|  |  |  |  |
| --- | --- | --- | --- |
|  | **RA 029A School Opening COVID 19 v1 August 2021** | **RISK ASSESSMENT**  **RECORDING FORM** |  |

|  |  |  |
| --- | --- | --- |
| Location or School  Address: St Matthew’s Church of England Primary School | Date assessment  Undertaken 16/08/2021 | Assessment undertaken by: Jeanne Fairbrother Stephen Murphy |
| Activity or situation:  **School Opening COVID 19 v1 August 2021** | Review  date: Weekly review | Signature: Signature |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Background information**  **School Opening**  DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.  This risk assessment applies to:  • primary schools  • secondary schools (including sixth forms)  • special schools, special post-16 providers and alternative provision  • 16 to 19 academies  • infant, junior, middle, upper schools  **Please note that this risk assessment has been created in line with the current guidance. It contains sample control measures that fit with the DfE system of controls. One size does not fit all, and schools should make this model risk assessment their own and reflect any local measures.**  **Guidance**  This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:   * The Health Protection (Notification) Regulations 2010 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 * Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ * **NEW** DfE (2021) ‘Schools COVID-19 operational guidance’ July 2021 * **UPDATED** DfE (2021) ‘Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak’ * DfE (2021) ‘Face coverings in education’ * **UPDATED** ‘Actions for out of school settings’ July 2021   Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting:   * **All settings** * **Early years** * **Primary schools** * **Secondary Schools & post 16 settings** * **Special schools** * **Wraparound and out of school providers**   See **[UPDATED]** & **[NEW]** sections  **Legislation and guidance**  Health and Safety at Work Act etc. 1974  Management of H&S at Work Regulations 1999  Workplace (Health, Safety and Welfare) Regulations 1992  DfE Actions for schools plus associated COVID 19 Guidance  Public Health England Guidance  *N.B. All risk assessments referred to within this document have been revised and are available on our website* [**www.jeannefairbrotherassociates.com**](http://www.jeannefairbrotherassociates.com) | | | | |
| **1) Hazard / Activity** | **2) Who can be harmed and how?** | **3) What controls exist to reduce the risk?**  ***Have you followed the hierarchy of controls (eliminate, substitute etc)?*** | **Risk Score**  **Consequence**  **X Likelihood** | **4) Any further action.**  ***This should be included in the action plan (5), below*** |
| **Failure to assess the risks of COVID 19 transmission in school.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School has assessed the reasonably foreseeable risks of transmission of COVID 19 * The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. * School monitors whether the controls in place are effective. | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See **RA 029B Contingency plan** (*also known as an outbreak management plan*) if restrictions need to be implemented due to COVID 19. * Remote education plans are in place for pupils who are self-isolating or shielding. * School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. * School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities.   + Stockport Covid Helpline: 0161 217 6012 * **All schools (except Early Years)** From the date that school officially closes for summer, all MDS submissions will stop. From that point, Public Health and the Local Authority will be informed of any outbreaks via NHS T&T. | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[NEW]** **Communication**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School follows latest DfE, PHE & Gov.uk, Stockport PH Team and LA guidance * **RA 029A School opening COVID 19 v1 Aug 2021** published to website & shared with unions, LA & governors. * Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. * Regular staff briefings held to cover any changes to arrangements. * School has shared with all staff the measures in place and involved staff & the governing body in that process. * A record is kept of all visitors and contractors that come to the school site. | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[NEW]** **Wellbeing - staff & pupils**  **All settings unless indicated** | **Staff & pupils exposed to mental health issues due to COVID 19** | * *Staff are vigilant in discerning pupil mental health and report any concerns to the class teacher, Key Stage lead, Senior Leadership Team.* * *The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.* * *Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.* * *Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.* * *Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.* | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Face coverings**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. * School will support any staff members, pupils or students that wish to continue to wear a face covering. * Face coverings should be worn in enclosed and crowded places - this includes on school & public transport, although not on school trip transport. * Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). * Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. * School outbreak management plans cover the possibility of face coverings being reintroduced:   + transparent face coverings can also be worn.   + face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. * School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. * School has a supply of face coverings available * Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **PPE**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. * [Additional PPE for COVID-19](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure) is only required in a very limited number of scenarios:   + If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary   + when performing aerosol generating procedures AGP’s * When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. * Staff are trained in correct use and disposal of PPE. | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Hand hygiene** -   * School will continue to ensure that staff & pupils maintain high standards of hand hygiene. * Suitable facilities are provided for individuals to wash/sanitise their hands regularly * Pupils are supervised, where appropriate, to use hand sanitizer safely.   **Respiratory hygiene**   * School emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available.   **Cleaning**   * School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. * Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Social distancing - failing to manage mixing and ‘bubbles.’**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. * Pupils are informed they no longer need to be separated into bubbles in school. * In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. * *School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.* * *During the first part of the autumn term, classes to be organised into three groups for the purposes of the wider running of the school:*   *Upper School – Year 4, 5, 6*  *Lower School – Year 1, 2, 3*  *Early Years – Nursery and Reception*   * *Assemblies can be reintroduced again, but school will re-introduce this gradually. Monday and Wednesday assemblies will be delivered to Upper and Lower School in separate sessions. Early Years will not attend assemblies during the first part of the autumn term.*   *Friday’s whole school SHINE celebration will continue to be online. This will be reviewed at the end of September.*   * *Staggered starts, lunch and breaks to limit numbers do not need to take place. All children will now eat in the hall. Early Years, Upper and Lower School will eat in separate sittings with time for tables and chairs to be cleaned down in between.* * *Staff do not need to work with only one group/bubble.* * *Staff meetings will be held in the hall.* * *While the requirement to social distance has been removed, due to the limited space in the staffroom, there will be a maximum capacity of 6 people sitting at any one time. Food preparation and photocopying is not included in this number. Additional lunch time seating is available in the hall, the Base, the Rainbow Room and the Hub.* * *Meetings, including with parents, teams, Google Meet etc. may continue where appropriate* * *Parents will no longer be asked to queue for entry to school grounds on drop-off and pick-up. There will no longer be a one-way system. Gates will be open from 8:30 am. Doors will continue to open at 8:45 am and children will free-flow into class until 9:00 am to reduce waiting and mixing on the playgrounds.* * *Parents will continue to be asked to leave the grounds promptly at drop-off and pick-up times.* * *Entry to the office area will continue to be limited to one family at a time.* * *Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open.*   *Windows and doors should be opened to ensure effective ventilation. If the ambient temperature becomes uncomfortable, drafts can be reduced, but the air in the classroom must be circulated regularly by opening a suitable number of windows and doors.*   * + *The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.*   + *If staff or pupils want to wear a face covering when moving around in shared spaces, they will be supported to do so.* * School has **outbreak management plans** in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See **RA 029B Contingency Plan v1 Aug 2021** | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Ventilation - failure to ensure all occupied spaces are well ventilated.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * When school is in operation, it is well ventilated with comfortable teaching environments. * NDIR Air Quality Monitor must be used in the Hub. If air quality is not satisfactory, the room must not be used until it has been adequately ventilated. * When holding events where visitors are on site e.g. school plays, ventilation is increased. * School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. * During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. * In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable items of clothing in addition to their usual uniform * Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. * Outside space will be used, where practical.   ***Co2 monitors***  *A portable CO2 monitor is used in the Hub. Regular checks of CO2 levels around the school will also take place.*  *See The Health and Safety Executive* [*guidance on air conditioning and ventilation during the coronavirus outbreak*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)  *&* [*CIBSE COVID*](https://www.cibse.org/coronavirus-covid-19) *advice provides more information.* | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] NHS Test & Trace - School failing to manage tracing close contacts**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **From 16 August 2021**   * School makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service * NHS Test and Trace will work with the positive case to identify close contacts. * Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. * School may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases). * Pupils and parents are made aware that:   + pupils < 18 years are not required to self-isolate if identified as a close contact of a positive case. NHS Test and Trace will advise them to take a PCR test & only isolate if the PCR test is positive.   + fully vaccinated adults do not have to self-isolate if identified as a close contact of a positive case unless they develop symptoms or have a positive PCR test.   + staff and students >18 will follow the same self-isolation rules as those under 18 until 6 months after their 18th birthday, at which point they follow the same rules as adults.   + Staff who have only had one dose of the vaccine need to self-isolate until two weeks after receiving their second dose. * School will continue to work with the local director of Public Health in the case of a local outbreak and if the area becomes an Enhanced Support Area. * Anyone in school who displays symptoms is encouraged to get a PCR test. * If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school can provide with a PCR test. * PCR tests stored on the school site are stored securely at the correct temperature. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] NHS Test & Trace app**  **Secondary Schools & post 16 settings** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Staff and pupils aged >16 are encouraged to download the NHS Test and Trace app (rules *on mobile phones in school are relaxed to accommodate this.) Bluetooth should be switched off when stored in bags and cupboards to avoid false identification as a close contact.* * Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. * Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. * School has arrangements in place to begin remote learning if a pupil receives notification to self-isolate. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Asymptomatic testing**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **NB. Testing guidance is under review.**   * School makes clearthat testing is voluntary. * Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is **reviewed in September.** * Testing kits are stored securely in school at the correct temperature. * A test kit log is in use and data held is stored in line with the school’s **Data Protection Policy**.   **Confirmatory PCR tests**   * Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). * They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test) & self-isolate until they get the result. * If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school if they do not have COVID-19 symptoms. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Asymptomatic testing Early years** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Early years**   * Early years staff should undertake twice weekly home tests whenever they are on site until the end of September**, when this will be reviewed.** * Early years children are not included in the rapid testing programme | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] School fails to follow public health advice on managing confirmed cases of COVID-19.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Parents are informed via letter and Class Dojo of how the school responds to confirmed cases of coronavirus * School follows local public health advice and the headteacher contacts the DFE Helpline/local advice line 0161 217 6012 immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. * If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated). | **3X2=6**  **Review this score as the more measures in place will reduce it** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Contact with potential or confirmed coronavirus cases in school**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are:   + sent home to isolate for 10 days (includes the day symptoms started).   + advised to follow the guidance for [households with possible or confirmed coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)   + advised to arrange a PCR test as soon as possible. * If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. * Appropriate PPE will used if close contact is necessary. * Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. * Any rooms used are cleaned thoroughly after they have left. * Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. * Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. * School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Pregnant staff inadequate measures in place**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See **RA 026 New & Expectant member of staff.** * Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. * Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. * The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. * The above principles on protecting pregnant staff also apply to pregnant pupils. * Pregnant staff are encouraged to get vaccinated if possible. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] CEV staff inadequate measures in place.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * **Clinically extremely vulnerable (CEV)** staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. * CEV currently encouraged & supported to attend work if they cannot work from home. * An individual risk assessment is in place for all CEV staff. * Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | We |
| **[UPDATED] CEV pupil’s school has inadequate measures in place.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * All CEV pupils and students attend unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. * Pupils and students who live with someone who is CEV continue to attend school as normal. * School liaises with the parents of CEV pupils, if identified, an individual risk assessment is completed. * The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Transport**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School will speak to the local authority to find out if they will be making any changes to the measures in place for the autumn term & to request a copy of their updated risk assessment. * Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. * Pupils who require care and interventions that require the use of PPE before COIVD-19, will continue as usual. * Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. * School liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. * Face coverings are recommended and expected to be worn in enclosed and crowded places - this includes public and dedicated school transport. * Pupils are advised to clean their hands before boarding transport and again on disembarking. * Additional cleaning of vehicles is carried out regularly. * Fresh air through ventilation is maximised by opening windows and ceiling vents. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Educational visits**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Educational visits will be conducted in line with the government’s [roadmap](https://www.gov.uk/government/publications/covid-19-response-spring-2021). This includes system of controls and the COVID-19 secure measures in place at the destination. * A thorough risk benefit assessment is made for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures.   + School will ensure it is prepared to carry out domestic day trips and residential trips.   + School can resume international trips from the start of the Autumn term 2021. * Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided:   + It is for the purpose of childcare.   + **Early years settings (all below)**      - The EYFS staff: child ratios are maintained.     - A risk assessment is conducted in advance.     - Good hygiene is maintained throughout.     - Thorough handwashing happens before and after the trip.     - The trip is carried out in line with relevant local or national coronavirus guidance.     - Appropriate insurance arrangements are in place.     - The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider.     - The school follows the guidelines relevant to trips to indoor spaces. Once inside:     - Staff are to remain with the pupils in the group.     - Pupils and staff should wash hands thoroughly on arrival and before leaving. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School works to provide all before and after-school educational activities and wraparound childcare for all pupils * **Out-of-school settings and wraparound** childcare providers can offer provision to all children * **Out-of-school settings and wraparound** childcare and other organised activities for children may take place in groups of any number. * **Out-of-school settings and wraparound** provisions are run in line with the current government guidance & system of controls. * Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. * **Schools that hire out their premises for use by third party wraparound care** School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. * School requests a copy of their COVID 19 risk assessment | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Curriculum - Music, drama, science & DT, and sporting activities**  **All settings unless indicated** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | *Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.*  **Music**   * School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. * School has completed **RA 023 Music in schools COVID 19** and ensures the relevant protective measures are in place.   **Dance & Drama**   * School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place.   **Sports**   * The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport’s (DCMS) team sport [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events). * Sports equipment is thoroughly cleaned between each use. * School swimming and water safety lessons are conducted in line with Swim England’s [guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/). * Outdoor sports are prioritised where possible. * Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. * Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. * Staff are made aware that social distancing in sports is not required unless directed. * Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS [guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4). * External facilities are used in line with government guidance, including travel to and from those facilities. * School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school’s wider protective measures. * Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.   **Science**   * Follows latest guidance from CLEAPSS in addition to system of controls in school. [GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=98a5a9b2c6&e=46190762e5)   **DT**   * Follows latest guidance from CLEAPSS in addition to system of controls in school. [GL344 Guidance on practical work during the COVID-19 pandemic - D&T](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=b5d6f10f3d&e=46190762e5) | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **[UPDATED] Protective measures in early years settings**  **Additional measures for early years settings only** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Additional measures for early years settings only**   * The setting is not required to arrange children and staff in small, consistent groups. * Children are supervised when washing their hands or using hand sanitiser. * Disposable tissues are available and ‘catch it, bin it, kill it’ is encouraged through signage and prompting. * Enhanced cleaning schedule is in place to include food preparation areas, dining areas and table coverings. * Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant. * Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See **RA 053**   **Sand & messy play**   * Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group. * All items that are laundered are washed in line with [government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and are not shared by pupils between washes. * Supervised toothbrushing programmes are re-established using the dry brushing method following PHE advice. * If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |
| **Insert any local hazards here** | **Who can be harmed & how?** | **Insert measures to reduce the risk identified.** | **3X2=6**  **Review this score as the more measures in place will reduce it.** | If you identify any actions to complete, transfer them to the action plan below (5) |

|  |  |
| --- | --- |
| **Risk Rating** | **Action Required** |
| **20 - 25** | **Unacceptable** – stop activity and make immediate improvements |
| **10 - 16** | **Urgent action** – take immediate action and stop activity, if necessary, maintain existing controls vigorously |
| **5 - 9** | **Action –** Improve within specific timescales |
| **3 - 4** | **Monitor** – but look to improve at review or if there is a significant change |
| **1 - 2** | **Acceptable** – no further action but ensure controls are maintained & reviewed |



**Likelihood: Consequence**:

(1) List hazards ***something with the potential to cause harm*** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

1. List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence*.* Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

5 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

(5) **ACTION PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **5. Action plan** | **Responsible** | **Completed** |
| 1 | New staff members are asked to inform Suzanne Bollington of any health conditions or CEV status | SB |  |
| 2 | Complete **RA 023 Music in schools COVID 19** | SM |  |
| 3 | Complete risk assessments for Drama & Dance | SM |  |
| 4 | Complete **RA 053 Sand & messy play** | RC |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  | **Action plan agreed by (NAME & DATE)** |  |  |