

RISK ASSESSMENT

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
Apr 2022

Group/Service Area: Woore
Primary and Nursery School
Workplace/Team


Work Activity

Working in the Schools during Covid19
Pandemic

Based on guidance issued up to 1.4.22

Date of Assessment: 1/4/22
(updated from previous RA)
Name of Assessors: Mrs M Ward

Date for Re-
assessment: June 2022

Signature: 

Manager: Mrs M Ward

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1 Catching or spreading Coronavirus – General considerations	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> It is recommended all school staff and eligible pupils take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools <p>From 4.4.22 Vaccinations can also be arranged for children between 5-11 years of age. To access a vaccination parents can:</p> <ul style="list-style-type: none"> From Saturday 2 April*, book an appointment online via the National Booking System or by calling NHS 119 Walk-in to a 5-11 year old vaccination clinic* (no appointment required): COVID-19 Vaccination Walk-in and Pop-up Clinics (stwics.org.uk) Ensure suitable levels of staff are maintained Cleaning of hands will take place more often than usual We will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – lidded bins Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Ensure products have a COSHH risk assessment The NHS have also provided guidance for 	Low – to be reviewed by school in light of local controls				
			LOW				
			LOW				
			LOW	Adults and children in contact with a positive case will no longer	LOW	Staff & Pupils	

			<p>pregnant women:</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/ https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/ • Contact with individuals who are unwell will be reduced by ensuring that those who have coronavirus symptoms, do not attend the school or nursery setting. Staff and pupils will be told to go home if they begin to display symptoms and not return until they are well enough and have no temperature. If staff test positive for Covid-19, they should remain at home for 5 full days. If children test positive for Covid-19, they should stay at home for 3 days. If they are still not well enough to return to school after 3 days and have a high temperature, they should remain at home. • Keep regular communication with parents about the need to notify school of symptoms or +ve test (monthly) • Pupil temperature checks will take place on entry to school each day and during the day if the child develops a fever or other Covid symptoms. • Cleaning hands will take place more often than usual - hands will be washed thoroughly for 20 seconds with running water and soap where sinks are available (toilets & each end of corridor). Paper towels will be provided for corridor sinks. Hand dryers will be used in children's toilets. • Supervise hand sanitiser use given risks around ingestion (younger children in class1 and nursery to have gel squirted onto hands by adults) • Support younger children and those with complex needs in following routines • Hand sanitiser will be provided in each class base. Two hand sanitiser units are located in the corridor for sanitising when coming in from the playground and after eating at lunch time. • Hand washing facilities for staff are available in the staff toilet, staff room and at the sinks at either 	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>need to isolate or test following contact from a positive case.</p> <p>Children will be taught/reminded how to use hand sanitiser to ensure that all parts of the hands are covered.</p>	<p>LOW</p>	<p>MW, SD, GB, LH, RW</p>	
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			end of the corridor.					
			Hand sanitiser will be available in the staff room, corridor and in the reception area. Staff to sanitise hands on entry and exit to/from the school building.	LOW				
			We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with staff and children. Small lidded bins (with liners) and boxed tissues are available in class bases and in the staffroom. Catch it, bin it, kill it posters have been placed around the school. Pupils will be reminded regularly in assemblies.	LOW				
			<ul style="list-style-type: none"> • Anti-viral sprays, cloths and anti-bacterial wipes will be available in each classroom base for regular cleaning. • Daily deeper cleaning will take place at the end of each day by the cleaner. • Steam cleaner is available for regular cleans of touch points, tables and chairs 	LOW				
			<ul style="list-style-type: none"> • Windows will be open in each room for ventilation. During colder temperatures, windows not opened so widely, heating switched off at playtimes when children outside and windows/doors opened more widely to let air flow through the room. Heating switched back on when children in class and windows not opened at widely and outside door closed. Windows opened at least 15 mins before the children come into school to get an air flow into the room. Where there are higher windows these to be opened to ensure good circulation of air and reduce draughts on children/staff directly. Internal doors kept open to allow through flow of air. Children to be placed away from direct draughts where possible. Staff and children advised to wear extra layers to keep warm. Heating set on thermostats in each room to a minimum of 18 degrees. Thermometers are placed in each base around the school. Guidance reviewed from SC thermal heating/ventilation guidance 26.1.21 and more recent DFE ventilation guidance. The Health 	LOW			LOW	DFE
						School has been provided with a Carbon dioxide monitor by DFE to monitor whether rooms are ventiated sufficiently. This supports classes to maintain a well-ventilated but more comfortable classroom temperatures during the		

