



OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has 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 Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of 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. Control shown follow current available guidance and best practice

Head teachers/ 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 are 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 is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team
healthandsafety@cumbria.gov.uk

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

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



RA Reference	3	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	5/7/2020	Assessor Name	Amy Harvey
Assessment Team Members	Amy Harvey, Jen Ager, Leanne Day (Governor and staff input)	Planned Review Date	10/9/2020 (and reviewed to reflect any changes in National Guidance)
Location	High Hesket CE School	Number of People Exposed	220
Overall Residual Risk Level following implementation of effective control measures	8 – Medium Risk Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	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	5/7/2020 16/7/2020 1/9/2020 25/10/2020 5/10/2020 30/10/2020 & 5/11/2020 25/11/2020 5/1/2021 Green – additional measures added from CCC risk assessment guidance July 2020 Purple – additional measures added from CCC updated model risk assessment Feb 2021	Is this an acceptable risk?	Yes/ No

This document will be provided to all staff and available on request

All staff will receive appreciate training and updates on the measures contained within this risk assessment

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom and When	Residual Risk
<p>Hazards in relation to staffing and daily operation</p> <p>Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation</p>	<p>1) Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell</p> <p>Cumbria call centre – single point of contact to contact in Cumbria to notify CCC of any suspected or confirmed cases of COVID-19</p>	<p>10 Medium Risk L5XS2</p>	<p>1) All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace. Code of conduct materials contain updated info.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors</p>	<p>Email to all staff by 1st Sept – AH</p> <p>Posters displayed by 1st Sept - AH/EMc</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>



