li> <li><input type="checkbox"/> PPE to be fit for purpose/approved specification.</li> <li><input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use.</li> </ul>	<p><b>10</b> <b>Medium Risk</b> <b>L5 x S2</b></p>	<p>Staff are all responsible for 'flagging up' low stocks on Cleaning products and PPE to Office Staff. Mrs Farish and Mrs Dunlop will order and buy stocks</p>	<p>Head Teacher All Staff</p>	<p><b>8</b> <b>Medium Risk</b> <b>L4 x S2</b></p>

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

social distancing measures	<ul style="list-style-type: none"> <li>□ PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron, and gloves.</li> <li>□ Local compliance to be monitored by Head teachers as far as reasonably practicable.</li> <li>□ Guidance provided to staff in relation to the use and wearing of their own face coverings.</li> <li>□ PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan.</li> </ul>		<u>Central stock now kept in the stationery cupboard.</u>		
<b>Staff suffering from 'Post COVID Syndrome' Returning to work following COVID-19 infection</b>	<ul style="list-style-type: none"> <li>□ Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work.</li> <li>□ <a href="https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/">https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/</a></li> </ul>	<b>9 Medium Risk</b> L3 x S3	Individual risk assessments to be carried out	Head Teacher Governing Body	<b>6 Medium Risk</b> L3 x S2
<b>Training</b>	<ul style="list-style-type: none"> <li>□ All staff will receive appropriate training and updates on the measures contained within this risk assessment.</li> </ul>	<b>10 Medium Risk</b> L5 x S2	All staff to read and understand Risk Assessments – any comments should be passed onto to the Head Teacher.	Head Teacher	<b>6 Medium Risk</b> L3 x S2
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>□ Current relevant national guidance will be monitored and followed.</li> <li>□ Risk assessment and its implementation will be monitored by the Head Teacher / Governing Body on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews.</li> <li>□ Regular feedback will be provided to staff on the risk assessment reviews.</li> </ul>	<b>10 Medium Risk</b> L5 x S2		Head Teacher Governing Body	<b>6 Medium Risk</b> L3 x S2
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>□ This document will be provided to all staff and be available on request/website.</li> </ul>			Head Teacher email to all staff / Governors and upload onto School Website.	



Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

				A paper copy will be made available for all visitors to the school. (kept in COVID19 Information Pack at Front entrance.)	
--	--	--	--	---	--

**Assessment conclusion**

Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.

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

**Name:** DAWN MAXWELL    **Job Title:** HEAD TEACHER

**Signature:** D. Maxwell    **Date:** 3.2.21





Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

## Links to guidance

### Staff, pupils, and others

[E-Bug information about Coronavirus](#)

[Asymptomatic testing for Primary schools, school-based nurseries and maintained nursery schools](#)

[Asymptomatic testing for Secondary schools and colleges](#)

[Asymptomatic testing for Specialist settings](#)

[Updated Public Health advice for educational settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Government Guidance Face coverings in Education](#)

[Government guidance on shielding and protecting extremely vulnerable persons from COVID-19](#)

[Actions for Early Years and Childcare Providers](#)

[First Aid During the Coronavirus Pandemic HSE](#)

[Working Safely during Coronavirus Performing Arts](#)

[Coronavirus \(COVID-19\) advice for pregnant employees](#)

### Personal Protective Equipment – PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

### Travel

[Safer travel guidance for passengers](#)

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)

	Severity/ Outcome					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk