



**Health & Safety**

SCHOOL:	ST. GERARDS CATHOLIC PRIMARY & NURSERY SCHOOL
ASSESSOR:	KARL LANDRUM – HEADTEACHER, JANE GILBERT – HEALTH & SAFETY, GRAHAM WEBB – SITE MANAGER
DATE:	AUGUST 2021
REVIEW DATE:	AS AND WHEN REQUIRED

COVID 19 Risk Assessment – September 2021 onwards

PLEASE TRANSFER ANY NEGATIVE ANSWERS ONTO THE RISK ASSESSMENT PROFORMA TO SHOW ACTIONS

INTERNAL:

Entering and leaving school	Yes / No / N/A	Systems in place / proposed to manage risk.
Does effective liaison take place with bus companies/transport providers to encourage continued wearing of face coverings?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>School will attempt to identify families who use public transport</li> <li>School will contact bus companies for their Covid 19 Policies and Procedures (if applicable)</li> </ul>
Is the use of public transport discouraged where possible?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Parents/carers are encouraged to cycle to school with children</li> <li>Parents/carers advised to avoid public transport.</li> <li>Parents/carers are also encouraged to walk to school within family bubble.</li> <li>All relevant information is communicated with parents/carers through the various letters sent out via</li> </ul>

		ParentApp.
Have 'sneeze screens' been left in place in relevant areas i.e. receptions, foyers etc to protect staff?	✓ <input type="checkbox"/> <input type="checkbox"/>	The School Office has a screen in place to protect them from potential visitors.
For signing in/out at receptions are touch screens/digital systems still being regularly cleaned?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• School touch screen is in use this is cleaned with alcoholic wipes every time it is used</li> <li>• Visitors and parents/carers/carers are encouraged to use alcohol hand sanitiser before and after using the system, this is available in the school foyer</li> </ul>
<p>If pupils use biometric registration, is this being regularly cleaned i.e. secondary schools?</p> <p>Is the use of hand sanitiser before use still encouraged?</p>	<input type="checkbox"/> <input type="checkbox"/> ✓	
Are parents/carers who are accessing reception areas to office staff to action any queries still being offered an appointment system or telephone appointments?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Parents/carers to use school intercom at school gate or telephone calls/emails for any queries</li> <li>• Children who arrive late for school can come in and staff will sign them.</li> <li>• Parents/carers can enter the school premises to sign children in and out of school for children who are being taken out of the school for appointments. <b>They are encouraged to wear a face covering when coming into school.</b></li> <li>• This has been communicated to parents/carers via parent app</li> </ul>

		<ul style="list-style-type: none"> <li>• Only one parent at a time is allowed into the school office. Sign to be displayed on the front door to inform parents about this.</li> </ul>
Is there provision of hand sanitiser at entrances/exits for parents/carers/carers/staff/emergency contractors/pupils who still wish to use it?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Hand sanitiser is available at every entrance</li> <li>• All staff are aware of health and safety re use of hand sanitiser. Please refer to the '<a href="#">Handwashing guidelines document</a>.'</li> <li>• <b>All staff to ensure that they sanitise their hand when entering and leaving the school building</b></li> <li>• Signs have been displayed around school to encourage the use of good hygiene.</li> <li>• The Hand Sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have read the risk assessment.</li> <li>• Sanitiser station has been set up at entrance and exit of school.</li> </ul>
Has ever changing guidance been clearly communicated to staff, parents/carers, pupils and visitors (ongoing)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Headteacher keeps staff informed of any changes via emails and any documents that need to be adhered to.</li> <li>• School keeps parents/carers aware of any changing guidance via the parent App</li> </ul>
<b>Hygiene</b>		
Has guidance been cascaded to pupils and parents/carers on the importance of wearing face coverings when using public and school transport?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Parents and carers have been sent this information via Parent App