<p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<p>2) 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>NHS Test and Trace App</p> <p>The national NHS Test and Trace App is now available. All staff/volunteers and students aged 16 and over will be encouraged to download the app to their smartphones (available on the Google Play Store and Apple App Store). The app will be used alongside traditional contact tracing to notify users if they come into contact with someone who later tests positive for coronavirus. The app complements, rather than replaces, existing processes. Trace element of the app should be paused whilst in educational setting.</p> <p>Individual risk assessments carried out for staff who were previously shielding. Offered to all staff who feel an individual risk assessment would be appropriate.</p> <p>Staff to notify school if they are seeking a test due to symptoms.</p> <p>Access to COVID-19 Weekly Outbreak Control which provides an overview of the current COVID-19 situation in Cumbria based on available local and national data. Further detailed information can be found at Cumbria Intelligence Observatory. In the event of an outbreak will follow Local Health Protection advice. Staff and pupil will not be permitted to attend school if they have to quarantine having recently visited countries outside of the Common Travel Area.</p> <p>School staff asked to participate in asymptomatic testing using Lateral Flow Testing. Positive results to be reported immediately. Testing to take place twice weekly.</p> <p>Staff or pupils who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31st March 2021. Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace.</p> <p>2) Member of SLT to be on site. If, due to an emergency SLT is unable to be on site, can be accessed remotely. Headteacher of Calthwaite School can be contacted and will attend in an emergency (01768885277). DSL to be on site where possible, able to be accessed remotely if not on site. SENCo to be available onsite or remotely.</p>	<p>To be reviewed daily by AH</p> <p>To be reviewed daily by AH</p> <p>Parents to receive letter by 17/7</p> <p>EMc to advise when ordering</p>	
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	<p>3) Timings of arrivals, lessons and activities in place</p>	<p>Children to be organised primarily into year group bubbles that remain in their classroom or have access to the outdoors. Staff may move between bubble groups but should try to maintain social distancing if it is possible/appropriate to do so. Where possible, staff limited to no more than 2 bubbles. Use of Zoom etc to be utilised to limit bubble movement. EYFS ratios to be considered in staffing. Use of 'expanded bubbles' for lunchtime. To be organised EYFS/1, 2/3, 4/5. Year 6 to eat in classroom. Still try to keep in year groups where possible and encourage social distancing when not. Early Years to act as one overall bubble.</p> <p>LOCKDOWN ONLY: During lockdown, a maximum of 4 bubbles to present in hall with social distancing arrangements. During national lockdown, school to be open to key worker/vulnerable pupils only. Groups to be organised into numbers small enough to allow for adequate social distancing. Each group to have a minimum of 2 adults to allow teachers to work outside of the classroom to provide remote learning. Bubbles to be organised in to year groups. In Years 1-6, each bubble to have maximum of 10 pupils to allow adequate social distancing and ratios. Early Years to be risk assessed depending on nursery:reception ratio but to be approximately 15.</p> <p>3) Lunchtimes and playtimes to be staggered to include no more than 4 bubbles. To be given designated areas to play. Children in different bubbles will be encouraged to socially distance. Each class will have a designated area to play. In the lunch hall, use of expanded bubbles (2-year groups in hall) children will be seated in year groups and children will not serve each other. Cutlery etc to be laid out to minimise touching of items. Water jugs will be poured by staff. Where possible, seating will be arranged to avoid direct face to face positioning. During lock down period, two sittings to be provided with maximum of 4 bubbles. Groups to be kept separate in hall with social distancing measures. Adults to be assigned a bubble to serve.</p> <p>Key Stage staggered start and finish times. Parents are expected to drop at the gate on arrival and not enter site. EYFS parents may enter and drop child at relevant door. No parents to be allowed in the building without an appointment. From Oct 2020, Reception parents to be encouraged to drop child at gate and not enter site. (Nursery parents to be encouraged where appropriate). Parents to wear face coverings when collecting.</p> <p>One-way gate system to be used at collection. Parents allowed on to site to prevent congestion on pavement. Enter via main gate and</p>	<p>AH to include with induction materials by 3/6</p> <p>AH to review by 1/9</p> <p>Staff to set up rooms by 1/9 – focus</p>	
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	<p>4) Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher</p>	<p>exit via field gate. Exception to this rule for prams and children walking home independently with the permission of the person on duty. Regular reminders to parents of need to socially distance etc. Face coverings to be worn.</p> <p>4) Parents will be advised to communicate with school office by email or telephone.</p> <p>Statutory parent meetings (e.g. TAF, EHCP etc) to be accessed remotely where possible. Where not possible, face to face meetings to take place in staff room (maximum of 3 present) or hall. All adults wear face coverings and to be socially distanced and access to school through office door or hall door. Any furniture etc to be wiped down after use. TO BE REMOTE ONLY DURING LOCKDOWN PERIOD</p> <p>Visits to school for prospective parents not to go ahead until further notice. To be directed to school website and admissions video.</p> <p>No visitors on site unless essential. Visitors to be told of hygiene expectations and to try to enter outside of school hours. Visitors to be given a clear pathway through school that involves minimum contact. Visitor record form to be completed on arrival. Face masks to be worn by all visiting adults.</p> <p>Visiting staff (guitar teacher, sports coaches) have to comply with risk assessment. Supply teachers and peripatetic teachers to be permitted to move between schools but to be reviewed regularly and, if risk is heightened, to limit visits. During lockdown, visiting teachers to be postponed.</p> <p>Guitar teacher to teach smaller groups in hall or resources area. Groups to be in bubbles where possible, expanded bubbles if needed. Any school guitars to be cleaned between use. To wear face shield when teaching and maintain 2m distance. No guitar lessons during lockdown.</p> <p>Visiting professionals (e.g. Ed Psych, S&L teacher etc) to be allowed to work in 1:1 situations if needed for child's educational development. Risk assessment to be shared prior to arrival and asked to adhere to handwashing etc. Social distancing to be maintained when working 1:1. Where possible, any meetings with adults will be conducted online.</p> <p>No large school gatherings such as Sports Day, Leavers play etc. No assemblies.</p>	<p>for INSET</p> <p>AH to mark out and put up signage by 1/9</p> <p>JA to provide outdoor learning advice to staff when needed</p> <p>Bubble staff to do daily</p>	
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	<p>5) All staff responsible for ensuring that they are fit and well to attend work.</p> <p>6) All staff adhere to any instructions, advice, guidance and site rules provided to them.</p> <p>7) PHE COVID-19 Testing guidance communicated to staff</p> <p>8) Staff responsible for ensuring that they are up to date with their own routine immunisations</p> <p>9) Pupils – Individual healthcare plans in place for pupils who require them.</p> <p>10) Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</p> <p>11) Referrals made to occupational health as appropriate</p> <p>12) Employees advised of and offered vaccination cover (as this becomes available and appropriate)</p> <p>13) Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others</p>		<p>Whole school events for children (e.g. Silverband Falconry, M&M productions) to take place in compliance with risk assessment. Events to take place outside where possible and year groups to be separated by a minimum of 2m. If using hall, maximum of 2 year groups per session and to be kept separated in hall. Use different exits / entrances. No external events during lockdown</p> <p>No performances to an audience.</p> <p>School staff asked to participate in asymptomatic testing using Lateral Flow Testing. Positive results to be reported immediately. Testing to take place twice weekly.</p> <p>Staff or pupils who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31st March 2021 Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace.</p> <p>Flu vaccination information to be disseminated to staff when provided</p> <p>9) Staff to be directed to watch EpiPen video.</p> <p>Individual Healthcare Plans to be updated and shared with staff. EpiPen boxes to be stored in appropriate places and locked away at end of day.</p> <p>10) Local Authority paperwork completed.</p> <p>Separate risk assessment for children with SEN who may find social distancing difficult when anxious.</p> <p>13) Classrooms will be organised so as each child has seating facing forward and pupils sitting side by side (where this is appropriate due to age / need). If working in smaller groups, children</p>	
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		<p>to be spaced out if possible. In EYFS, any circle tables in use should be split into 3 sections using tape.</p> <p>Children & staff will have their own set of personal stationery resources and exercise books. Exercise books not to be handled by other children. KS2 children keep own books in tray, KS1 to be kept by class teacher. Marking to be kept at a minimum where possible with use of verbal marking & self-marking used more often. EYFS children will not have individual packs but writing utensils e.g. pencils etc will be wiped between use.</p> <p>To avoid gatherings in library area, library time will be scheduled for each class. Children may select a book and it will be returned to a second lidded box. Books left for 72 hours before returning to circulation. If library is used, it must be under supervision of an adult. In EYFS, there will be a small selection of books on display which children can access after washing hands. These are cleaned at the end of each day and then taken out of circulation for 72 hours.</p> <p>Corridors will be marked out to enable keep left movement round school. Posters displayed and taped lines in some corridors.</p> <p>Groups will remain in their own room or outdoor area. If the hall is used for more than one group, such as for wraparound care, the room will be divided into distinct areas and groups will still not mix unless in expanded bubbles. Areas will be cleaned after use, including floor if has been sat on.</p> <p>Afterschool club – lunch tables to be used with clearly designated areas. Minimum of 2 metres (5 seats) between each group and screens can be used where needed. Each bubble to have own set of resources. Plastic screens available if needed.</p> <p>Additional staff tea and coffee area to be set up with markings to allow waiting. Staff may use both staff room and additional area to prepare drinks. Staff encouraged to minimise time in staff room. Staff may bring / be provided with a lidded cup that remains on site. Staff room limited to 3 people and to use assigned seating only. Windows to be open when room in use and staff to wear visors unless eating / drinking. Staff room not to be shared by members of different bubbles.</p> <p>Photocopier to be used one adult at a time and wiped before / after use. Waiting markings to be used.</p> <p>Office area to be used only by office manager or SLT unless invited</p>	
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	<p>14) Outside spaces used for learning where possible</p> <p>15) Outdoor equipment cleaned regularly, before and after use and between groups.</p> <p>16) Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen Ras</p>		<p>In by Office Manager / SLT. Signs to indicate this on both doors.</p> <p>Markings outside office to indicate where deliveries should be left.</p> <p>Where possible, staff meetings to take place remotely. Where face to face contact required (i.e. Team Teach training) then following measures to be put in place: sessions to be optional, paired work to be done with members of same bubble, PPE to be worn for any contact, social distancing to be in place unless for direct contact activities, regular handwashing / sanitising, use of well ventilated space.</p> <p>Face masks to be worn by all staff when moving through school or in communal areas. Also to be worn within classroom if unable to maintain 2m. Masks to be worn around school as required. Shields to be worn in addition to masks, not in place of.</p> <p>14) Use of outdoor learning to be encouraged.</p> <p>Each group to use a consistent door to access outdoor areas. Classrooms with external doors should prioritise use these to exit.</p> <p>Staff to communicate requests to use specific areas in advance.</p> <p>15) Each class to have a box of outdoor equipment to be used only by their bubble and cleaned/sanitised at the end of the school day. Staff to have 'play session' before first play time to share possible ideas for games and how to use equipment etc.</p> <p>Wells racks to be provided for classes. Children to be trained in use.</p> <p>Adventure trail to be used on a rota basis with the climbing area taped off. EYFS to have access to slides etc but with regular cleaning.</p> <p>Children to wash hands before using. Hand contact points e.g. hand rails or tops of poles to be sanitised after every bubble use and at the end of a day.</p>		
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	<p>17) Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures</p> <p>18) Normal absence and wellbeing reporting procedures followed</p> <p>19) Normal pre-employment procedures followed.</p> <p>20) Staff must work from home where they are able to.</p> <p>21) Practices in place for safe use of resources</p>	<p>18) Staff to resume usual register practices.</p> <p>20) Staff to be advised to work from home where possible (including PPA). To notify member of SLT before leaving site. During lockdown, bubble staff to organise rotas where possible to allow staff to work from home if able. Safe ratios of staffing should still be maintained.</p> <p>21) Staff and pupils permitted to take home resources that are relevant to education and development (e.g. reading books etc). Reading records to not to be sent home, record kept in class. Hands should be washed before handling items and any laptops etc should be wiped down on re-entry. Reading books should follow same system as library books in classroom (72-hour cycle).</p> <p>Resources can be shared within groups if essential but should be cleaned and hands washed before/after. Children in Y1-2 should have own set of regularly used items (i.e. stationery) but books, games etc can be shared and will be cleaned regularly.</p> <p>EYFS – number limits on different areas. Aprons to be wiped between use. Junk modelling equipment brought in to school should be quarantined for 72 hours before adding to circulation. Any items made should be put in a separate area to avoid touching and can be sent home with child. Planning cards to be cleaned regularly and returned to pots by an adult. Water tray to include soapy water. Outdoor sand tray only and sand toys to be cleaned.</p> <p>Resources such as sports equipment, art and science materials should be cleaned frequently between bubbles or rotated to allow for 48 hours (72 for plastic) between use.</p> <p>Items brought in from home should be limited to essential items only (lunch boxes, water bottle etc). Children should try and utilise one bag to store all items. Children should not share their personal items. Children come to school in PE kit on PE days.</p> <p>Children should have their own water bottle that is easily distinguishable and comes in filled. Water bottles should be filled</p>	
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			<p>from classrooms. Water dispensers to be used by one designated class and cleaned between use. Children to bring water bottles pre-filled from home (water only). Bottles should be stored so all children can see their own bottle and access without touching others.</p> <p>Christmas specific arrangements: 'Quarantine' bag to be provided to all children. To be used to collect any Christmas cards, crafts, items etc. Bag to be 'closed' 72 hours before end of term and then sent home. Christmas cards may be brought in from home but must not be sealed by licking (stick, don't lick) and should be delivered to bag and not opened.</p>		
<p>Infection prevention through social distancing and minimising contact between groups.</p>	<p>22) Younger children (EYFS) will be kept separate from other groups within the school but will not be expected to distance within their group.</p> <p>23) Children will be supported to maintain social distancing and encouraged not to touch staff where possible.</p> <p>24) All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise the time spent within 1 metre of anyone.</p> <p>25) School assemblies and collective worship with more than one group will not be held.</p> <p>26) 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.</p> <p>27) Special arrangements will be considered for staff who</p>	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>22) N/Rec to form one overall bubble Children attending multiple settings will be encouraged to select one. Flexibility to be offered where other setting says they must still receive payment to secure place</p> <p>23) Limited sharing of equipment in PE and no contact games. Limited use of singing in large groups (Dfe guidance to be followed). In PE, Staff to follow updated Covid compliant curriculum map and additional NGB guidance for relevant sports provided by the PE leads.</p> <p>Children to come to school in PE kit on designated PE days.</p> <p>24) PPE to be worn for intimate care</p> <p>Visiting professionals (e.g. Ed Psych, S&L teacher etc) to be allowed to work in 1:1 situations if needed for child's educational development. Risk assessment to be shared prior to arrival and asked to adhere to handwashing etc. Social distancing to be maintained when working 1:1. Where possible, any meetings with adults will be conducted online.</p> <p>26) Keep left markings in corridors. Staggered Key Stage playtimes with groups using designated areas.</p> <p>Staggered lunch time sittings in hall in expanded bubbles (11.45, 12.15, 12.45). Children to sit in own bubble. Two sittings during key worker provision (EYFS&KS1 / KS2). Children to be kept in bubble</p>		<p>8 - Medium Risk</p> <p>L4 x S2</p>



