

Task/Activity: Return to school (following new VoC Omicron)	Date assessment completed: 06.01.22	Review Date: 28.01.22
Brief Details of Task/Activity Assessment of control measures to reduce the spread and impact of Covid-19 pandemic	Assessment completed by: L. Cousen	Signature:

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors ... and likely injury e.g. bruises, muscle strain, fracture, poisoning ...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
School reopening without due consideration and procedures in place. Possible/increased risk of infection	Staff, Pupils, Visitors, Parents, Governors	<ul style="list-style-type: none"> HT receiving regular updates from DfE and sharing with relevant staff members. HT and AHT in regular online communication with MAT central team to discuss most up to date guidance and use this to build plans that will mitigate risks. School adhering to the risk assessment produced by the MAT that was approved at the board of trustees. School staff kept up to date with planned procedures through staff meetings, weekly briefings and electronic communication. Weekly briefing to be held outside for ventilation purposes. School communicates with parents on regular basis through updates on the school website, newsletters, Facebook page and text message. 	<p>School will follow the guidance as set out in the updated MAT Risk Assessment.</p> <p>School risk assessment to be quality assured by the MAT.</p> <p>School risk assessment to be sent to the board of trustees for approval.</p> <p>Measures may need to step up in the event of outbreak as advised by local PHE.</p>	D	LC/BM/DM	06.01.22	06.01.22

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		<ul style="list-style-type: none"> • Pupils will continue to follow one way system when moving around school. • Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. • When meeting with visitors well ventilated spaces will be used. • Head teacher /Assistant Head teacher will approve all visitors to site. • Staff, pupils, parents, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. • Parents/Carers are instructed to monitor their child's health and should gain a PCR test if there are symptoms displayed. • Following changes to government guidance from 11.01.22 PCR no longer needed to verify if positive following a positive LFT for asymptomatic cases. • Following updated changes to government guidance from 17.01.22 the isolation period has reduced to 5 days, staff and pupils can return to school on the 6th day following a negative LFT on day 5 & 6. • Staff who are fully vaccinated do not need to self-isolate if identified as a close contact. • Worship to remain virtual so that gatherings are limited. • Staff meeting to take place socially distanced in well ventilated space. • Pupil bathrooms to be assigned to class to avoid any other mixing. 					

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		<ul style="list-style-type: none"> Some classes to have lunches in their classroom to alleviate the number of pupils in the hall. Households with confirmed cases will be encouraged to take daily LFT for 7 days to minimise transmission. 					
Outbreak contingency plans not in place.		<ul style="list-style-type: none"> If 5 children/pupils or staff members who have mixed confirm positive in the last 10 days or 10% of school who have likely mixed and confirmed positive in 10 days protective measures may need to be increased. These will include resorting back to some previous measures. For outbreaks/clusters staff will be asked to wear face coverings in communal areas, consideration will be given to how to increase time outdoors, improved ventilation and if required one off enhanced cleaning to be conducted. If there are increased cases within a class then the class will resort back to bubble measures and further limit their mixing with other pupils at break times and lunchtimes. If cases are focussed in a class parents will be requested to take pupils for a PCR as a precaution. Open days, parent attendance and live performances may be limited. 	Monitor reported confirmed cases of Covid 19	D	LC/BM	06.01.22	06.01.22
Increased prevalence in the community	Pupils, staff and parents	<ul style="list-style-type: none"> If there is high prevalence in the community local public health might advise for enhanced measures such as: -Limiting open days -Parent attendance -Live performances Increased cleaning may need to be implemented. Increased ventilation 	Attend Bolton briefings to keep up to date with local picture	D	LC Local PHE	06.01.22	06.01.22

