

Educational Setting	Hampton Hargate Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Andy Lyons – Headteacher 08.01.21 & 03.03.21
Review Date	<p>17th July 2020 – review any updated/new information/guidance</p> <p>Mid August 2020 – review any updated/new information/guidance</p> <p>2nd September 2020 – INSET day – review with staff and make any necessary changes</p> <p>4th September 2020 – end of 1st week (2 pupil school days)</p> <p>11th September 2020 – end of 2nd week</p> <p>18th September 2020 – end of 3rd week</p> <p>Ongoing reviews will take place inbetween these set dates.</p> <p>1st October 2020</p> <p>22nd/23rd October 2020 – end of half term. Any changes required for second half of term.</p> <p>1st January 2021 – prior to start of spring term</p> <p>13th January 2021 (after one week)</p> <p>25th January (now with Lateral Flow Test RA attached from page 30)</p> <p>29th January 2021 (end of month)</p> <p>26th February 2021, 3rd March 2021</p> <p>12th & 26th March 2021</p>

Most people who become infected with COVID-19 will experience **mild symptoms, such as fever and cough and are unlikely to become severely unwell.**

The decision to prioritise younger children in opening schools is based on the evidence suggesting that younger children are **less likely** to become unwell if infected with COVID-19, and the evidence of the **detrimental impact** that time spent out of education can have on them. The

effectiveness and risk of actions such as opening or closing schools is therefore balanced against their impact on society, and the holistic health needs of the population.

Evidence suggests that when children are out of school there are **negative impacts** on their physical and mental health. Children are **less likely** to be physically active, to maintain a healthy weight, and to have positive mental health and wellbeing. Children who are out of school are also **more likely** to be affected by educational and social developmental deficits, and this is likely to have the greatest impact on those who have the least resources or who are most vulnerable.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission, and the severity of the impact:

- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home and follow guidance on [household isolation](#);
- Ensuring that if staff or pupils are at higher risk of illness from COVID-19 because they are clinically extremely vulnerable (i.e. shielding), are supported to stay at home and follow guidance on [social distancing](#) or [shielding](#) as appropriate; those who were previously CV can be considered for working from home if the work can be carried out remotely;
- Following government advice and guidance on actions for [educational and childcare settings to prepare for wider opening](#).

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

Further guidance can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Date for sharing with staff and governors: 3rd Jan, 8th Jan, 13th Jan 2021. Lateral Flow Testing added from page 30) from 24/01/21. Any additional changes from 25th January 2021 and 25th Feb 2021 will be shared also.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<p>All people entering and using the school site.</p> <p>Risk of becoming infected by child or adult in school</p>	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>clean hands thoroughly more often than usual</p> <p>ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>continue with or introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>minimise contact between individuals and maintain social distancing wherever possible (also see appendix D)</p> <p>where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Signage in place in school classrooms, corridors etc.</p> <p>Signage around school grounds to remind and encourage social distancing.</p>	<p>2 isolation rooms have been created (in addition to regular first aid room). All staff were provided with H&S guidance from 1st June and have viewed appropriate training/video resources on use of PPE.</p> <p>Signage in key school locations regarding processes.</p> <p>PPE provided by LA is available upon request.</p> <p>Sufficient stocks of soap, paper towels, tissues and/or hand sanitizer are available in all required locations. Further orders will be placed as needed.</p> <p>All rooms have appropriate disposal bins</p> <p>Sufficient stocks of suitable cleaning products are available and there is sufficient capacity to do the cleaning tasks. In addition to existing cleaning staff and cleaning arrangements, 2 further p/t cleaners will be appointed for 3rd Sept 2020 to enhance the cleaning routines</p>	<p>All staff</p> <p>AL/SP</p> <p>SP</p> <p>SP</p> <p>SP</p>	<p>Ongoing</p> <p>Revised 2nd Sept</p> <p>Done / Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>Necessary visits arranged for outside of 'normal' school operational hours.</p> <p>Only 1 adult allowed to drop off/collect child/ren</p> <p>One-way route around school grounds for drop off and collection</p> <p>Parents requested to use phone/email rather than entering school foyer for the office.</p>	<p>and frequency.</p> <p>All staff been briefed on the expectations in class settings, outdoors and in staff rooms,</p> <p>Reviewed with staff as required inc. weekly staff mtgs as appropriate.</p>	<p>All staff</p> <p>AL</p>		<p>Y</p> <p>Y</p>
Response to any infection	<p>All people entering and using the school site.</p> <p>Risk of becoming infected by child or adult in school</p>	<p>engage with the NHS Test and Trace process</p> <p>manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>contain any outbreak by following local health protection team advice</p>	<p>All staff aware of procedure:</p> <p>Inform SLT of person with symptoms Child to wait in isolation room until collected. Adult to go home immediately. Request test to be taken and school to be informed of result. SLT inform LA of possible symptoms. Rooms/areas used by person to be given thorough clean. Negative result = no further action and person back in school. Positive result – SLT inform PHE / LA and take guidance on next steps (likely to result in isolation for 10days and bubble/s closed. Rooms secured for 72hrs before cleaning)</p>	<p>AL/SLT</p> <p>All staff</p>	03.09.20	Y