<p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• All bins have been replaced with pedal bins</li> <li>• All classrooms have their own bin</li> <li>• All classes are supplied with tissues</li> </ul>
<p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• All staff and children to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and use alcohol hand sanitiser ensuring that all parts of the hands are covered ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it'</li> <li>• Staff to refer to the 'Handwashing guidelines document.'</li> <li>• Signs have been displayed around the school to encourage the use of good hygiene.</li> <li>• Staff to refer to the document – effective hand washing and follow the instructions as directed.</li> </ul>
<p>Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Early Years Risk Assessments in place, this is updated regularly</p>
<p>Has a review of classroom risk assessments taken place i.e. consider is hand sanitiser required, cleaning regimes, ventilation etc in line with current guidance?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• All classroom risk assessments have been completed - this includes cleaning, ventilation and the use of hand sanitiser</li> </ul>
<p>Are staff and pupils encouraged not to touch hair, faces and continue with regular handwashing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Signs and pictures around school to alert children to regular handwashing and not to touch hair and face.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will alert children to this as well.</li> </ul>
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Cleaners and site manager to empty bins regularly throughout the day.</li> <li>• Cleaning policy and schedule relates to the procedure for contaminated waste.</li> <li>• Cleaners and Site Manager are aware of the relevant policies and procedures.</li> <li>• A silver bin is used for the safe disposal, site manager to move to larger bins after 72 hours</li> </ul>
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• There is a cleaning schedule in place which identifies all the areas that need cleaning throughout the day.</li> <li>• All door handles, toilets, surfaces are all cleaned at regular intervals throughout the day.</li> </ul>
Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Signs have been displayed on lap safes for the use and cleaning of I.T equipment</li> <li>• All staff are aware that all IT equipment is cleaned before and after use.</li> <li>• There is cleaning equipment by the children's IPADS/Laptops for staff and children to use.</li> <li>• Children should not be cleaning equipment in the corridors outside year 2. This should be done after school. PPE boxes in classroom must be checked each day to ensure everything you need is easily accessible.</li> </ul>

<p>Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Site manager monitors the cleaning stock and replenishes when required</li> <li>• School has purchased a sufficient amount of cleaning products.</li> <li>• Each classroom has its own cleaning products – the Site Manager updates these regularly.</li> <li>• PPE boxes in classroom must be checked each day to ensure everything you need is easily accessible.</li> </ul>
<p>Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Cleaning staff completed training August 2021</li> <li>• COSHH risk assessment reviewed May 21</li> <li>• All relevant documents regarding any cleaning products used are all kept in a file in the Site Managers office.</li> </ul>
<p>If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• The cleaning schedule takes account of this.</li> <li>• Cleaning staff use the appropriate PPE when necessary.</li> <li>• <b>all cleaning staff must wear PPE at all times</b></li> <li>• The school is fortunate to have three cleaners and a Site Manager.</li> <li>• The school also purchase support from Peter Kelly (Halton LA) who can give advice if necessary.</li> </ul>
<p>Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed regularly and</li> </ul>

		<p>shared within the bubble only.</p> <ul style="list-style-type: none"> <li>• Children should be taught to wash their hands frequently, and encouraged where possible not to touch their faces or to put objects in their mouths.</li> <li>• See Early Years Risk assessment</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups.</li> </ul>
If I.T. suites are in use are appropriate cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Are tablets, iPads cleaned before and after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Signs have been displayed on lap safes for the use and cleaning of I.T equipment</li> <li>• All staff are aware that all IT equipment is cleaned before and after use.</li> <li>• There is cleaning equipment by the children's IPADS/Laptops for staff and children to use.</li> <li>• Children should not be cleaning equipment in the corridors outside year 2. This should be done after school</li> </ul>
Have non washable toys/items been removed?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Resources that cannot be cleaned according to the instructions are packed away until after the COVID19 epidemic is over.</li> <li>• The carpet in the Early years is cleaned thoroughly at the end of the day</li> </ul>