			<p>and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm and CIBSE COVID-19 advice https://www.cibse.org/coronavirus-covid-19 provides more information.</p> <ul style="list-style-type: none"> • Children will not wear face coverings into school, these must be left with parent carer if worn to school. • Staff are no longer required to test twice weekly but are advised to test if they are feeling unwell. Tests will no longer be supplied by the school and must be sought by staff independently. <p>The school will help to contain any outbreak by following local health protection team advice and the DFE Covid-19 Helpline (Phone: 0800 046 8687). Details outlined in the school contingency/outbreak plan may be put in place if there is a need.</p> <p>https://www.shropshire.gov.uk/local_outbreak_plan</p> <p>Guidance for those who are clinically-vulnerable, including pregnant women is available</p> <p>Pregnant members of Staff:</p> <p>A separate pregnant member of staff risk assessment should be completed for all these staff.</p> <ul style="list-style-type: none"> • If you're pregnant, your chance of getting COVID-19 is not higher than anyone else and it's very unlikely you'll get seriously ill with it. As a minimum, you should follow the same guidance as everyone else. If you are more than 27 weeks pregnant, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any point in pregnancy, you may want to consider 		colder months.				
				LOW	Ventilation procedures followed				Where required
				LOW					Where required
							LOW	MW	
				LOW/MED	Outbreak plan includes details on what actions may take place in the eventuality of a school outbreak as advised by local health team and DFE covid helpline.		LOW	MW	

limiting close contact with people you do not normally meet with regularly.

- The Royal College of Obstetricians & Gynaecologists have produced [guidance](#) which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment, to determine whether women who are pregnant can continue working in public facing roles.

- The NHS have also provided guidance for pregnant women:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/>

and

<https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/>

Clinically Extremely Vulnerable and Clinically Vulnerable staff:

- Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#).

Face coverings:

Face coverings are no longer advised in school for members of staff and volunteers in classrooms and communal areas and in the wider community in selected

LOW

Risk Assessment to be completed for pregnant members of staff.

LOW

LOW

			<p>indoor and outdoor spaces. However, if staff wish to wear a face mask they may do so.</p> <p>As part of our own risk assessment, we would still request visitors and parents/carers to wear a face covering if entering school.</p> <p>Peripatetic staff:</p> <ul style="list-style-type: none"> • Peripatetic staff- Sports coach working in school under both school risk assessment and their own. Request to wear a face covering indoors due to contact across several schools. • Piano teacher advised to wear a face covering due to close contact with individuals. <p>Educational Visits:</p> <p>Educational day visits and domestic residential visits can take place following Local and national guidelines. Risk assessments will be completed for each visit in line with current COVID guidance to ensure it is undertaken safely.</p> <p>Indoor and Outdoor Performances:</p> <p>Indoor and outdoor performances can take place without any restrictions. However, sensible precautions may be put in place to help prevent the spread of covid-19, e.g face coverings, ventilation etc. See section below.</p>	LOW/MED							
2	Maintaining Social Distancing at School	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p>Before and after school Clubs:</p> <ul style="list-style-type: none"> • Before and after school clubs can be attended by any pupils and do not need to be regular and consistent groups. Pupil ratios will be regulated according to staffing availability. <p>Enclosed spaces/smaller rooms:</p> <ul style="list-style-type: none"> • Only 3 members of staff in main office and 3 staff/visitors in HT office. Distancing should be 	LOW							
				LOW							

Risk Assessments to be written by party leader. EVC to check RA and trip details on Evisits for each trip prior to trip taking place.