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			Follow all most up to date guidance at that time.			
Contingency planning for a further outbreak	Specific bubbles or whole school	In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.	<p>Contingency plan reviewed weekly from 8th Jan– all year groups have provided ongoing remote learning since 23rd March and 1st June 2020. Also since Sept when self isolating. Pupils provided with online resources/learning and hard copy packs for pupils as needed. These have been delivered by staff and will continue to be as needed. 2-way communication between pupils and teachers to ensure dialogue and support maintained. Use of Tapestry (EYFS), Class Dojo in KS1, Google Classroom in KS2.</p> <p>Additional remote learning will incorporate online supportive mini lessons or pre recorded videos to model and support pupil learning. This will be developed during the first half autumn term and will ensure new staff joining us are included and aware of expectations. This will be further supported by additional online pre recorded videos/lessons from other approved providers. Will be revisited during</p>	AL teachers	Jan '21 Sept 2020	 Y

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			each half term to maintain familiarity.			
Social Distancing in school (See also appendix D)	<p>All people entering and using school</p> <p>The risk of becoming infected by a child or adult in the school.</p> <p>Direct contact with others and/or from coughs/sneezes etc.</p> <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms</p>	<p>Reviewed the total rooms available for teaching activities.</p> <p>Classrooms cleaned of unnecessary items to accommodate 30 pupils max and 2 adults. Children to face one direction/front of room. Desks to be in rows and avoiding face to face seating.</p> <p>This must allow for emergency fire exit routes to still be accessible and main door.</p> <p>Class furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Manual handling implications considered.</p> <p>Unnecessary furniture or resources not required will be stored elsewhere by sitemanager.</p> <p>Bubbles created as Year Group Bubbles (90 children). Pupils remain in the same bubble group. No mixing of bubble groups.</p> <p>Reviewed and maintained for Jan '21</p> <p>Avoid contact with anyone with symptoms. Two rooms identified as 'holding' rooms for</p>	<p>All teachers clearing their classrooms and identifying /equipment not required in order to maximise space.</p> <p>Site manager to move furniture. Manual handling conditions met.</p> <p>Initial check will be carried out to ensure evacuation routes are maintained and clear of obstruction. This will be monitored from 3rd Sept</p> <p>Social distancing for adults – 2m expectation. If less than 2m then the 1m+ with other measures in place including: face mask, visor, not standing face to face</p> <p>All staff aware of the need to ensure Year Group Bubbles do not mix.</p> <p>Staff will minimise working between bubble groups. Only essential work between groups will take place to maintain expectations and</p>	<p>All teachers</p> <p>All teachers</p> <p>SP</p> <p>SP</p> <p>AL</p> <p>All staff</p>	<p>31/08/20 07/01/21</p> <p>31/08/20</p> <p>03/09/20 ongoing</p> <p>03/09/20</p> <p>15.12.20</p> <p>03.09.20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		any person who displays symptoms and waiting collection. Room will be deep cleaned after use.	curriculum delivery. Staff social distancing to be maintained at 2m. Simple logging form created for all staff to use to record any instance where they feel they have been less than 2m/1m from a child (or adult) having to deal with situation. This will help support test & trace and allow quick identification of any close contact should case be identified.	AL	03.09.20	Y
Cleaning	All people entering and using school The risk of becoming infected. Spread of the virus through contaminated surfaces.	All rooms deep cleaned in preparation for Sept. and continuing each day inc any rooms previously out of use. Rooms will be cleaned thoroughly daily. In addition, all classrooms will be cleaned midway through each day by teaching and TA staff including frequently touched surfaces, door handles, toilet/cloakroom areas including push-buttons and taps. Further cleaning during the day as required. Toilet areas will be cleaned midway through the day by site premises staff. Sept 20 – additional cleaning staff appointed to ensure and maintain cleaning protocols and expectations. Able to immediately	Action plan if someone has tested positive with Covid-19 displayed around school and in two main 'holding' areas. All staff to be made aware. Any area/room accessed by anyone testing positive will be secured for 72 hours then undergo a thorough clean. 2 further part-time cleaners will be appointed for Sept 2020. One for 3.5hrs 10.30-2.00 and one for 2hrs 12.00-2.00pm. This will ensure regular frequent cleaning and ability to respond quickly to any concern regarding room used by someone	SP & premises staff SP & premises staff SP	2 nd Sept Ongoing By mid Aug	Y Y Y Y