	<p>work across groups (bubbles) across the school.</p>		<p>groups in hall with assigned staff.</p> <p>27) Staff moving between groups to maintain social distancing from children and to wash hands regularly before and after moving groups. To use own set of resources (e.g. whiteboard pens) to avoid mixing items between adults. Staff will try and limit movement between 'bubbles' where possible and will only enter rooms where they work. Face shields to be worn if needed (i.e. if unable to maintain 2m distance).</p> <p>Face shields / masks to be worn by all staff when moving around school or in communal areas or if unable to maintain 2m.</p> <p>Breakfast club – children to use tables organised into bubble groups (must be minimum 2m / 5 seats between groups). Children to be served by adults and stay at tables for any activities. Masks to be worn for serving food. Children to be dropped at gate and wash hands on arrival.</p> <p>After school club – hall to be divided into bubble areas with allocated resources for each group. Children encouraged to socially distance. Normal practice for sharing / cleaning of resources. Use of outdoor area where possible. No more than 15 in each bubble per session. Parents collect by using hand sanitiser, pressing doorbell and stepping behind yellow line.</p> <p>Only one staff member to enter kitchen. Food to be served by staff from hall side of hatch wherever possible. Hand sanitiser station by kitchen door.</p>		
<p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<p>28) Staff and pupils instructed to wash their hands or use hand sanitiser upon entry to buildings and frequently thereafter (returning from breaks, when changing rooms, before & after eating, when they have been to the toilet).</p>	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>28) Pupil allergies identified where applicable</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>Children will be allowed to bring, on request, one item of hand cream to be stored with personal resources in Bubble. This must be clearly labelled and must not contain nut oils.</p> <p>Children and staff asked to bring essential items only from home. Where items are required to be stored in school (e.g. inhaler), these should be wiped down on entry. If children require additional items, such as additional clothing for intimate care, this will be brought in on the first day, wiped down and will be kept within a designated area.</p>	<p>Parents to be informed by 1/9</p>	<p>8 - Medium Risk</p> <p>L4 x S2</p>