<p>Are children to be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Early years toys that are used are cleaned regularly.</li> <li>• No toys can be brought from home and parents and carers have been informed about this.</li> <li>• Parents and carers have been informed about what children can / cannot bring into school.</li> <li>• Reading books may go home – as long as they go home in a plastic bag and left 24 hours when they come back</li> </ul>
<p>Are desks regularly cleaned?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Desks will be wiped regularly.</li> <li>• There are boxes in each area of the school with PPE and cleaning equipment.</li> </ul>
<p>Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• There will be no sharing of resources.</li> <li>• Each classroom has a box of outdoor resources that they can use at lunch times and break times.</li> <li>• Each classroom has their own box which contains cleaning products and PPE materials.</li> <li>• Each child has their own equipment so no resources need to be shared.</li> <li>• Each classroom have their own maths resources that will not be shared amongst other year groups.</li> <li>• Early years have in their own risk assessment procedures in place for cleaning resources regularly.</li> <li>• Teachers &amp; Classroom assistants have been given plastic boxes, buckets and Milton to soak any resources</li> </ul>



		that have been shared.
Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See above</b>
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Signs around school to remind children how to safely cough or sneeze and what to do.</li> <li>• All toilets have signs to encourage handwashing.</li> <li>• Pedal bins provided for the safe disposal, children will then wash and sanitise their hands</li> <li>• Staff to remind children about rules and procedures in regards to handwashing.</li> <li>• Early Years children to be taught in September the importance of hygiene.</li> </ul>
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Site Manager to ensure windows are open each morning throughout the school. During the winter months open windows in 15 minute slots</li> <li>• Classrooms and corridors must be ventilated as much as possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used.</li> </ul>
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	<input type="checkbox"/> <input type="checkbox"/> ✓	School do not have free standing or desk fans.

Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	<input type="checkbox"/> ✓ <input type="checkbox"/>	<b>See air conditioning risk assessment</b>
Where touch terminals are in use in dining areas, are there appropriate cleaning regimes in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	The touch terminal in the kitchen will be cleaned after every use with alcohol wipes, this will be monitored and actioned by the dinner ladies
Do cash machines in Secondary Schools have appropriate cleaning regimes in place?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Are extra cleaning procedures in place for dining hall furniture before and after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The cleaning schedule makes reference to ensuring that eating areas are cleaned regularly and with detail.</li> <li>• Midday Assistants have been updated with procedures and details.</li> </ul>
Are pupils instructed not to share food i.e. children bringing in their own?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Children are always discouraged from sharing food.</li> <li>• Parents/carers have the choice of school lunches or providing their own</li> </ul>
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The cleaning schedule makes reference to ensuring that eating areas are cleaned regularly and with detail.</li> <li>• Each area have their own cleaning resources.</li> <li>• Midday Assistants have been updated with procedures and details.</li> <li>• Staff have been informed to keep staff room tidied and</li> </ul>

		to clean after they have used it.
Have heavy use 'hot spots' been identified that may require extra servicing?	✓ <input type="checkbox"/> <input type="checkbox"/>	The cleaning schedule makes reference to ensuring that eating areas and any other identified hot spots are cleaned regularly and with detail.
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	Dolce (School Meals Provider) have their own Risk Assessment. (See DOLCE Risk Assessment)
Have staff, pupils, visitors, parents/carers, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Posters displayed to inform parents/carers visitors/contractors etc. that they are not to enter the building if they display symptoms of COVID19</li> <li>• Staff informed via the school risk assessment not to attend if they are displaying symptoms</li> </ul>
Have staff/parents/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by the current required test and to follow current government guidance?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff Parents/Carers are regularly informed about what to do if there is a positive case. The school mobile number is shared with all parents/carers should they need it out of school hours, they can also email the headteacher.</li> <li>• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent/carer to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent/carer specifically identifies the individual as</li> </ul>

		<p>being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <ul style="list-style-type: none"><li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:<ul style="list-style-type: none"><li>○ they are fully vaccinated</li><li>○ they are below the age of 18 years and 6 months</li><li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li><li>○ they are not able to get vaccinated for medical reasons</li></ul></li><li>• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</li><li>• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and</li></ul>
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		<p>recommended that these are worn when travelling on public or dedicated transport.</p> <ul style="list-style-type: none"> <li>• 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>• Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul>
<p>Have areas been identified with suitable ventilation if possible to enable separation of staff/pupils (if safe to do so) in the event of developing symptoms until able to go home?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Children who have developed symptoms of COVID are to wait outside weather permitting or in the PCR.</li> <li>• The member of staff will be encouraged to use PPE when they are with the child in the isolation area and observe social distancing</li> </ul>
<p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• PPE will be required if intimate care required or if a child becomes unwell or symptomatic in school; this is referred to in the risk assessment.</li> <li>• Guidance states that staff in education will not require PPE beyond what they would normally need for work.</li> <li>• PPE has been purchased and stored for use</li> </ul>

