

School/ Setting	St Hugh of Lincoln	Date of Assessment	21/05/2020
Assessment Completed By	SLT		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two members of staff. One working from home, the other is on sick leave.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One staff member in this category. They have been in work but have observed strict social distancing and away from other adults and children. However when the school begins to open more widely they will be asked to work from home and only access the site for paperwork after school hours.
03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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	measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)				
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be made aware of the expectations in staff meetings and in memos The message was reiterated at a staff meeting for teachers on Tuesday 26 th May and for support staff on Monday 8 th June In addition to meetings and memos any new, relevant advice is shared through whatsapp groups
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM regular contact with relevant staff
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laptops, I pads

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have not been informed specifically if any child fits this criteria. However two families have said their children will not return due to 'shielding.'
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have not been informed specifically if any child fits this criteria
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School have and will continue to send this information to parents.
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teaching staff will continue to provide weekly tasks and learning. Those staff teaching groups that have returned will be given extra non-contact time to facilitate this.
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The largest classrooms in school can only hold a maximum of 1:9 with one teacher and TA if applicable. This is with two metre spacing

	(or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.				between desks. Key Stage 2 will not exceed 1:9. Key Stage 1 classrooms will not exceed 1:8. Nursery will not yet be returning and reception will not exceed 1:6.
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Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each year group will be given a different time and location for drop off and pick up.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three different entrances can be used at three different times if needed as numbers increase.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information will be shared with parents regarding protocols and markings with be placed on the ground. Posters will be around the site internal and externally highlighting procedures.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No one is allowed to visit without appointment or calling first. The gates will be locked during the school day.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each class group will have breaks/lunch only with their class group and designated staff.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff meeting dedicated on May 26 th to prepare the site and ensure furniture is moved, with adequate spacing.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff aware of guidance and sharing – posters in school regarding procedures. The message was reiterated at a staff meeting for teachers on Tuesday 26th May and for support staff on Monday 8th June
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are encouraged to timetable outdoor learning for at least 50% of lessons where possible and weather permitting. Children will be encouraged to bring suitable 'weather proof' clothing to school on inclement days

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21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School corridor is a particular 'pinch point' as not two metres wide in some areas. No one should pass on the corridor and free movement of children is not permitted
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If assemblies take place, there will be no more than 30 pupils with adequate and safe spacing. Staggered lunches will take place
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will have different break and lunch rotas. At any one time there should be no more than 6 adults in the staff room
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only 3 staff at any one time are in the kitchen, which is a large space. Staff aware of expected protocols
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All meetings of more than 2 people will take place in a classroom or if over 8 adults will take place in the hall. There will be no small group or 1:1 interventions
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors allowed on site during the school day, unless prearranged and/or unavoidable. If visits take place they will be monitored from a safe distance to ensure safe and expected guidance is followed
Additional information regarding safe use of space to detailed below.					

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular updates and expectations shared with all stakeholders
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a child presents symptoms they will be isolated in the hall with the headteacher (or other available, willing, staff member) while they await collection. Staff will be required to wear PPE if this situation arises. If the hall is not available an empty classroom or other room of acceptable size will be used

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	home, staff should wear the appropriate PPE.				
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soap dispensers regularly filled and cleaned. Sanitizer and soaps also available at the main entrance and in classrooms
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All people attending site will be required to wash hands on entry and at regular intervals throughout the day where appropriate
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitizer and soaps available at the main entrance, in classrooms and toilets
33	Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff meeting dedicated on May 26 th to prepare the site and ensure furniture and any inappropriate resources are moved.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their 'bundle' where appropriate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have prepared 'bundles' and separate trays for the groups of children in the classes. Children will not need any further equipment

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker and cleaning staff have changed daily working patterns to ensure they are on site during the school day and will be cleaning 'hot spots' like equipment, door handles and taps etc every hour
36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catch it, Kill it, Bin it in place as a policy
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bins will be emptied more regularly – cleaning and caretaker staff have changed patterns to reflect this
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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39	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Caretaker and cleaning staff have changed daily working patterns to ensure they are on site during the school day and will be cleaning 'hot spots' like equipment, door handles and taps etc Staff will also have their own supply of materials to clean equipment.</p>
40	<p>If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This message was shared and discussed at a staff meeting for teachers on Tuesday 26th May and for support staff on Monday 8th June</p>
41	<p>Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	<p>Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are no lockers available but staff will be encouraged to leave belongings in their own bays/rooms</p>
43	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster</p>
44	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	<p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Caretaker and cleaning staff have changed daily working patterns to ensure they are on site during the school day and will carry out increased checks</p>

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46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors or contractors allowed on site during the school day, unless prearranged and/or unavoidable. If visits take place they will be monitored from a safe distance to ensure safe and expected guidance is followed
Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)					

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key staff in school daily
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker and cleaning staff have changed daily working patterns to ensure they are on site during the school day and will carry out increased checks
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key staff in school daily
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key staff in school daily
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

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51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where applicable – and no visitors or contractors allowed on site during the school day, unless prearranged and/or unavoidable. If visits take place they will be monitored from a safe distance to ensure safe and expected guidance is followed
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker as per normal working day
Additional Statutory Compliance and Maintenance issues.					

Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	School behaviour policy will be updated to reflect school closure and change of rules ie with social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Behaviour policy updated in line with Trafford recommendations.

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54	Children will be encouraged to wear clothing that can be easily washed overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The children will not wear school uniform. They will be asked to wear PE kit or leisure wear and families will be requested to wash clothes overnight or wear different items each day in school. This will also assist as staff will not need to help children change
55	If a pupil needs direct personal care following a personal hygiene incident staff should wear the appropriate PPE while assisting them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr Mountcastle or other willing member of staff will assist children if this situation arises. The disabled toilet will be used as a cleaning/changing station. There is no obligation for staff to assist children in this situation
56	If a pupil needs first aid following an accident staff should wear the appropriate PPE while assisting them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr Mountcastle or other willing member of staff will assist children if this situation arises. The disabled toilet will be used as a first aid station. There is no obligation for staff to assist children in this situation
57	Following the government announcement to 'Test and Trace' any member of staff who is contacted will need to declare this information and follow the guidance to self-isolate for two weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information was shared with teaching staff via email on Friday 29 th May 2020 and support staff on Monday 8 th June. As the scheme grows regular discussion will take place. In addition to meetings and memos any new, relevant advice is shared through whatsapp groups

Approved by (Head Teacher/ Chair of Governors)	Mark Mountcastle (Headteacher) Patrick Breslin (Chair of Governors)	Date of Approval	28/05/2020
Date Provided to Unions	2/06/2020	Date of Review	28/06/2020
Date shared with Parents/Carers	2/06/2020	Date shared with LA	2/06/2020