			<p>maintained and room well-ventilated.</p> <ul style="list-style-type: none"> Staff meetings to take place in a classroom if small numbers of staff but if larger numbers, meetings will take place in the hall. Staff to be socially distant during meetings. <p>Parental arrangements:</p> <ul style="list-style-type: none"> No general entry to school except reception area (only 3 parents at a time). Parents may come into school upon invitation by member of staff for a meeting/discussion or nursery taster session/termly parent consultation evenings. Parents/Carers must wear a face covering if entering the school No congregating at drop off/pick up Parents to walk or drive to nearest designated car parks and walk into school-no on-site car parking will be permitted unless by prior arrangement with the Headteacher. 	LOW				
3	Reduce mixing within education or childcare setting (including supply teachers, peripatetic teachers and / or other temporary staff who may move between schools) by:	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should ensure they minimise contact and maintain as much distance as possible from other staff. Staff room to be limited to 6 members of staff/visitors. Roof window must be opened. Staff must only be seated on designated seating. 4 staff to be seated (incl.1 at PPA table), remaining staff to stand. Classroom observations/Learning Walks can take place, the observer/s will observe from a reasonable distance. Closer contact can be made with pupils for short amounts of time. <p>Use of outside space:</p> <ul style="list-style-type: none"> Daily mile track/field for exercise and P.E . P.E to 	LOW				
				LOW				
				LOW				
				LOW				
				LOW				
				LOW				
				LOW				
				LOW	Learning walks and observations to continue to take place	LOW	GB MW SD LH	1.9.21

			<p>take place outside wherever possible. If indoors, ensure room adequately ventilated.</p> <ul style="list-style-type: none"> • When planning for team sports, local guidance will be consulted. • Forest schools to be used for outdoor play/lessons <p>For shared rooms:</p> <ul style="list-style-type: none"> • Hall will be used for lunches, assemblies, P.E, music and for before and after school clubs. The tables and high touch areas will be cleaned after use. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • Reading books taken home as required. • Pupils resources can now be shared amongst groups and classes. • Classroom based resources, such as books and games/toys, can be used and shared: these should be cleaned regularly along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment, should be cleaned frequently. • Sand and Water can be used in EYFS/Y1 as long as children have washed hands/sanitised before and after use. • Loaned laptops to go out to pupils at home if required. <p>N.B. Seek further advice from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p>	LOW					
				LOW					
				LOW					
				LOW					
				LOW					
				LOW	Laptops quarantined before going to other parents				
				LOW	Follow current guidance for science and D&T lessons.	LOW	SD GB LH	1/9/21	
4	Managing Customers, Contractors and visitors	Staff, pupils, parents, guardians, visitors,	<p>Contractors:</p> <ul style="list-style-type: none"> • Visits by contractors are permitted. • Site guidance on hygiene will be explained to visitors on or before arrival. Visitor badge label to 	LOW					
				LOW					

		including clinically vulnerable and clinically extremely vulnerable	<p>be worn. Face covering to be worn indoors.</p> <ul style="list-style-type: none"> Contractors and visitors arrive before/after school hours wherever possible. <p>Customers and Visitors-</p> <ul style="list-style-type: none"> Letter to parents outlining revised safety measures. Reminders by text/email Hand Sanitiser dispenser in reception area & signage. To be used on entry. Supply teachers to follow school protocols as set out in this risk assessment as if they were a member of staff All visitors to the school should wear masks indoors Volunteers can visit the school where they are supporting the curriculum, e.g those undertaking educational training and supporting class teachers (i.e. hearing readers) Parents should only come into school upon the invitation of a member of staff or for parent consultations. Parent consultations will take place face to face within classrooms at designated times. Strict time slots to be observed on parent consultation evenings to limit waiting times where mixing may take place. Governor meetings will take place virtually over Microsoft Teams and in-person, however visits to the school will be guided by above restrictions on meeting within small spaces. <p>Prospective parents can be shown around the school during the day or after school. Open Days can take place however numbers will be limited as a precaution.</p>	LOW				
5	Workplace and furniture contamination	Staff, pupils, parents, guardians, visitors, including clinically	<p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> Hand washing posters at each hand washing station and in toilets will support to maintain 	LOW– to be reviewed by school in light				

			<p>hands independently. Staff will supervise all hand washing</p> <ul style="list-style-type: none"> All spaces will be well ventilated using natural ventilation by opening windows/doors in classrooms/bases. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm and CIBSE COVID-19 advice https://www.cibse.org/coronavirus-covid-19 provides more information. Doors can be propped open (door stops), where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation <p>Handling goods, merchandise and other materials.</p> <p>Any goods received by the school will be unpacked and hands will be washed after handling.</p>	LOW				
6	Use of Personal protective equipment (PPE) and face coverings in School settings against COVID -19	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> Face coverings are not required to be worn by pupils. Staff in education settings are no longer required to wear face coverings in communal areas or classrooms, however additional PPE should be used in the following circumstances: children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. However, if staff have concerns and prefer to do so then this will be permitted. if a child, young person or other learner becomes unwell with symptoms of coronavirus while in the school/nursery and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is 	LOW			All staff	From Sept 2021
				LOW			All staff	From Sept 2021
				LOW			All staff	From Sept 2021

