

Completed By: Annie Boote/Tracy Ledger				13th July 2020								
Head Teacher / Responsible Person: Dorrie Shenton				Location: HERON CROSS PRIMARY SCHOOL Z/SBM/CORONAVIRUS/RA for Covid 19/RA for COVID 19 return to school September 2020								
HERON CROSS PRIMARY SCHOOL RTW Risk Assessment following Covid 19												
Hazard				Current Risk Rating		Action plan	Residual Risk Rating					
Details of hazard	Who is affected?	How are they affected	What controls are already in place	Likelihood	Consequence	Risk Rating L/U/H	Further actions required	By whom	When	Likelihood	Consequence	Risk Rating
Infection of Coronavirus in the school or through work activities	Employees, pupils visitors, contractors entering the school	Promoting the spread and/or becoming infected by COVID19	<ol style="list-style-type: none"> Employees with symptoms or those that have come into contact with infected person are asked to self isolate; COVID19 Testing available; Measures implemented for staff/pupils who display symptoms in accordance with Government guidelines. (Separate Room specific for purpose of isolation); Social distancing protocols implemented in line with guidance where practicable and other alternatives where social distancing not practical (e.g. FS2); Use of PPE in circumstances prescribed by Head Teacher (e.g. sick child); Parents advised not to enter school. Enquiries helpline and email address set up and advised to parents. Regular updates on school website, frequently asked questions posted on web site and school twitter account thus reducing foot fall. Parents bringing children into school allotted time slot and specific entrance door, encouraged to observe social distancing guidelines; On-line payment system 'Parent Pay' introduced to limit and/or eradicate cash handling in school. Hand Sanitiser dispensers in each classroom and at entrance doors; Antibacterial wipes in KS2 classrooms to encourage children to cleanse own desk space at regular intervals during the day in order to take responsibility. No contractors allowed on site without prior agreement of the Head Teacher; Staff to use telephone communication with main office rather than in person; All staff advised to leave the premises the moment they have secured classrooms/Offices at the end of the school day; and In the event of a localised outbreak, the Head Teacher to strictly adhere to Government guidelines in respect of potential 'lockdown' of the locality. 	2	2	Low	Review Measures on a weekly basis and amend/communicate to relevant parties as necessary.	SLT	on-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Classrooms	Employees, pupils	Promoting the spread and/or becoming infected by COVID19	<ol style="list-style-type: none"> Detailed guidance provided to all staff in the use of areas, by the Head Teacher, as follows: <ol style="list-style-type: none"> On entering classroom open all windows; Wedge all classroom doors open; Where children work at desks, face the front, not opposite each other; Teaching staff to introduce one way system in their allocated class base; Teaching staff to talk to children re social distancing, not hugging or having any physical contact with each other, hand washing, not sharing food; Children to use pencil case and equipment purchased specifically for them, nothing to be brought into school from home; No member of staff or child to enter any space that they do not teach/learn in with the exception of toilets; All staff must stay within the 'bubble' of their team; Staff must not visit the office. The office should be contacted by telephone; In respect of FS2, only equipment that can be washed should be utilised; pupils to be outside as much as possible; All equipment should be washed with 'Milton Sterilising Fluid' All staff to wash hands after every job; Use 'Milton Sterilising Fluid' to wipe surfaces regularly throughout the day using paper towels which should then be thrown away - do not use dish cloths or non disposable sanitising consumables; All soft toys and furnishings to be removed from classrooms and teaching areas at regular intervals to be washed and sanitised; All staff to use PPE at their discretion but definitely if a child falls ill when they should be taken to the room dedicated for isolation; and All staff to mark work during the school day, no books to be taken home to mark. Pupils will not take books home. Homework to be issued on line using the platforms 'MyMaths,' 'Purple Mash,' 'Spelling Shed' etc. <p>Further advisory for staff:</p> <ol style="list-style-type: none"> Keep finger nails short If long sleeved clothes are worn, sleeves should be easily rolled up 	2	2	Low	This list is not exhaustive and requires the input of all staff. The whole staff team should take responsibility and point out any issues/concerns/perceived improvements to the measures directly to the Head Teacher.	