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		<p>address any area where a suspected or confirmed case has been identified.</p> <p>More frequent cleaning procedures put in place across the school site, particularly in communal areas and at touch points and areas of greater use including:</p> <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush button/lever and seats, • Door handles and push plates, • Handrails on staircases to storage areas – accessed by site manager only, • Machinery and equipment controls, • All areas used for eating must be thoroughly cleaned at the end of each break, including table area and attached seating, door handles, (doors will be kept open to allow access dining hall area) • Telephone equipment, • Staff & visitor entry/exit access system • Door release buttons (many are now card operated) • Keyboards, photocopiers and other similar equipment • Classroom desks, chairs, surfaces <p>Trim Trail equipment area taken out of use. To be reviewed based upon latest guidance.</p>	<p>with symptoms. Site manager is on site from 7am to 10.30am and 2.30pm to 6.30pm. The second cleaner will be used to support cleaning of dining area space/tables inbetween use of bubbles.</p> <p>Teachers/TAs will provide regular cleaning of frequently touched surfaces within classroom during the day.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards- children to access sports and climbing equipment with thorough sanitisation</p> <p>All rooms used will be cleaned thoroughly at the end of each day. This will include cleaning of all surface and desk areas, door handles, touch plates, toilet and cloakroom areas. Classroom and doors into cloak rooms will be kept</p>	<p>SP</p> <p>SP</p> <p>SP</p> <p>SP</p>	<p>03.09.20</p> <p>Aug.20</p> <p>Aug .20</p> <p>Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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		<p>Sanitser soap dispenser in foyer, entrance to staffroom, corridor locations for pupils and staff.</p> <p>Rooms to be kept ventilated as best and safely as possible.</p> <p>Posters/signs around school rooms to remind about cleaning hands along with regular verbal reminders to pupils.</p> <p>Sept 20 – additional floor signs in key areas of school put in place to visually remind (esp staff) of the requirement to maintain 2m rule. Eg Foyer, staffroom areas frequented by staff.</p>	<p>open (no impact on safeguarding) to minimise touch points.</p> <p>Cleaning staff will be made aware from Site Manager on any additional rooms being used and any additional information required.</p> <p>Site manager will continue to monitor to ensure all areas are cleaned to required and expected standard.</p>	<p>SP</p> <p>SP</p>	<p>Sept 20</p> <p>Ongoing</p> <p>End Sept 20</p>	<p>Y</p> <p>Y</p>
Lunchtime Catering facilities	<p>Staff/children</p> <p>Children exposed to midday staff outside normal 'bubble'.</p> <p>Midday staff exposed to children.</p> <p>Infection caused by contaminated surfaces e.g. through canteen/</p>	<p>Consideration made for food service and how this will be managed and how social distancing can be achieved in the school kitchen. Catering is provided by ABM. Kitchen staff serve behind counter area and a 1.5/2m distance between server and child collecting hot lunch.</p> <p>Year group bubbles will access dining hall separately and not mix with other year group bubbles. Lunchtime arrangements which worked well from 1st June to be extended and adapted from Sept. Staggered lunchtimes will operate and ensure all</p>	<p>2m markings will remain in place around school including dining hall floor and area of corridor leading to hall to clearly indicate to pupils.</p> <p>Signage to be displayed in hall and other areas to remind children of 2m rule and hand washing before eating</p> <p>Lunchtimes will be staggered across all groups to ensure bubble groups do not mix. These groups will be monitored by teachers/TAs/Midday staff.</p>	<p>ABM/AL</p> <p>SP</p> <p>LB</p>	<p>18-05-20 and review from 01.06.20</p> <p>18.05.20</p>	<p>Y</p> <p>N</p> <p>Y</p>