	<p>29) Supplies of hand sanitiser available at entrance points and where there are no sinks. Sufficient hand washing or hand sanitising stations available around the school.</p> <p>30) Obtain copies of the safety data sheet for any sanitising products in case of ingestion.</p> <p>31) Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</p> <p>32) Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff.</p> <p>33) Regular cleaning and disinfection of surface that are touched more frequently</p> <p>34) Where toilet facilities are shared by more than one group, increased cleaning will take place between different group usages.</p> <p>35) Standard cleaning products will be used for cleaning.</p> <p>36) Cleaning will be carried out in accordance with the current COVID-19 Cleaning in non-healthcare settings guidance.</p> <p>37) Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/ shared areas, frequently touched surfaces.</p>		<p>Staff to limit wearing of wrist jewellery (other than earrings or watches). Staff laptops should be wiped down on entry and exit and at regular intervals through day.</p> <p>31) Hand dryers also to be taken out of use and paper towels provided. Hand dryers allowed to be used as per CCC H&S guidance 2/10/20</p> <p>33) Electronic items to be wiped down before and after use.</p> <p>34) Markings will be used to help children understand where to wait. Toilet cleaning rota created</p> <p>37) Gloves to be used for cleaning, disposed of after use and hands washed thoroughly.</p> <p>PPE and cleaning materials available in each group room and isolation room.</p> <p>Rooms to be organised to limit furniture where possible, soft furnishings and soft toys to be removed where able.</p>		
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	<p>38) Drinking fountains taken out of use</p> <p>39) Suitable signage and visual instructions displayed as required</p> <p>40) When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan</p>		<p>Resources and toys provided must be able to be easily cleaned.</p> <p>40) Guidance on use of PPE to be provided to staff as part of Induction materials .</p>		
<p>Transport and Travel</p> <p>Reducing the risk of infection on dedicated school transport, public transport and during organised educational visits</p>	<p>41) Safe transport guidance promoted to staff and parents</p> <p>42) Protocols in place for drop off and pick up</p> <p>43) Where relevant, transport for SEND pupils will be subject to individual risk assessment</p> <p>44) Transport providers will follow appropriate controls as highlighted in their code of practice</p> <p>45) Schools will need to record how each person, pupils and staff, travels to and from school (to support Track and Trace).</p> <p>46) Staff and pupils over the age of 11 will be required to wear face coverings when using public transport.</p> <p>47) Arrangements for safe face mask use and removal when public transport has been used.</p>	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>41) 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>Parents & staff requested to walk or cycle, use own vehicles and avoid public transport.</p> <p>42) Parents encouraged to have one parent to drop child at gate and not enter premises in the morning. Parents informed not to gather or socialise and to maintain 2m distancing. Face coverings to be worn.</p> <p>Staggered start and finish times provided to parents in advance of first day. Assigned entrances and exits for staff and pupils.</p> <p>Parents informed of how their children will be dismissed and made aware of waiting protocols. Parents allowed on grounds to collect but should use one-way gate system to enter / exit.</p> <p>Encourage one-way system when driving through village.</p> <p>Children who turn age 11 will be given the option to wear face mask on school bus (as per advice sought from transport team)</p> <p>47) Pupils who have travelled to school on public transport (not school bus), wearing face coverings, will be instructed not to touch their face during use or when removing them. They will be asked to wash their hands-on arrival and dispose of any temporary face coverings into a lidded bin where available (or into a bag and</p>	<p>AH to inform parents by 1/9</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>