			<p>necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> • A staff member will stay with child in a well ventilated space away from others. <p>Use of PPE for emergencies has been provided by Shropshire Council and central government.</p> <p>Additional protective gloves, plastic aprons and medical masks have been obtained from alternative suppliers.</p> <p>Staff to ensure that any face coverings removed during the day are not be put down on any surface but be placed in a sealed plastic bag or upon their person.</p>	MED				
7	Catering facilities	Staff, pupils, parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> • Watson, Lennard and Payne the company that manage the school catering have provided guidance on cleaning in the kitchen. Weekly cleaning checklist has been provided. Cook will maintain the cleaning schedule as advised. • Windows to be open in kitchen to aid ventilation. • School to resume normal meal serving and all children to be served in the hall from September. • Children to be seated within class groups to minimise mixing indoors. <p>Plates/dishes washed in very hot water afterwards</p> <ul style="list-style-type: none"> • School kitchens can continue to operate, but must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u> 	LOW				
				LOW				
				LOW				
				LOW				
				LOW				
8	First Aid		<ul style="list-style-type: none"> • There will be at least 5 first aiders on site at any one time. There should be adequate provision even if staff members are off sick. • First aiders to follow current COVID guidance when administering first aid. Refer to Instructions for using PPE or if a child is experiencing 	LOW– to be reviewed by school in light of local controls				

			<p>symptoms of COVID 19.</p> <ul style="list-style-type: none"> • Adequate PPE is available and will be provided for use of staff in all emergencies including first aid and fire. • All necessary means of cleaning equipment following any type of emergency is available in the cleaners cupboard. Anti-bacterial/viral sprays also available in each class base and in the hall. • All occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council the F/A needs assessment will identify any additional equipment and training needs. CPR face shields will be worn. • Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival. • First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19. First aiders will read guidance on PPE provided by Shropshire Council. • Additional measures may be required\implemented in view of staff shortages. 	<p>LOW</p> <p>LOW</p> <p>LOW/ MED</p> <p>LOW/ MED</p> <p>MED/H IGH</p>	<p>Protocols to be sought from the resuscitation council. Identification of any additional training needs will be ascertained.</p>	<p>LOW/M ED</p>	<p>MW</p>	<p>1/9/21</p>
9	Accidents\ incidents	Staff, pupils parents, guardians, visitors, including	<ul style="list-style-type: none"> • Normal reporting to various parties e.g.Local Authority/RIDDOR. • Outbreaks of COVID-19 cases should be reported to Health & Safety Team @ Shropshire Council. (RIDDOR 2013 requirements for HSE reporting) 	<p>LOW to be reviewed by school in light</p>				

		clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils and staff who have been hospitalised due to COVID-19 will be reported to the local health protection team 	of local controls				
10	Emotional distress of the staff - including anxiety		<ul style="list-style-type: none"> At least one senior member of staff on site every day for staff to share concerns with. Where possible this will be the Headteacher. If Headteacher is not available on site, this will be Miss Birch who is the teacher in charge and deputy DSL. Mr Davies is also a deputy DSL and can deal with any safeguarding issues. Staff can discuss any concerns they may have with the HT-open door policy Staff have been included with the decision making, risk assessments Regular briefings have taken place either by email and meetings in school to discuss changes to processes. Consultations with staff have taken place/ will continue to take place to address concerns Risk assessments will be completed for pregnant staff members. Staffroom has been adapted to ensure social distancing can be adhered to. Seating has been rearranged/marked for social distancing. Counselling information will be made available to staff Share other contacts/sources of information such as MIND Staff can express any concerns to Mrs Ward (HT) or Miss Birch (Teacher in charge). Where possible work place adaptations will be considered to support staff members Mental health, including anxiety is a recognised medical health need and will be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced. Pupils will be supported by staff members. Staff will adjust ways of working and endeavour to find alternative ways of being able to support a 	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>				
	Emotional			LOW				