All Staff	on-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Behaviour/Pastoral Care	Pupils	Pupils who have been absent from School for a number of months, may need support in adjusting to school life which may lead to poor behaviour, issues with relationships and/or mental health	<ol style="list-style-type: none"> Staff to be 'natural' with children on their return to school; Staff to ensure that the School's behaviour policy is consistently applied; Staff to respond to questions from pupils regarding COVID 19 honestly and realistically; For children affected by loss or severe illness during the pandemic and linked to COVID 19, usual procedures for Pastoral Care and support provided. Children should feel happy, cared for, safe and nurtured in the School environment. 	2	2	2	This list is not exhaustive and required the input of, and vigilance by, all staff	Head Teacher	On-going	10 if measures not followed	Disruption to the Education Functionality of the school	Low if measures followed
Office/Visitor Reception Areas	Employees, pupils, visitors, contractors entering the school	Promoting the spread and/or becoming infected by COVID19	<ol style="list-style-type: none"> Measures implemented in reducing the number of visitors, contractors, parental enquiries to the main office thus: <ol style="list-style-type: none"> Signage advising parents to call with enquiries or email specific email address - queries@heroncross.org.uk; text messages to parents to advise that they should not visit the office; Site staff advised that contractors to visit ONLY with prior agreement of the Head Teacher; and On line payment system 'Parent Pay' introduced to limit and/or eradicate cash handling in school. Where visits are unavoidable, signage instructing use of hand sanitiser on entering and leaving the building; 'Social Distancing' signage for visitors to remain 2m away from Reception Desk Visitors should be offered PPE in respect of masks and gloves should they require them (to assist in preventing the spread of COVID19 in School) Visitors should be signed in and out by Administration Staff who will request contact information for 'Track & Trace' purposes Visitors must not be allowed to wander in school unaccompanied (Engie staff for example) but accompanied at all times; Strict 1m Social Distancing in force in corridors Visitors should not use communal areas - staffrooms etc; Main doors should be opened to allow for additional ventilation; Hand sanitiser available for staff; Movement in, out and around the offices to be discouraged (toileting and refreshment breaks only); Staff should not share equipment (pens etc.); Telephone handsets should be sanitised regularly throughout the day. 	2	2	Low	This list is not exhaustive and requires the input of all administration staff. The whole staff team should take responsibility and point out any issues/concerns/perceived improvements to the measures directly to the Office Manager who will consult on measures with the Head Teacher.	Office Manager	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Communal Areas	Employees, pupils, visitors, contractors entering the school	Promoting the spread and/or becoming infected by COVID19	<ol style="list-style-type: none"> Strict 1m 'Social Distancing' enforced in corridor areas; Enhanced Cleaning in communal areas throughout the day from 11.00am to 2.00pm with specific emphasis on toilets, door handles, push pads, sink areas, all hard surfaces; Use of staff rooms limited to making drinks and where possible flasks/cold drinks should be bought from home; Staff should not use the Microwave Ovens - cold food only; Staff should wash school mugs and cutlery thoroughly and report shortages of dishwashing equipment to the Business Managers; and Staff should report any areas of concern to the Head Teacher immediately 	2	2	Low	Consider the use of face coverings in communal areas.	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed

Fire Evacuation	Employees, Pupils, Visitors	Promoting the spread and/or becoming infected by COVID19 Exiting the building safely whilst adhering to guidelines for COVID19	a) Existing evacuation plans to be followed; Pupils and staff should, as far as realistically possible, ensure that pupils remain 1m apart when exiting the building; distance should be maintained in assembly point as far as is realistically possible; and d) Appointed Fire Wardens to undertake normal duties.	2	2	Low	None	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community Safe exiting of the building during and emergency evacuation	Low if measures followed