	<p>48) Domestic overnight and overseas educational visits remain suspended.</p> <p>49) Non-overnight domestic educational visits will remain in the autumn term. Individual educational risk assessments will include any additional protective measures that may be required.</p> <p>50) 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 on to the EVOLVE database.</p>		<p>transferred to a bin) or place reusable face coverings in to a plastic bag to take home with them. They will then need to wash their hands again.</p>		
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work-related stress</p>	<p>51) School Stress Risk Assessment in place</p> <p>52) Where staff report works related issues – individual stress risk assessment will be carried out in line with HSE guidance</p> <p>53) Staff will be referred to occupational health as early as possible</p> <p>54) Good communication measure in place and maintained with staff</p> <p>55) All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</p> <p>56) Staff will be asked to report any concerns in relation to health and wellbeing so as these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures.</p> <p>57) Staff wellbeing to be monitored.</p> <p>58) Pupils -</p>	<p>8 - Medium Risk</p> <p>L4 x S2</p>	<p>51) The Local Authority have produced the following guidance Coronavirus – getting back to school Supporting emotional wellbeing and learning</p> <p>Careful consideration has been given to alleviating additional stress and anxiety.</p> <p>57) Engagement with CDEC CARE materials Staff survey carried out – February 2021</p> <p>58) Pupil wellbeing activities to be included in daily timetable</p>		<p>6 - Medium Risk</p> <p>L3 x S2</p>