	distress of the pupils		<p>child if in need of comfort. Verbal support will be essential, change of routine/activity, music etc</p> <ul style="list-style-type: none"> • There are no pupils at Woore with significant SEN needs that would not be able to understand the recent changes/arrangements in school. • Access a free webinar <u>Supporting pupil and student mental wellbeing</u> 	LOW				
11	Transport arrangements Wider public transport	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p>Staff, parents and children:</p> <ul style="list-style-type: none"> • We are encouraging parents and children and young people to walk or cycle to school where possible. Parking on the school car park is not permitted. Parents have been asked to use nearby car parks at the Falcon and Victory Hall from where they can walk to school. <p>There are no pupils being transported to school by bus at Woore Primary and Nursery School.</p> <ul style="list-style-type: none"> • Travel plans have been communicated to parents via letter regarding pick-up and drop-off times • Contractors will be advised on parking arrangements prior to deliveries and visits. • Minimising unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking • School will endeavour to order larger quantities of inbound materials less often to reduce deliveries • Delivery staff must load or unload vehicles themselves and leave inside/outside the reception area at the front of school or outside the kitchen if catering supplies. <p>Nearby supply of hand sanitiser for employees to use when handling deliveries when handwashing is not practical</p>	LOW				
12	Use of Car park for cars, and other	Staff, pupils parents, guardians,	<ul style="list-style-type: none"> • Car parking/spacing of cars for staff • Use of bikes/scooters is permitted for pupils, however these will need to be stored in the 	LOW to be reviewed by	Remind parents by text.			As required

	forms of transport	visitors, including clinically vulnerable and clinically extremely vulnerable	designated area within school or taken home by the parent/carer dropping off.	school in light of local controls				
13	When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p> <p>In the event of any school closures we will ensure that unused water outlets are flushed through weekly to support the legionella management plan.</p>	<p>LOW</p> <p>Low</p>	<p>See appendix A, below</p> <p>Fire Risk Assessment carried out by HT</p> <p>Cleaner to run all taps at least weekly to prevent any build up of legionella.</p>	LOW	<p>MW</p> <p>MW</p> <p>SG</p>	<p>Mar 2021 onwards</p> <p>7.5.20</p> <p>Sept 21 onwards</p>
14	Consultation and communication		The risk assessment will be updated in line with the current guidance and there will be consultation with staff and trade unions on the control measures					
15	Parental audiences at events		<p>Performances/events taking place at school/the community church under the following restrictions:</p> <ul style="list-style-type: none"> Limited audience- restricted places per family Socially distanced seating Hand sanitising on entry and exit Face coverings worn Tickets and raffle tickets pre-paid prior to the event Door/windows of church/school to be open to allow ventilation 	Med	However, if all restrictions in place risk should be low. MW communicate restrictions and safety measures to	LOW	MW	From Feb 2022

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

Consideration has been taken to protect clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)

- We will continue to monitor and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening.
- Building equipment is deemed safe to use and has received appropriate checks by competent persons as part of normal checking cycle. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.)
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of mobile phone and informing others. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- Parents informed by letter- if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- Parents informed by letter-parents cannot gather at entrance gates or doors, or enter the classrooms (unless by invitation from a member of staff). Only three parents in reception at any one time.
- Parents will be informed of education resources such as [e-bug](#) and [PHE schools resources](#)
- Relevant parents/carers will be made aware of recommendations on transport to and from education or childcare setting by taxi (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Staff have been informed about the plans set out above. Staff to sign document when read.

All catering and cleaning is in-house, no contractors employed by the school. Cleaner to do extra cleaning during the day instead of fulfilling kitchen assistant role as was prior to covid-19.