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		<ul style="list-style-type: none"> Enhanced testing could be implemented as a protective measure. 					
Building compliance checks not completed or the school site is not sufficiently clean to <u>prior to opening</u> Possible/increased risk of infection/ legal, financial and reputational risk – not ensuring the building is safe for use	Staff, Pupils, Visitors, Parents, Governors	<ul style="list-style-type: none"> HT to confirm that compliance and building checks are up to date and recorded and any issues acted upon. HT to liaise with CFO within the MAT for any advice. ACC cleaning team have deep cleaned each area of school in readiness for a opening. 	Reporting to the IRC within the MAT to evidence that compliance checks are up to date.	D	LC	06.01.22	06.01.22
Spread of Covid-19 infection Reception and Office	Staff / Visitors	<ul style="list-style-type: none"> Limited entry to office for staff except those staff whose designated area it is. Entry only for use of fax phone to ring parents, sanitise handset once used. Screen installed across window to reduce contact. No entry for children to office Signs encouraging use of sanitising before using touch points such as buzzer. Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. Hand sanitiser to ensure good hand hygiene practices are maintained No handshaking of visitors. Office staff may wear gloves to open envelopes and deal with letters/cash. School Money to be used to collect dinner/snack/milk money from parents who are able to access 	Check disinfectant levels and purchase if required New staff will receive induction training	D	LC/BM/DM	06.01.22	06.01.22

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		<ul style="list-style-type: none"> • Covid – 19 good practice poster displayed • Office window to remain closed except when speaking to a visitor • HT/ office has main entrance and driveway on CCTV screen • Exit from the office along left-hand side of the drive • Visitors not to enter the premises if they are displaying any signs or symptoms of Covid-19. 					
Spread of Covid-19 infection Signing in/ out visitors	Staff / Visitors	<ul style="list-style-type: none"> • Before signing in, hands should be sanitised to ensure good hand hygiene practices are maintained • Use of stickers rather than temporary lanyards • Lidded bin available for waste to be emptied regularly. 	Ensure stickers in printer for visitors and spares Lidded bins have been placed round school New staff will receive induction training	D	LC/BM	06.01.22	06.01.22
Spread of Covid-19 infection Staffroom	Staff / Visitors	<ul style="list-style-type: none"> • Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. • Hand sanitiser to ensure good hand hygiene practices are maintained • Increased cleaning/ disinfecting regimes in place • Limit number of staff in the staff room to 6 to avoid overcrowding. • Co2 monitor in place. 	N/A	D	LC/BM/DM	06.01.22	06.01.22
Spread of Covid-19 infection Classrooms	Staff/ pupils/ visitors	<ul style="list-style-type: none"> • In Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. • creased cleaning/ disinfecting regimes in place for all common touch points 	New staff will receive induction training	D	LC/BM	06.01.22	06.01.22

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		<ul style="list-style-type: none"> • Pupils to regularly wash hands. Before playtime (snack), lunchtime and PE/ICT. • Continue to promote good respiratory hygiene, 'catch it, kill it, bin it'. Pupils to use tissues and then wash hands. • Staff members to regularly sanitise their hands. • Teachers who cover classes to ensure they regularly sanitise • Windows and external doors used to increase ventilation in school • Staff to be encouraged to take regular LFTs to identify asymptomatic cases. 					
Poorly ventilated areas in use	Staff/pupils/visitors	<ul style="list-style-type: none"> • Minimise use of meeting room. Limit numbers to less than 12. • Shutter to be lifted when in use to increase ventilation. • Ventilation audit to be conducted. 	Use Co2 monitors once delivered to schools to identify areas that need increased ventilation. If areas of poor ventilation are identified additional measures put in place such as limiting capacity or limiting use or applying for ventilation systems from DfE.	D	LC/BM DM/JW	06.01.22 10/01/22	06.01.22 10/01/22
Spread of Covid-19 infection Staff toilets	Staff/ visitors	<ul style="list-style-type: none"> • Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. • Hand towels used 	N/A	D	LC/ DM	06.01.22	06.01.22
Spread of Covid-19 infection Lunch times	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Tables disinfected prior to lunch • Hands washed prior to lunch • Regular cleaning between classes to occur 	New staff will receive induction training	D	LC / staff	06.01.22	06.01.22