			<p>through:</p> <p>Pupils to be given access to outdoor learning.</p> <p>Wellbeing activities to be built in to school day.</p> <p>PSHE activities used to address worries or concerns.</p> <p>Pupils to contribute to review of 'ready, respectful, safe' agreement.</p> <p>Pupil booklet to be sent home prior to start to enable children to prepare.</p> <p>Separate risk assessment to be undertaken for SEND children where return to school may increase anxiety</p> <p>Introduction of CDEC CARE package for staff and pupils</p> <p>Wellbeing Wednesday activities to be utilised.</p>		
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions Pregnancy, Asthma etc.</p>	<p>59) 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</p> <p>60) Staff who have shielding letters must not attend school</p> <p>61) Pregnant women will be advised to follow the guidance available for clinically vulnerable people</p> <p>62) Staff who may have increased risk from CV-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk e.g. pregnancy, asthma etc.</p>	<p>8 - Medium Risk</p> <p>L4 x S2</p>	<p>59) If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p> <p>Instructions relating to medication included in Induction materials</p> <p>61) Follow the ¹Government Coronavirus (COVID-19) advice for pregnant employees Individual risk assessments will be completed for <u>all</u> female staff who have given notification that they are pregnant</p>	AH	<p>6 - Medium Risk</p> <p>L3 x S2</p>
<p>Hazards in relation to managing</p>	<p>63) 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)</p>	<p>12 - Medium Risk</p>	<p>63) Advice for Education and Childcare Settings in Cumbria: What to do if a child, staff member of parent develops symptoms or tests positive for coronavirus document shared with all staff.</p>	EMc – ongoing review of expiry dates	<p>8 - Medium Risk</p>

