

# COVID-19 Risk Assessment: National Lockdown from 5 January 2021

Trust:	Lincoln Anglican Academy Trust	Academy: Weston St Mary CofE Primary School
Date of Assessment:	08 January 2021	Assessed By: (detail all involved)
Date Authorised:		Alison Flack & Zoe Halden
Date Authorised:		Authorised By: (detail all involved)
Date Communicated	08 January 2021	How Communicated? Emailed to all staff and posted on Parago for staff signatures
Planned Review Date:	18 January 2021	Date Reviewed: Reviewed By: (detail all involved)

**Hazard:** Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 5 January 2021, England is in a state of national lockdown.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

<b>Who might be harmed:</b> Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories.	<b>How might people be harmed</b> Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.
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**Assessed Risk:** Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence					Hazard Severity					
				1	2	3	4	5	Negligible	Slight	Moderate	High	Very High	
without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium	Medium	Medium	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High	High	High	High	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	Very High	Very High	Very High	Very High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	Very High	Very High	Very High	Very High	Very High
with controls	Possible (3)	High (4)	Medium (12)											

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Daily Government statements and information updates are monitored by the Trust central team and details should be provided to school leaders to act upon.</li> <li>• Staff should be advised of any relevant information prior to returning to the school.</li> <li>• Staff should be informed of any relevant new information as soon as possible.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible.</li> <li>• Staff should be advised to be alert for anyone displaying the symptoms of COVID-19 (eg. fever, continuous cough or loss of sense of taste/smell).</li> <li>• 2 metre social distancing should be applied in all settings at all times whenever possible. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce the message. (Note: It is acknowledged that enforcing social distancing of 2 metres with younger (eg. Nursery and Key Stage 1) children could be impossible to fully achieve at all times.)</li> <li>• Where adequate social distancing cannot be maintained, staff should be issued with face masks should they wish to use them.</li> <li>• Measures should be put in place to ensure that messages are implemented.</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Weekly briefings to include updates as well as SDM and other email communications</li> <li>• Regular communication to parents on updates as required</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules.</li> <li>• The continuation of maintenance and testing should be ensured for key items and systems including:               <ul style="list-style-type: none"> <li>• Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan.</li> <li>• Gas and heating systems including supplies to kitchens, laboratories and classrooms.</li> <li>• Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers.</li> <li>• Kitchen/catering equipment.</li> <li>• Security systems including the intruder alarm, access control system and CCTV.</li> <li>• Ventilation systems for general use (eg air conditioning) and for special use (e.g. fume extraction systems).</li> <li>• Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued.</li> <li>• It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.</li> </ul> </li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Maintenance schedule completed as set and overseen by site manager and caretaking team</li> <li>•</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Transmission of COVID-19 by ventilation systems</b>	High	<ul style="list-style-type: none"> <li>Ventilation systems should be set to "Full Fresh Air".</li> <li>Windows should be opened and used to create natural ventilation where safe to do so (ie where doing so does not compromise security).</li> <li>Clinically vulnerable and clinically extremely vulnerable pupils should be identified.</li> <li>Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>Care plans for clinically vulnerable pupils to be created/updated. The pupil should only attend school if they can do so safely and in accordance with their Care Plan.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Regular ventilation and regular staff reminders</li> <li>No ventilation systems in place</li> <li>Classrooms in use have windows and doors open to allow good circulation of air</li> <li>No clinically extremely or clinically vulnerable pupils attending during the lockdown period</li> <li>Staff and children can elect to wear masks if they wish. Masks readily available and face shields given for all staff.</li> </ul>
<b>Vulnerable &amp; extremely vulnerable pupils may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable pupils should be identified.</li> <li>Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>Care plans for clinically vulnerable pupils to be created/updated. The pupil should only attend school if they can do so safely and in accordance with their Care Plan.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>No clinically extremely or clinically vulnerable pupils attending during the lockdown period</li> <li></li> </ul>
<b>Vulnerable &amp; extremely vulnerable staff may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable members of staff should be identified.</li> <li>Clinically extremely vulnerable members of staff should not attend school.</li> <li>Clinically vulnerable staff should be supported to work from home where possible. Where it is not possible for them to work from home, a risk assessment should be carried out and acted upon before they commence work.</li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>CEV staff not attending school</li> <li>CV staff have risk assessments in place whilst they are attending site</li> <li>CV staff removed from first aid duties during the lockdown period</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.</li> <li>• Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (eg.on arrival, before and after breaks and before leaving school).</li> <li>• Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided.</li> <li>• This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it.