		<ul style="list-style-type: none"> <li>• PPE must be worn when administering First Aid</li> <li>• All PPE used is current EU standards.</li> </ul>
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff using/wearing PPE?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Most staff in schools will not require PPE beyond what they would normally need for their work.</li> <li>• The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</li> </ul>
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff are asked to watch the following for training for using PPE correctly.  <a href="https://www.youtube.com/watch?v=3l_kKVNrEMo">https://www.youtube.com/watch?v=3l_kKVNrEMo</a>  <a href="https://www.youtube.com/watch?v=f6mjabtonG4">https://www.youtube.com/watch?v=f6mjabtonG4</a>            Further information:  <a href="https://www.gov.uk/government/publications/covid19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> </li> </ul>
Are staff aware of how to safely dispose of contaminated PPE (double bagged, stored for 72 hours then disposed of)?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Silver bin available in the bin store, please let the Site manager know and he will empty this after 72 hours
Are arrangements in place to have the separation areas thoroughly cleaned after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The PCR (if used) will be cleaned by the member of staff that has stayed with the pupil cleaning products are available in the box provided for each room
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to the school Handwashing Policy for further information about this.

<p>Have staff/pupils/parents/carers received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Staff are informed via email from the headteacher with all the new guidance that is received</li> <li>• There has been regular communication between parents/carers and school throughout the pandemic including newsletters, emails and the parent app system in school.</li> <li>• A new parent home school agreement has been shared with parents and carers in light of covid19.</li> <li>• Regular communication with parents and carers through Parent App, Dojo and emails informing them of any updates to changes to procedures and any information provided by the LA and the DfE</li> </ul>
<p>Have parents/carers been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• The schools infection control policy is available on the school website</li> <li>• The new guidance will be sent out via Parent App by the headteacher before the children return to school on 2 September</li> </ul>
<p>Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• PPE will be required if any child needs intimate care.</li> <li>• Guidance states that staff in education will not require PPE beyond what they would normally need for work.</li> <li>• PPE is kept in a cupboard in the PCR and on the first Aid station located in the link corridor</li> </ul>
<p>Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Handwashing facilities remain presently next to the nappy changing table and nappy bin alongside PPE and sanitised bins that are collected by an external</li> </ul>

		<p>agency.</p> <ul style="list-style-type: none"> <li>• Handwashing signs are present for staff to read along with other hand washing material to ensure adults are aware of the importance.</li> <li>• As mentioned above, PPE is available for staff to wear when changing children (if appropriate)</li> </ul>
Is PPE available and disposed of correctly along with soiled items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	As above
Are changing beds/facilities cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Milton spray is made up and ready to spray before and after use.</li> </ul> <p>We currently have no pregnant / vulnerable staff but if circumstances were to change then alterations to rotas and arrangements would change accordingly.</p>
Are pregnant or vulnerable staff taking extra precautions to protect themselves?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• CEV staff not advised to shield but take all due precautions and take advice from Consultants.</li> <li>• Pregnant staff – separate guidance available. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a> Risk assessments in place for Pregnant Staff ; pregnant staff can work in school as long as risk assessments are in place.</li> <li>• Individual Risk Assessments for vulnerable staff.</li> <li>• Ensure ALL staff aware of changes, monitor mental health</li> </ul>
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• PPE has been supplied for cleaners; it has been explained to cleaners how and when to use PPE</li> </ul>