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



<p>incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<p>64) Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff.</p> <p>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 COVID-19 Cleaning in non-health care settings before anyone else can use it.</p>	<p>L4 x S3</p>	<p>64) An isolation room will be set up in the small office with access to a nearby toilet (staff toilet at bottom of step). Signs will be available to put these areas out of use should someone become unwell. The isolation room will contain PPE and first aid. There will also be a bin with bags to enable double bagging.</p> <p>If a child has a pre-existing condition that may model symptoms, supporting documents may be requested from the GP. If the child displays an additional symptom or pre-existing symptoms appear to worsen, they will be treated as a suspect case/</p> <p>If a child presents with a possible symptom of COVID-19, they will be brought to the isolation area and the parent will be contacted. If the isolation area is in use, they will be directed to the staff room as a second isolation space or, if in use, a space where 2 metre distancing is enabled.</p> <p>The child will be unable to return to school unless a negative test is achieved.</p> <p>If someone in the group tests positive, all group members (even if they are not on site) will need to self-isolate in line with government guidance.</p> <p>Cumbrian Schools: Telephone the Cumbria Covid-19 Call Centre if we have a positive case of coronavirus in school (staff or pupils). Do NOT give this Tel No. to parents/non-staff. Any queries about a suspected case to be emailed to: EducationIPC@cumbria.gov.uk (inbox monitored by CCC Public Health team Monday to Friday). Refer also to CCC Public Health COVID-19 flowchart for suspected or confirmed cases in schools</p> <p>There will be signage available around school if areas need to be cordoned off due someone becoming unwell.</p> <p>All schools will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Test kits should only be used in the exceptional circumstance that an individual becomes symptomatic</p>	<p>AH 6</p> <p>All staff – ongoing</p> <p>Bubble staff – daily</p>	<p>L4 x S2</p>
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	<p>65) Where there is no room to isolate, the child must be moved to an area where they can maintain a 2m distance.</p> <p>66) 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 a 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical mask, apron and gloves.</p> <p>67) Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment</p> <p>68) At least one person with a paediatric first aid certificate will be premises at all times when children are present</p> <p>69) School Emergency Plan/ crisis management plans in place</p> <p>70) All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</p>		<p>and we believe they may have barriers to accessing testing elsewhere. It is for us to determine how to prioritise the distribution of test kits in order to minimise the impact of the virus on the education of pupils. Refer to Home test kits for schools</p> <p>66) Each class will have a lidded box containing first aid equipment and PPE. First aid will be communicated remotely to parents instead of the paper slips.</p> <p>68)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.</p> <p>Setting will make 'best endeavours' to have PFA on site for children aged 2-5.</p>		
<p>Hazards in relation to eating and safe welfare facilities</p>	<p>71) Timings in place to ensure safe management of break and lunchtimes</p>		<p>71) Staff to be encouraged to remain on site during lunch breaks or to return home only. Where this is not possible staff are reminded to maintain social distancing whilst off site. Included in induction materials.</p> <p>Staggered lunch times and break times</p> <p>Lunches to be eaten in hall (or EYFS) in expanded bubble but with year groups kept separate. Children to be seated in bubble groups (including packed lunches). Children to be seated to avoid face to face contact and to allow staff to serve food from as much of a</p>	<p>AH – email to all staff by 4/6</p>	