E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Gemma Birch	teacher		
Steven Davies	teacher		
Louise Holland	teacher		
Teresa O'Dowd	TA		
Jodie Cannings	TA		
Kerry McBride	TA		
Carol Booth	TA		
Lucy Underwood	SENCO		
Rebekah Wainwright	Nursery TA		
Catarina Robinson	Nursery TA		
Eilisia Gill	Nursery TA		
Marni Shapiro-Day	Administrator		
Rachel James	Administrator		
Susan Griffiths	Cleaner/Lunch Asssistant		
Geoff Ward	Handyman		
Jayne Spragg	Catering manager		

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> Perimeter fencing, hedges, gates etc. Trees Waste storage areas and waste bins 	<ul style="list-style-type: none"> Boundary integrity Risk assessments up-to-date; no damage Secure – waste collection still occurring 	MW and GW	<p>New perimeter fencing has been fitted to rear of school. Gaps at either end have been blocked by GW. Site secure.</p> <p>Annual tree survey Waste still occurring when gate opened.</p>
Building: <ul style="list-style-type: none"> Roof (inc. chimneys) Facias, gutters, downpipes Walls Windows Exterior doors Door canopies Paths Roads, car park, gates / barriers 	<ul style="list-style-type: none"> Some damage to roof which means leaks take place during heavy rainfall. Defects or damage Doors opening properly with no restrictions No defects or damage; in working order Slip or trip hazards (uneven, holes etc.) 	<p>Cooper & Williams</p> <p>GW/MW</p>	<p>Roofing works completed due to previous leaks in classrooms. However. Leakage has reoccurred in several places. Surveyor informed and attended site with contractor. Works to rectify problem completed. Permanent work awaited for new roof installation.</p> <p>GW has repaired hole in tarmac in outdoor area-class 2</p>
Interior: <ul style="list-style-type: none"> Ceilings Walls Doors – final exits open (fire, emergency) Fire doors (close and fit as intended) Floors (floor coverings) 	<ul style="list-style-type: none"> No defects or damage likely to affect building users Fire Doors checked for fit and opening H&S work identified 1/9/20 on hall floor following removal of distancing tape. MW informed property services at Shropshire Council. 	<p>MW</p> <p>MW/Property Services</p>	<p>None</p> <p>Splinters on hall floor were sanded down by flooring contractor arranged by Property services. MW arranged permanent floor improvement. New flooring completed Dec 2020.</p>

<p>Infrastructure:</p> <ul style="list-style-type: none"> • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets 	<ul style="list-style-type: none"> • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime 	<p>PSG contractors on cycle</p> <p>Contractor-Water testing through PSG</p> <p>MW/PSG</p> <p>GBW</p> <p>MW SG</p>	<p>Regular testing of water on a cycle.</p> <p>A few issues have occurred where boiler has failed. These issues have now been rectified through PSG.</p> <p>No issues</p> <p>No Issues</p> <p>No issues Contractors test regularly Water run weekly in less used taps.</p>
<p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) • Security • Communications - telephony • IT – WiFi • Pressure systems 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting operational • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules 	<p>MW</p>	<p>No issues</p> <p>Fire safety checks take place on usual cycles.</p> <p>Fire Testing takes place on a weekly basis.</p> <p>No issues</p>
<p>Equipment:</p> <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually 	<p>MW MSD RJ SD GB</p>	<p>None PAT Testing March 2021 and due March 2022</p>

<ul style="list-style-type: none"> • Access equipment / ladders • Kitchen equipment – kettles, microwaves etc. 	<ul style="list-style-type: none"> • Visual inspections for damage / defects • Visual inspections; PAT tests if required 	PSG contractors- fire ext. GBW	GW- tests ladders New kettle, microwave and fridge bought in 2021.
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> • EIRC (Fixed wiring) and PAT (electricity) <p>Water (temperature, flushing, cleaning, disinfecting etc.) – see below</p> <ul style="list-style-type: none"> • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. <p>On returning to buildings that have been fully closed for more than a week, Shropshire Council's Asset Management Team advise:</p> <ul style="list-style-type: none"> • <i>Thermal disinfection following plant shutdowns and holiday periods of over one weeks duration, by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet for five minutes, working back from the most remote outlet to the calorifier.</i> • <i>Cold outlets shall be run with the respective hot outlet.</i> • <i>Flushing of all WCs, with lids closed, following plant shutdowns and holiday periods of over one weeks duration.</i> • Check with Tim Othen if further advice required. <p>Advice on this from the Health and safety Executive can also be found in the guidance <u>Legionella risks during the coronavirus outbreak</u></p>	Contractor- PAT Contractor- Water MW	PAT testing MARCH 2021, due March 2022 Regular water testing scheduled MW to flush toilets after each holiday period.