</li> <li>• This risk assessment should be published on the school website and parents/carers should be advised how they can access it.</li> <li>• Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>• All persons should be instructed to use alcohol-based hand sanitiser before entering a room. Signage to this effect should be provided.</li> <li>• Tissues should be provided for personal use in all rooms.</li> <li>• Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</li> <li>• Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• .All in place and monitored on a regular basis</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Staff or pupils attending the school and living with clinically vulnerable or extremely vulnerable people could introduce COVID-19 to their family home</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Pupils and members of staff living with clinically vulnerable and clinically extremely vulnerable people should be identified.</li> <li>• Pupils living with clinically extremely vulnerable people should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> <li>• Members of staff living with clinically extremely vulnerable people should not attend school and should be supported to work from home where possible.</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• No staff or pupils attending school fall into these groups</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be told not to attend school if they display symptoms of COVID-19. They should be told to stay at home, self-isolate in line with government guidance and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• Anyone developing symptoms whilst at school should be sent home. Should they need to wait to be collected, they should do so in a designated isolation room separate from other people. They should be told to stay at home, self-isolate in line with government guidance. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• The affected person should not return to school until a test has been carried out for COVID-19 and has returned a negative result.</li> <li>• If the affected person is tested and the result of the test is positive for COVID-19: <ul style="list-style-type: none"> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance (eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> <li>• Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment</li> </ul> </li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Isolation station in place in case isolation is required which is fully ventilated and equipped with PPE with direct access to outdoors</li> <li>• All staff are aware of systems and procedures regarding symptomatic staff and pupils</li> <li>• Regular reminders are shared with staff and children</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>People living with staff or pupils display symptoms of COVID-19</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be told not to attend school if anyone they live with displays symptoms of COVID-19. They should be told to stay at home and self-isolate in line with government guidance and arrange to be tested if they develop symptoms. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen).</li> <li>• The potentially affected person should not return to school until negative tests for COVID-19 have been returned for the person(s) that was displaying symptoms, or until a 10-day self-isolation period has expired with all persons in the household free of symptoms.</li> <li>• If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19:               <ul style="list-style-type: none"> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance(eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul> </li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• All staff are aware of systems and procedures regarding living with people showing symptoms</li> <li>• Regular reminders are shared</li> </ul>

<p><b>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• All lettings and third party education provision (e.g. sports clubs) should be ceased. <ul style="list-style-type: none"> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school.</li> </ul> </li> <li>• Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible.</li> <li>• Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way.</li> <li>• Cash payments should not be accepted</li> <li>• A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors.</li> <li>• Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books.</li> <li>• Pens intended for shared use in reception (e.g. with visitor books) should be removed.</li> <li>• Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: <ul style="list-style-type: none"> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance.</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> </ul> </li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Systems in place for visitors attending site.</li> <li>• ParentMail set up for cashless payments</li> <li>• Pens removed from visitor books</li> <li>• Reduction of deliveries by food provider, milk &amp; fruit schemes</li> </ul>
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Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Infection with COVID-19 whilst travelling to school on public transport</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Shared school transport (eg buses and shared taxis) should only be used if absolutely necessary to reduce interaction between pupils</li> <li>• Pupils should be told to wear face coverings/masks when using shared transport/taxis.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Systems are in place</li> <li>• Children are spaced out in the taxi</li> <li>• All children wear masks and are given a mask if they do not have one before travelling home</li> <li>• Each child travelling on transport has their own sanitiser and sanitise upon entering the building</li> </ul>