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Max Club		<ul style="list-style-type: none"> Children will wash hands for 20 seconds on arrival at Max Club (am / pm) and before eating snack. All payments will be made on line using School Money Good hand hygiene to be promoted, if pupils sneeze or cough they will be encouraged to use a tissue then wash their hands, dispose of tissue in lidded bin. Children to remain in bubbles with class to avoid additional mixing. 	N/A	D	LC/IE	06.01.22	06.01.22
Educational Visits		<ul style="list-style-type: none"> Individual risk assessments to be completed. Check insurance to ensure appropriate coverage due to covid-19 implications 	All trips to be consulted by NP/BM before any bookings made.	E	LC	06.01.22	06.01.22
Spread of Covid-19 infection Intimate Care	Staff/Pupils	<ul style="list-style-type: none"> Staff to wear gloves when required to administer first aid or provide intimate care (intimate care policy) Staff are reminded that wearing of gloves is not a substitute for good handwashing. The Trust have sourced some FFP2 masks to provide increased protection during intimate care or first aid. 	Disabled toilet to be cleaned after use (touch points) New staff will receive induction training	E	LC/BM/ VH/NW/ AH	06.01.22	06.01.22
Spread of Covid-19 infection Plans for pick ups and drop offs.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Parent to enter the school site as instructed through pedestrian walkways. Parents to leave the site through the ginnel or walking down the driveway. Cones to be placed at the end of the drive to ensure no vehicle can enter the premises at these times of the day. There are no longer staggered start and finish times. SLT to meet and greet 	N/A	D	LC/BM/ DM	06.01.22	06.01.22

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Spread of Covid-19 infection Poor Hygiene	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Parents to ensure child washes hands before leaving the house. • Children hand wash before snack, before lunch, using the toilet, before PE/ICT and when they sneeze • Washing hands posters to be replaced if damaged • Reminders on how to wash hands properly • Ensure adequate stock levels of tissues for each class/office. • Tissues available in each class • Signage around school to encourage regular and frequent hand washing • Staff reminded that wearing gloves is not a substitute for good hand washing 	N/A	D	LC/BM	06.01.22	06.01.22
Spread of Covid-19 infection Lack of cleaning & Products on site		<ul style="list-style-type: none"> • Antimicrobial coating surfaces implemented in December 2021 to provide additional protection on touch points and surfaces. • HT to work with CFO and cleaning provider ensure there is a continued sufficient supply on site. • Office staff/Caretaker and HT to monitor the amount of cleaning products such as soap, sanitiser, paper towels, toilet roll, disposable cloth, bin liners etc and order when supplies are low, not when they have run out. All staff to help with this. • Reminder to staff and others that soap and water are the best products to use to maintain clean hands. • Site supervisor will carry out regular stock takes to ensure sufficient supplies are available 	Work with other schools within the MAT if products are hard to source – consider sharing of resources if necessary.	E	LC/BM/DM	06.01.22	06.01.22
Spread of Covid-19 infection		<ul style="list-style-type: none"> • The HT or SLT will be notified immediately. 	All staff will receive induction training	D	LC/BM	06.01.22	06.01.22

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Child is displaying covid symptoms during school hours		<ul style="list-style-type: none"> • Parents/Carers will be contacted to arrange for their child to be collected • If a child is awaiting collection, they will be moved to outside seating area if weather permits where they can be isolated (depending on the age of the child), with appropriate adult supervision • If the pupil needs the toilet whilst waiting to be collected, they will use the disabled toilet and the area will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have been in contact with the infected person will wash their hands thoroughly for 20 seconds. • School will ask for the pupil to take a PCR test and inform school of the result. • If pupil is confirmed and staff member is contacted by NHS track and trace and identified as close contact they will then subsequently take a PCR test. They do not need to self-isolate if they have received both vaccinations. • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. • If school become aware that someone who has attended has tested positive for coronavirus (COVID-19) the head teacher should be informed. • If there is more than 2 confirmed cases within 10 days or an overall rise in sickness absence with suspected cases advice will be taken from the local health protection team. 					