i.e. coveralls, masks, eye protection, aprons, gloves?		effectively. <ul style="list-style-type: none"> <li>• There is sufficient stock of PPE and this is monitored by the Office Staff and Site Manager.</li> <li>• Guidance states that staff in education will not require PPE beyond what they would normally need for work.</li> </ul>
Are there sufficient handwashing stations on site?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• There are handwashing stations in all areas around the school</li> <li>• School has purchased an outdoor sink for staff, visitors and children etc. to wash their hands regularly</li> <li>• Hand sanitiser is in every classroom and we have sought permission from parents/carers</li> </ul>
Does the school hold sufficient stocks of handwashing materials?	✓ <input type="checkbox"/> <input type="checkbox"/>	The school holds a stock of handwashing materials all stored in a locked metal cabinet this is monitored by the site manager
If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Signs have been displayed around the school to encourage the use of good hygiene.</li> <li>• Alcohol Hand sanitiser will be available in all areas of the school.</li> <li>• All staff monitor Childrens use of hand sanitiser</li> </ul>
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	The site manager makes checks severall times per day

<p>Is handwashing encouraged regularly for staff, pupils, and contractors, visitors if allowed into the building i.e. before/after food, when coughing or sneezing, use of welfare facilities?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• All staff to encourage children to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' Staff to refer to the 'Handwashing guidelines document.'</li> <li>• <b>All staff to ensure they wash and sanitise their hands when entering the school building</b></li> <li>• Signs have been displayed around the school to encourage the use of good hygiene.</li> <li>• Staff to refer to the document – effective hand washing and follow the instructions as directed.</li> <li>• Alcohol Hand sanitiser will be available in all areas of the school.</li> <li>• The hand sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have read the risk assessment.</li> <li>• Permission to be sort from parents/carers for the use of the hand sanitiser</li> </ul>
<p>Are pupils encouraged to wash hands before and after breaks/lunches?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Children will be directed to wash their hands before and after break / lunches as well as different intervals throughout the day.</li> <li>• There are signs throughout the school to highlight the</li> </ul>

		importance of hand washing.
Are toilets cleaned regularly?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Children in Early Years where possible are supervised when using the toilets</li> <li>• Cleaning schedule gives further clarification of toilet procedures.</li> </ul>
Are bins emptied regularly?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The site manager and cleaners empty the bins regularly throughout the day.</li> <li>• Cleaning schedule gives further clarification of cleaning procedures</li> </ul>
Are pupil handwashing areas supervised? Is hand sanitiser required?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff ensure that they supervise children wherever possible.</li> <li>• Hand sanitiser is used where and when required.</li> </ul>
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Greetings – Is physical contact encouraged to be avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff have been informed on no physical contact between adults and children.</li> <li>• Any physical contact involving children (team-teach) has been reviewed in the school safeguarding policy.</li> </ul>
Are staff / pupils advised to cover any cuts or wounds?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff have been advised and staff have been told to advise children (and parents/carers) to cover any cuts or wounds)</li> </ul>

Any other hazards?

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	Systems in place / proposed to manage risk
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reviewed September 2021
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice? Are incident controllers/fire marshals aware of new procedures?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Last practice July 21</li> <li>• Practices will begin in September and continue monthly</li> </ul>
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Due to the covid pandemic the lockdown training with ice cats has had to be cancelled twice. This has been rebooked for October 2021
Has the reviewed Bomb/Lockdown plan been put into practice?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	

Have Business Continuity/Recovery plans been reviewed to reflect any changes?	✓ <input type="checkbox"/> <input type="checkbox"/>	Reviewed September 2021
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	✓ <input type="checkbox"/> <input type="checkbox"/>	Reviewed September 2021
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	✓ <input type="checkbox"/> <input type="checkbox"/>	Dorgards fitted January 2021 on most internal fire doors.  School Office, Headteachers Office, Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Deputy Headteacher, Family Support worker
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	✓ <input type="checkbox"/> <input type="checkbox"/>	Contractors will be encouraged to book appointments before and after school where possible
Are water management tests continuing as per normal?	✓ <input type="checkbox"/> <input type="checkbox"/>	All water systems are tested monthly through Halton Borough Council - ongoing
Any other hazards?		