<b>Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Staggered arrival and departure times should be scheduled to reduce the size of any congregating groups.</li> <li>• Separate arrival and departure routes should be provided to avoid persons from passing each other whilst approaching/leaving the school.</li> <li>• Direct external access to each classroom should be used wherever possible.</li> <li>• A queue system with line markings at 2 metre intervals should be considered at pupil collection points.</li> <li>• Parents/carers should be told to maintain 2 metre separation from each other whilst waiting. Signage to this effect should be provided, and staff should be told to monitor for any non-compliance and provide appropriate advice if required.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Weston is one bubble so staggered times not required</li> <li>• Social distancing arrangements are adhered to for drop offs and collection.</li> <li>• Parents wear face coverings whilst dropping off/collecting children</li> <li>• Parents do not enter the school building</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Spread of COVID-19 within classrooms</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Class sizes should be limited to no more than 15 pupils, with no more than one teacher and one teaching assistant if required.</li> <li>• Unnecessary items/furniture should be removed to create additional usable space.</li> <li>• Teachers' desks to be spaced at least two metres from pupils.</li> <li>• Pupils' desks to be spaced as far apart as possible, ideally at least two metres apart. It is acknowledged that this may not be feasible for younger children.</li> <li>• If two metre desk-spacing is not possible due to the size of the classroom, the use of additional classrooms should be considered with the class sizes further reduced.</li> <li>• Consistent cohorts (also known as "social bubbles") to be maintained by keeping the teachers/pupils the same every day, and by not mixing with other groups.</li> <li>• Groups should use the same classroom/area every day.</li> <li>• Pupils should be seated at the same desk every day and use the same set of equipment (eg laptops, books, pens, pencils, etc.).</li> <li>• Soft furnishings, soft toys and toys that are difficult to clean should be removed.</li> <li>• Toys should not be shared, and should be thoroughly cleaned before and after use.</li> <li>• The classroom should be thoroughly cleaned before and after use.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when the class are using the playground and/or dining room).</li> <li>• It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Weston children are in one bubble that does not exceed 15.</li> <li>• Rooms maintained/staff maintained within the one space.</li> <li>• Seating plans are in place</li> <li>• All other systems in place as specified and are monitored regularly</li> <li>• CoSHH assessments updated for sanitiser and additional cleaning products – PPE provided</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in cloakrooms/coat lobbies etc.</b>	High	<ul style="list-style-type: none"> <li>• Only one person should be allowed in the cloakroom at any one time. Supervision should be provided from at least 2 metres distance if required.</li> <li>• Pupils should hang their coats on the same peg every day.</li> <li>• Pupils should be told to store any bags, etc. under their desk to reduce the need to visit the cloakroom.</li> <li>• The cloakroom should be thoroughly cleaned at the end of each day.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times).</li> <li>• It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Use of lockers and lobbies is supervised in line with existing control measures</li> </ul>
<b>Spread of COVID-19 in toilets</b>	High	<ul style="list-style-type: none"> <li>• Only one person should use a toilet facility at a time.</li> <li>• Hand sanitiser gel should be used before accessing toilet facilities.</li> <li>• Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet.</li> <li>• Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Use of toilets is supervised in line with existing control measures</li> <li>•</li> </ul>
<b>Spread of COVID-19 in playgrounds</b>	High	<ul style="list-style-type: none"> <li>• Use of the playground should be staggered so that only one group is present at any one time. Where this is not possible, groups should remain at least 2 metres apart from each other.</li> <li>• Shared outdoor play equipment (eg climbing frames) should not be used.</li> <li>• Any items provided for individual use (eg hoops or balls) should be cleaned before and after use.</li> <li>• Alcohol based hand sanitiser gel should be used before re-entering the school. This should be provided at all points of entry.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• The playground is supervised in line with existing control measures</li> <li>• Equipment is not being used on the playground</li> <li>• Weston pupils are in one bubble which does not exceed fifteen</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 on circulation routes</b>	High	<ul style="list-style-type: none"> <li>• Use of the corridors by large groups of people should be avoided where possible (eg by following an external route).</li> <li>• Class break/lunch times should be staggered to prevent two groups from needing to use the same corridor at the same time.</li> <li>• A one-way system should be adopted, with clear signage provided, to reduce contact in corridors and on stairwells.</li> <li>• Staff and pupils using corridors should maintain 2 metre separation where possible.</li> <li>• Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be installed.</li> <li>• Areas of the school that are not needed to be used/redundant rooms should be cordoned off, though without impeding evacuation routes.</li> <li>• Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, handrails and elevators.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times).</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Staggered lunch/breaks are not required as Weston is one bubble which does not exceed 15.</li> <li>• All pupils are using one learning space and the same corridors</li> <li>• All systems and procedures in line with control measures</li> </ul>
<b>Spread of COVID-19 in the dining room / assembly hall</b>	High	<ul style="list-style-type: none"> <li>• Assemblies should be ceased.</li> <li>• Lunch times should be staggered to reduce the number of people using the dining room at any one time.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry.</li> <li>• Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups.</li> <li>• Tables and chairs should be thoroughly cleaned when set up and when taken down for storage.</li> <li>• Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Pupils eat lunch supervised by lunch staff within the bubble</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in the school kitchen</b>	High	<ul style="list-style-type: none"> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the kitchen.</li> <li>• All required personal protective equipment that is required in accordance with food hygiene precautions should continue to be used.</li> <li>• Additional personal protective equipment should be provided to ensure that all kitchen staff are wearing masks, gloves and aprons/protective uniforms at all times.</li> <li>• Personal protective equipment to be disposed of in a bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day.</li> <li>• Staff to wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment.</li> <li>• Any reusable uniforms, etc. to be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Food parcels are delivered every Monday for FSM pupils</li> <li>• No kitchen on site</li> </ul>