School Attendance	Pupils	Recording of Absences accurately to reflect the reason for absence of a child who may have symptoms of COVID 19	a) Existing controls in place; Parents to be advised that attendance at school is again compulsory; c) Administration Team to ensure parents provide a reason for their child's absence; d) where no reason is provided (e.g. on telephone message) parents to be contacted for reason for absence	2	2	Low	None	Office Manager	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Parent / carer drop off & collection areas	Employees, Pupils, Parents/carers	Promoting the spread and/or becoming infected by COVID19	a) Staggered drop off/pick up times for year groups in place; b) Specific drop off & pick up points identified for Parents/Carers; c) Signage encouraging 1m social distancing in place in drop off/collection areas; d) Parents advised to leave premises immediately, not detaining staff. Enquiries via telephone or dedicated email address queries@heroncross.org.uk; and e) Regular reminders to parents via text message not to socialise on playgrounds at the beginning and end of school day	2	2	Low	None	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Outdoor Play areas / Playgrounds	Employees, Pupils	Promoting the spread and/or becoming infected by COVID19 Ensuring Safe Play	a) Existing controls/Risk Assessment in place; Teaching staff to speak to children re social distancing/not hugging/touching; and Staff acting as supervisory assistants to ensure pupils reminded of social distancing and no physical contact; and equipment to be sprayed with dilute Milton Sterilising Fluid after each use.	2	2	Low	None	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community Safe exiting of the building during and emergency evacuation	Low if measures followed
Playground equipment	Pupils	Promoting the spread and/or becoming infected by COVID19 Ensuring Safe Play Behaviour and pastoral support	a) Existing controls in place; and b) Playground equipment to be sprayed with dilute Milton Sterilising fluid after each use;	2	2	Low	None	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
First Aid arrangements	Pupils, Staff	Promoting the spread and/or becoming infected by COVID19	a) Existing controls/Risk Assessment in place; Teaching staff to speak to children re social distancing/not hugging/touching; Staff acting as supervisory assistants to ensure pupils reminded of social distancing and no physical contact;	2	2	Low	None	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Suspected / confirmed Covid19 outbreak arrangements	Pupils, staff, visitors,	Promoting the spread of COVID19	a) Infected Pupils or Staff to isolate for seven days; Pupils in affected 'bubble' to be advised to have a test for COVID 19 even where asymptomatic; c) Head Teacher to adhere strictly to Government Guidelines in respect of local outbreaks; c) 'Bubble' closed until rigorous deep clean of school undertaken; d) All parents of children in effected 'Bubble' to be notified and advised to seek test for COVID 19; e) Corporate incident form completed and emailed to Stoke-on-Trent City Council Health & Safety Team (michelle.gardside@stoke.gov.uk); Commence contact tracing protocols to identify all persons who have come into contact with infected person(s); and f) Review of infection control procedure	2	2	Low	SBM Check reporting arrangements of confirmed outbreak to necessary public health bodies/Government departments.	Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Workstations	Employees	Promoting the spread of COVID19	a) All staff keep to own work station; Workstations to be cleaned before and after use; c) No equipment should be shared; d) Staff to work a minimum of 1m apart from one another; and e) No members of staff to work facing each other	2	2	Low	None	All Staff	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Staff rooms	Employees	Promoting the spread of COVID19	a) Staffrooms not to be used in the preparation of drinks or other refreshments; b) Staff to bring flasks or cold drinks; c) Staff are not to congregate in staff rooms; d) For use of photocopiers in staffrooms, only 2 members of staff; and e) Staff to wash hands thoroughly after use of equipment	2	2	Low	None	All Staff	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Dinner Centre/Catering Facility	Pupils, Staff	Promoting the spread of COVID19	a) Existing controls in place; a) break sales to be pre ordered during morning registration and delivered to classes by Catering Staff at specified times; b) provision of School Meals suspended until week commencing 28th September 2020; c) From w/c 28th September 2020, a limited menu, to be pre-ordered for school meals and delivered by Catering staff to classrooms; d) Breakfast Club suspended until COVID 19 threat level reaches level 2 where the stage of outbreak shows the number of cases, the transmission level low and that there are minimal social distancing and enhanced tracing measures in place.	