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General	Yes / No / N/A	Systems in place / proposed to manage risk
<p>Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Have environmental risk assessments been reviewed and communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> <li>1. Access/egress?</li> <li>2. Movement around school/early years setting?</li> <li>3. Break times/lunch times/lesson changes?</li> <li>4. Toileting?</li> <li>5. Location of hand sanitisers?</li> <li>6. Signage?</li> <li>7. First Aid rooms?</li> <li>8. Sensory rooms?</li> </ol>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>See cleaning schedule</p> <p>Early Years Risk Assessment updated when necessary</p> <p>signage has been purchased and displayed when needed</p>

<p>9. Intimate care rooms?</p> <p>10. COVID Isolation room and bathroom facilities?</p> <p>11. Kitchens</p> <p>12. Dining rooms</p> <p>13. Halls/gyms</p> <p>14. Science and DT area?</p> <p>15. LFD testing areas</p>		
<p>Have vulnerable staff been identified who previously required a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19 and not vaccinated. Vulnerable and pregnant staff should be encouraged to take extra precautions to protect themselves.</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Vulnerable staff have been identified and a risk assessment has been completed</li> </ul>
<p>Have VPEM formerly BAME staff been identified who previously required a specific personal risk assessment? Are they encouraged to take extra precautions?</p>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	
<p>Are these staff excluded from any roles involving LFD testing?</p>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	



Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	✓ <input type="checkbox"/> <input type="checkbox"/>	All necessary risk assessment will be reviewed September 2021 by the SENDCo
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Headteacher will continue to update staff whenever necessary via emails.</li> </ul>
Has your staff handbook/induction process been reviewed to reflect the current situation?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff Handbook and staff Covid handbook updated August 2021 and will be distributed to staff in September</li> <li>• Staff induction booklet updated August 2021</li> </ul>
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	Site manager completes paperwork weekly/monthly and termly
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures, good handwashing procedures must be adhered to, possible use of separate entrances and abide by	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• There is signage at entrance to the school office to inform contractors that they must be in good health and must adhere to our social distancing and rules / guidelines.</li> </ul>

<p>site rules in general to manage COVID 19?</p>		<ul style="list-style-type: none"> <li>• Visitors will be asked to complete a form on our signing in and out screen in line with test and trace procedures.</li> <li>• The visitors risk assessment has been updated and displayed in the school foyer, it is also emailed to anyone visiting school prior to the visit</li> <li>• All visitors must use hand sanitiser before entering and leaving the school building.</li> </ul>
<p>Are there sufficient first aiders on site?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>All staff are first aid trained. Training due September – October term 2021</p>
<p>If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>The site manager sprays all the equipment with Dettol/Milton – all coshh data sheets are available</p>
<p>Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.</p>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	<p>We do not allowed deliveries to take place on the school grounds</p>

<p>Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff advised to use gloves or sanitiser whilst opening packages.</p>
<p>Does your school have a school minibus? Are face coverings worn by users and driver?</p>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	
<p>Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?</p>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	
<p>Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Kid safe, mentoring, family support worker to work with identified children</p>
<p>When participating in 'out of school activities' have venue risk assessments been deemed suitable and sufficient by the Head teacher and are COVID protocols in place?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• All activities must be spoken about to the headteacher and agreed</li> <li>• Venue risk assessments are required by any member of staff taking their children on any activities this must then be up loaded to Evolve</li> </ul>

		when completed the necessary forms
During open days, live performances and any other large gatherings that include mass visitors are risk assessments in place, suitable and sufficient with full COVID protocols?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Individual risk assessments for such events will be undertaken and shared with those involved.
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms or in safe surroundings to prevent transmission? Are relevant communication strategies in place to keep governors informed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Regular emails and updates are shared with Governors.</li> <li>HT keeps Chair informed of any relevant changes via phone calls.</li> <li>Governors will received copies of updated risk assessment via Governor Hub.</li> </ul>
Any other hazards?		