<b>Spread of COVID-19 in the staff room</b>	High	<ul style="list-style-type: none"> <li>• Class break and lunch times should be staggered to reduce the numbers of staff using the staff room at any one time.</li> <li>• Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible.</li> <li>• Seating should be spaced 2 metres apart and not directly facing other seating.</li> <li>• Shared use of cups, mugs, plates, etc. should be ceased.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class.</li> <li>• The staff room should be thoroughly cleaned at the end of the working day.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when all classes are in session).</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Staggered lunch breaks and staff room is not being used to eat lunches in only the facilities are being used due to the number of spare classrooms and spaces available. Allows for stringent social distancing</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 in offices</b>	High	<ul style="list-style-type: none"> <li>• <b>All staff that are able to do so, should be allowed and facilitated to work from home.</b></li> <li>• Where staff cannot work from home, workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area.</li> <li>• The office should be thoroughly cleaned at the end of the working day.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Stringent social distancing between office staff</li> <li>• Windows open to allow for ventilation</li> <li>• Other staff are reminded not to enter</li> </ul>
<b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school</b>	High	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> <li>• The room should be thoroughly cleaned when the meeting has concluded and before being used again.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• No face to face meetings held with visitors or parents</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment</b>	High	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19.</li> <li>• Use of shared vehicles/pool cars should be avoided.</li> <li>• The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house.</li> <li>• Handshakes should be avoided when greeting.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• No home visits are taking place</li> </ul>
<b>Spread of COVID-19 as a result of persons moving between different areas of the school</b>	High	<ul style="list-style-type: none"> <li>• Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>• All persons should be instructed to use alcohol-based hand sanitiser before entering a room. Signage to this effect should be provided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Systems in place and adhered to</li> </ul>
<b>Infection with COVID-19 while dealing with a first aid incident or the administration of medicines</b>	High	<ul style="list-style-type: none"> <li>• First aiders should be provided with adequate personal protective equipment including disposable face masks, visors, gloves and aprons. They should be told to wear these at all times when treating an injured person, and to dispose of them in a bin when finished then wash their hands thoroughly for at least 20 seconds.</li> <li>• Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Systems in place and adhered to</li> <li>• No clinically vulnerable staff are administering first aid</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Inadequate measures in place to deal with a fire or emergency</b>	High	<ul style="list-style-type: none"> <li>The Fire Risk Assessment should be reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected.</li> <li>Fire and emergency evacuation procedures should be reviewed and communicated. These should be practised at the earliest opportunity.</li> <li>Personal Emergency Evacuation Plans should be updated and implemented.</li> <li>Lockdown procedures should be reviewed and any required changes should be implemented and communicated to staff/pupils as required.</li> <li>A designated isolation room should be created to be used should persons display symptoms of COVID-19.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Systems are in place, regularly reviewed and tested</li> <li>Isolation room in place</li> <li>No amendments required to fire procedures</li> </ul>
<b>Staff suffer from mental health problems</b>	High	<ul style="list-style-type: none"> <li>Supervisors should maintain regular contact with their staff, whether they are working at home or at the school.</li> <li>Workloads should be managed to avoid overloading staff.</li> <li>Staff should be encouraged to raise any concerns with their supervisor.</li> <li>Staff should be encouraged to access the APL well-being service</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Leaders monitor and support where necessary, knowing their staff well.</li> <li>Regular reminders of APL well-being packages are given to all staff</li> </ul>
<b>Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises</b>	High	<ul style="list-style-type: none"> <li>Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times.</li> <li>If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Systems in place</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p><b>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Sufficient stock of personal protective equipment should be sourced and stored for use.</li> <li>• Staff should be provided with training in the use and disposal of personal protective equipment.</li> <li>• It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> <li>• Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (eg doors, handrails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.).</li> <li>• Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (eg tissues from a person displaying symptoms of COVID-19).</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Regular stock checks taken and supplies replenished where necessary</li> <li>• Schools have sufficient stocks of face coverings in case there are changes to the expectations of face coverings being worn by staff and pupils in primary schools.</li> <li>• Cleaning stocks are maintained at a good level to avoid shortages.</li> </ul>