2	2	Low	None	Catering Manager	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Toilets	Employees, Pupils, Visitors	Promoting the spread of COVID19	a) Limited number of persons accessing toilets at one time as directed by the Head Teacher; b) External doors to toilets to be wedged open; c) Hand Driers to be taken out of action to reduce the risk of aerosol spread of the virus, paper towels to be provided; d) Teaching staff to speak to the children about use of hand towels and disposal into bins (not on the floor); e) Enhanced cleaning of toilet areas between 11.00am and 2.00pm; f) staff to close toilet lid prior to flushing to prevent airborne spread of the virus	2	2	Low	None	Site Staff to remove fuses from hand dryers and ensure quantities of paper towels provided. All Staff	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Travelling to work/Car parks/Entering school	Employees	Promoting the spread of COVID19	a) Existing controls in place; b) Car share only permitted for staff living in same household or who have created household 'bubble'; c) Staff use common sense if alighting from vehicles at the same time as other staff in order that social distancing can be maintained on entry to the building; and d) Staff to wash hands on entry of building or use hand sanitiser at entrance doors.	2	2	Low	None	All Staff	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Server rooms/Electrical cupboards/ventilation rooms/ducts etc.	Employees/Contractors	Promoting the spread of COVID19	a) The use of such rooms will be identified within current risk assessment; b) Areas only accessible by authorised staff; and c) 1m social distancing to be adhered to	2	2	Low	None	All Staff	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Contractors	Employees/Pupils/Contractors	Promoting the spread of COVID19	a) Contractors only to be on the premises by prior arrangement and approval of the Head Teacher; b) Only Emergency repair/Maintenance allowed on site; c) Contractors advised that strict 2m social distancing to be adhered to; d) Ensure that contractors submit risk assessments identifying suitable measures for social distancing and control of infection; and e) Contractors to be offered PPE - gloves, masks, glasses etc to protect our employees from infection with COVID19	2	2	Low	None	Site Staff/ Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Visitors	Employees, Pupils, Visitors	Promoting the spread of COVID19	a) Procedures in place for reducing the numbers of visitors; and b) Posters to indicate that visitors should not enter the building if they have any symptoms of COVID19;	2	2	Low	None	Site Staff/ Head Teacher	On-going	10 measures not followed	Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed

COSHH: Cleaning products and materials	Employees, Pupils, Cleaning Contractor	Promoting the spread of COVID19	a) External cleaning contractors are responsible for the procurement of cleaning products and materials.	2	2	Low	None	Cleaning Contractors	On-going	10 measures not followed	If Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Corridors	Employees, Pupils	Promoting the spread of COVID19	a) Staff and pupils to be advised to wait in spaces for others to pass in the corridor as corridors are too narrow for social distancing, and route to be used where possible b) alternative	2	2	Low	None	All Staff	On-going	10 measures not followed	If Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed
Safeguarding	Pupils	Childrens welfare not protected	a) Existing Controls in place.	2	2	Low	None	All Staff	On-going	10 measures not followed	If Children's welfare not protected	Low if measures followed
COSHH: Hand Sanitiser	Employees, Pupils, visitors, contractors	Promoting the spread of COVID19	a) Hand washing to remain a priority; assessment completed for use of hand sanitiser; and Staff to speak with children regarding hand washing b) COSHH c) Teaching	2	2	Low	None	All Staff	On-going	10 measures not followed	If Spread of COVID19 amongst pupils, staff and the wider community	Low if measures followed