Test, Isolate and Local Outbreaks	Yes / No /	Systems in place / proposed to manage risk
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	N/A	
Do you have in place, with regular reviews your outbreak management procedure/plan, including reintroduction of prior restrictions if necessary?	✓ <input type="checkbox"/> <input type="checkbox"/>	Contingency (outbreak management) plan reviewed August 2021, this will be reviewed and updated as and when government guidelines change
Are records kept of all visitors/contractors to site?	✓ <input type="checkbox"/> <input type="checkbox"/>	This is kept in the back office (admin computer) on entry sign
Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?	✓ <input type="checkbox"/> <input type="checkbox"/>	Headteacher will email staff relevant information and guidance
Is it made clear to parents/carers/pupils that any person who has tested positive must remain at home and follow government guidance?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been sent out via letter and is also on the school website</li> <li>• Constant communication with parents to inform them about what to do.</li> </ul>
Is anyone who develops symptoms in school isolated (if safe to do so) and then sent home as soon as possible, see previous questions re isolation rooms/areas?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Children who have developed symptoms of COVID are to wait outside weather permitting or in the PCR.</li> <li>• The member of staff will be encouraged to use PPE when they are with the child in the</li> </ul>

		isolation area and observe social distancing
If any person in isolation (if safe to do so) whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	Use the accessibility toilet – arrange for it to be cleaned immediately
All of the above, staff/parents/carers/pupils should be advised to follow 'Coronavirus, How to stay safe and help prevent the spread' guidance.	✓ <input type="checkbox"/> <input type="checkbox"/>	Relevant information is shared and updated regularly with all stakeholders.
Are there a supply of PCR home testing kits on site to distribute to staff/parents/carers if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	✓ <input type="checkbox"/> <input type="checkbox"/>	DFE sent tests to school <ul style="list-style-type: none"> <li>HT has received and read information at to how to distribute the tests, when and who to. Information kept in HT office. Test kept in school safe at room temperature.</li> </ul>
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carers/carer to inform the school immediately of the results of PCR tests taken?	✓ <input type="checkbox"/> <input type="checkbox"/>	Guidance given from the Local Authority <p>School Office require staff and parents and carers to inform school immediately and ask them if possible to send a copy of the results to the school mobile phone – this is only requested and not mandatory and the school's privacy notices have been updated in light of this.</p>

		Guidance has been given by the LA and DFE as to who to contact should a positive test result happen and what to do.
For individuals or groups of pupils are there remote education plans in place if needed?	✓ <input type="checkbox"/> <input type="checkbox"/>	
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	<p>There is a new section on the school website with all of this information.</p> <p><a href="http://www.st-gerards.halton.sch.uk/page/beyond-the-school-gate/61886">http://www.st-gerards.halton.sch.uk/page/beyond-the-school-gate/61886</a></p> <p>Letter will be sent to parents to explain remote learning and should children (individual or group) need to self isolate it will be sent out again.</p> <p>Remote learning policy has been produced and shared with governors.</p>
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of any new variants?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• All staff have had a copy of this updated risk assessment and this was discussed during an INSET session.</li> <li>• Every time the risk assessment is updated the</li> </ul>

		staff will receive a copy via email
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Welfare	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to work from home due to vulnerabilities is regular contact made?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>There is currently no staff or children working from home however if this does change there is a system in place for regular contact for both staff and children.</p> <p>Staff are aware of their roles and responsibilities if working from home. Teachers are aware of the procedures relating to remote learning. (See remote learning policy)</p>
Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff/pupils who may need further support?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>School has a well being strategy in place for both staff and children (this was started in the summer term with Christina Mitchell) Staff are aware that they can request a referral to OH if necessary.</p> <p>School has a well-being policy which was agreed by Governors and all staff have had a copy. Further copies can be requested via the Headteacher.</p>



<p>Although government guidance has removed the need for the wearing of face coverings within school settings unless there are a change of circumstances, are staff who wish to continue wearing them supported in this decision?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff have been informed that if they wish to continue to wear a face covering around school then this is acceptable.</p> <p>Those staff who have not been vaccinated are encouraged to wear a face covering in enclosed and communal areas but this is at their own discretion.</p> <p>Parents have been informed to respect those who continue to wear a face covering.</p>
<p>Are controls in place to keep staff anxieties at a minimal level, i.e. should staff continue to wear masks in shared areas for example? Is there regular communication strategies in place surrounding testing and vaccinations? Keep staff well informed.</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Regular emails are sent to staff regarding any changes or developments (via the Head teachers)</p> <p>Staff know that they can speak to Headteacher if there are every any anxieties worries.</p> <p>Staff are encouraged to have the vaccine and any staff who are anxious about having it know there are support networks in place via Halton LA that they can access and Head will support them with this.</p>