	<p>72) Adequate welfare facilities provided for all staff and pupils</p> <p>73) Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed.</p> <p>74) Use of staff rooms will be minimised and social distancing measures implemented to limit staff use at any one time.</p> <p>75) Staff and pupils reminded to wash hands before and after eating.</p>		<p>distance as possible. Children will sit in row down one side and staff will serve from the other side of table. Cutlery to be set out in advance and staff to pour water. Sides (e.g. carrot sticks) to be put on plates not in central dish or served by staff. Staff to follow one-way system. Tables and backs of chairs to be wiped before next sitting. Children will wash hands before entering and use hand sanitiser on exit. Walkie talkie system used to inform staff when classes to come up to hall. Playground used as transition area if school field still in use by other bubbles. In EYFS, circular tables may be used for eating of children sat so as not directly opposite another child. Masks to be used when serving food in hall. To be used in EYFS for staff who are not usually in the EYFS bubble.</p> <p>Serving of Year 6 in classrooms to follow similar procedures to hall. Children to be served from trolley and not to carry own items through corridor.</p> <p>Children can bring own water bottle. To be filled in classroom – no use of water fountains. Fountain can be used in EYFS by adult only. Bottles brought in pre-filled.</p> <p>Fruit snack may be brought from home but must NOT contain nuts, mango, kiwi or melon.</p> <p>72) Staff have access to microwave, kettle etc in communal area (one person in area at one time) and staff room.</p> <p>Sun cream should be applied prior to the school day. Where children require additional sun cream, this should be brought in a bottle (no nut oil) that is stored at school and not sent home. It should be wiped down on arrival and remain with the children's belongings. Children must apply sun cream themselves.</p> <p>Windows and doors (where fire safety permits) will be opened to allow ventilation.</p>	<p>All staff – daily</p> <p>Bubble staff – daily</p>	
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			75) Handwashing to be done at beginning and end of lunch. Children encouraged to use toilet before outdoor playtimes and on return to class. toilet rolls provided and sanitiser used as well		
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<p>76) Staff and pupils to be fit/well to attend setting</p> <p>77) Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</p> <p>78) PPE that is normally needed for dealing with individual child will be available as per health care plan.</p> <p>79) PPE to be fit for purpose/ approved specification</p> <p>80) Where PPE/ RPE provided staff provided with training and instruction in its use.</p> <p>81) Local compliance to be monitored by Head teachers as far as reasonably practicable</p> <p>82) Guidance provided to staff in relation to the use and wearing of their own face coverings</p>		<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p> <p>76) Induction materials identify what to do if unwell.</p> <p>Information to parents explains that children should not attend school if unwell. Children who appear unwell will be sent home.</p> <p>77) SEN school risk assessment carried out. Individual Healthcare Plans reviewed.</p> <p>80) Induction materials include links to video and written instruction on PPE</p>	<p>EMc to do weekly</p> <p>AH email to staff by 1/9</p>	
<p>Staff suffering from 'Post COVID Syndrome' Returning to work following COVID-19 infection</p>	<p>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.</p> <p>https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/</p>	<p>9</p> <p>Medium Risk</p> <p>L3 x S3</p>	<p>Individual risk assessments to be carried out</p>		
<p>Training, monitoring and dissemination</p>	<p>All staff will receive appropriate training and updates on the measures contained within this risk assessment.</p> <p>Current relevant national guidance will be monitored and followed.</p> <p>Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews.</p> <p>Regular feedback will be provided to staff on the risk assessment reviews.</p> <p>This document will be provided to all staff and be available on request/website.</p>				
<p>Assessment Conclusion</p>	<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable</p>				



	level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.
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**Risk assessment and its implementation will be monitored by SLT on at least a weekly basis, and will take account of well being survey information, weekly LA infection reports and any critical incident reviews.
Regular feedback will be provided to staff on the Risk Assessment reviews**

Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

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

[Guidance on hand cleaning](#)

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

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

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

Travel

[Safer travel guidance for passengers](#)



		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