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		<ul style="list-style-type: none"> For pupils who receive FSM who are unable to attend school due to being positive for covid they will have access to food parcels or vouchers inline with Boltons' agreement. Remote learning to be provided to pupils who have tested positive for Covid by either LFT or PCR. 	Meals provided for pupils who are FSM and unable to attend school				
Spread of Covid-19 infection Adult is displaying covid symptoms		<ul style="list-style-type: none"> The adult will immediately leave the school premises and return straight home The adult should book a PCR test urgently. 	Staff inset day	D	LC/BM	06.01.22	06.01.22
Staff shortages due to adults isolating or confirming.		<ul style="list-style-type: none"> If staff member confirms as positive for Covid-19 they must inform the HT immediately so appropriate cover can be planned. If the staff member has been identified as a close contact they do not need to isolate if they are fully vaccinated (14 days past last vaccination). If staff member lives with someone who has tested positive they will need to self-isolate and gain a PCR. If however they are fully vaccinated they will not need to self-isolate but will need a LFT as a close contact. Continue to promote regular testing with LFTs. 	Staff members to inform HT if they are unable to attend work.	D	LC/BM	06.01.22	06.01.22
New VoC identified	Staff, parents, pupils	<ul style="list-style-type: none"> Measures could be increased if a new variant of concern is identified. Staff or pupils are on the shielded patient list may be required to shield again. Attendance restrictions could be imposed by national or regional lockdowns but provision for vulnerable 	N/A	E	LC	06.01.22	06.01.22

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		and children of critical workers will need to be in place.					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	New staff will be informed	D	LC	06.01.22	06.01.22
Staff not reassured/trained in new procedures, leading to risks to health.		<ul style="list-style-type: none"> HT to be visibly present throughout the school day and SLT available before/after school. Communications strategies including weekly briefings are in place. Discussion with whole staff regarding opening to discuss risk assessments to include their input and feedback Risk assessments reviewed regularly after re-opening 	HT to carry out monitoring checks New staff will receive induction training	D	LC	06.01.22	06.01.22
The mental health of staff is adversely affected		<ul style="list-style-type: none"> SLT available for all staff for advice and support Staff have access to confidential counselling provided by Trust pastoral team Staff have access to confidential Occupational Health phone line for counselling School Occupational Health SLA Staff handbook signposts staff to OH support 	New staff will receive induction training	E	LC/BM	06.01.22	06.01.22
Curriculum – remote learning		<ul style="list-style-type: none"> Remote learning will be in place for those pupils who are unable to attend school for reasons related to Covid-19. For pupils who are required to isolate or have confirmed but are well enough to work this will be assigned on Seesaw. 	Discussion on inset day	E	LC/ teachers	06.01.22	06.01.22

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Attendance of pupils is affected through anxiety on returning to school		<ul style="list-style-type: none"> For parents of pupils with significant risk factors, concerns will be discussed and reassurance provided Facebook used to promote positive image of re-opening Early Help meetings for children whose attendance doesn't rapidly improve to identify the issues and support approved attendance Fixed penalty notices applied if necessary For pupils whose parents are following clinical and/or public health advice, absence will not be penalised 	Add further positive pictures on Facebook New staff will receive induction training on the use of Facebook to promote positive messages	E	LC/BM	06.01.22	06.01.22
Contractors on-site whilst school is in operation may pose a risk to adhering to risk assessment		<ul style="list-style-type: none"> All contractors to receive a copy of this risk assessment prior to arrival on site. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	RA shared in advance with contractors.	D	LC/BM/DM	06.01.22	06.01.22
Legislation not followed		<ul style="list-style-type: none"> Covid 19 risk assessment to be approved by Chair of Trustees Records of staff & pupils recorded and Trustees informed of numbers weekly. 		D	LC	06.01.22	06.01.22

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.