Testing and Vaccinations	Yes / No / N/A	Systems in place / proposed to manage risk
<p>Are staff regularly encouraged to participate in Lateral Flow Testing and PCR Testing when needed? Please include any controls for non-testing staff in the RA proforma below?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff are informed and reminded regularly about participating in LFT twice a week. There is a separate school email address for staff to report their results too – anyone who does test positive must report this to the Headteacher immediately and the Head will seek advice.</p> <p>At present there are no staff who are not testing regularly.</p>
<p>Are staff encouraged to take up the offer of receiving a COVID 19 vaccination? Please include any controls for non-vaccinated staff in the RA proforma below and consider vulnerable/pregnant staff?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>The school has a duty of care and staff with any concerns including those who are not vaccinated (on medical or personal preference grounds). These staff can be encouraged to take additional preventive measures such as social distancing and masks. Staff that they may use these measures without identifying which members of staff are unvaccinated. Further details are in the PHE schools guidelines.</p>
<p>If vaccinated or not are CEV, CV and pregnant staff encouraged to take extra precautions to protect themselves as per government guidance?</p> <p>Do they still require a specific personal risk assessment?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff who are vulnerable do have a personal risk assessment – those CV staff have been given a copy of their personal risk assessment and have discussed the extra precautions that they will need to do to protect themselves as per government guidance. Non vaccinated staff are</p>

		encourages to wear face coverings and maintain social distancing measures.
<p>Are procedures in place for testing of staff/pupils who are double vaccinated, are a close contact but no longer have to isolate if coming into contact with a positive case?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff have been informed about the current rules and guidance in terms of this and are encouraged to test twice a week. They also know if they are double vaccinated they no longer have to self isolate.</p> <p>Those who have not been double vaccinated are aware that they will have to self-isolate for ten days and will have to work at home and follow guidance and procedures around this.</p> <p>Those who are a close contact who have been double vaccinated are advised to take a PCR test and await the results until they come back to work.</p>

PLEASE TRANSFER ANY NEGATIVE ANSWERS ONTO THE BELOW PROFORMA TO CREATE YOUR RISK ASSESSMENT ACTION PLAN

RISK ASSESSMENT PROFORMA

<b>School:</b>		<b>Assessment Date:</b>				
<b>Assessor:</b>		<b>Review Date:</b>				
<b>HAZARDS</b>	<b>NO. AT RISK</b>	<b>EXISTING CONTROLS</b>	<b>RISK LEVEL</b>	<b>ACTION REQUIRED</b>	<b>DATE DUE</b>	<b>SIGNED OFF/DATE</b>


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Risk Assessment Key

**Likelihood**

Probable = 3

Possible = 2

Unlikely = 1

**Severity**

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – 12	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Fatality		
9	High	Work should not be started or continued.

## Version control and Change History



<b>Version Control</b>	<b>Date Released</b>	<b>Date Effective</b>	<b>Amendment</b>	<b>Officer</b>
1	July 2020	July 2020	Document created	LPR
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government guidance, training included for cleaners around new products and review of COSHH risk assessments, implementation of bubbles changed to maintaining bubbles, advice to open/close windows during	LPR

			winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.	
3	June 2021	June 2021	Section included re non testing and non-vaccination staff	LPR
4	July 2021	July 2021	Reviewed in line with step 4 of	LPR

			<p>government guidance and lifting of restrictions. Statements and wording changed to include 'if preferred', 'expected and recommended', 'subject to change', 'where possible' etc. 'COVID 19 stay at home guidance' changed to 'Coronavirus, how to stay safe and help prevent the spread'. BAME now VPEM.</p>	
5	August 2021	August 2021	<p>Document updated in line with changes from 16<sup>th</sup> August onwards, all dependent upon local changes or reimplemented restrictions for case number levels.</p>	