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	kitchen	<p>bubbles remain separate. See Appendix B for timetable. This will be reviewed across the half term.</p> <p>Lunchtime staff will adjust working hours to allow greatest flexibility for timings and coverage.</p> <p>Social distancing between staff to be maintained. Social distancing with the bubble groups when outside can be maintained unless dealing with an incident.</p> <p>All table eating areas and connected seating will be cleaned after child/bubble has finished eating and before next group arrives.</p> <p>Packed lunches will be eaten outside when weather is favourable to reduce number of children/space needed in dining hall. Social distancing can be achieved for larger number of pupils.</p>	<p>Bubble groups of children will be kept apart to ensure no mixing of groups. If we feel this isn't safe/appropriate we will review options and consider eating of all meals in the bubble rooms. All tables will be cleaned thoroughly before and after being used.</p> <p>All available table areas will be made available to ensure minimum number of uses by different groups.</p> <p>External space and staffing allows all bubble groups to have own space on field/playground. Only one Year group will be eating in hall or outside dedicated area at any one time therefore reducing any risk of bubble groups mixing.</p>	<p>AL/all</p> <p>LB</p> <p>LB</p>	<p>29.05.20</p> <p>Ongoing</p> <p>ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Fire Safety	<p>All children and adults entering and using school</p> <p>Risk caused by blocked escape</p>	<p>Emergency Evacuation Plan will remain in place for those staff working in the school and pupils accessing the school site.</p> <p>Ensure all emergency escape routes and doors are fully operational and kept clear.</p> <p>Reminders to staff and pupils that if the fire</p>	<p>Site manager & HT to check emergency routes before children return to school</p> <p>2 metre markers to remain in the cloakroom emergency exit route.</p> <p>Regular reminders to staff and pupils</p>	<p>SP/AL</p> <p>SP</p> <p>AL/SM/A</p>	<p>2nd Sept and reviewed from 03.09.20</p> <p>02.09.20</p>	<p>Y</p> <p>Y</p>

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	routes.	<p>alarm is activated they must endeavour to maintain 2m distancing when at the evacuation point. Each group is familiar with their 'normal' evacuation point and how to access the area safely.</p> <p>Fire alarm and equipment checks remain on time as scheduled and planned for.</p> <p>Fire drills completed on: 2nd Sept INSET – staff refresher of expectations and procedures 4th Sept – all pupils (exc Rec) 16th Sept 2020 – all pupils 20th Oct 2020 – all pupils 10th Feb 2021 – KW & V children</p>	<p>of 2m rule and reminder of normal rules and expectations/process Carry out fire drill on 4th Sept with each year group. Promote social distancing. (also see appendix D) An explanation to pupils and a walk through practice will take place first of all in the morning. Registers completed each day. 'InventoryEvacuation' used to roll-call pupils</p> <p>Additional fire drill planned for 9th Oct to clarify and address minor issues from 16th Sept.</p> <p>Fire drill in w/b 4th Jan 2021</p>	<p>C & All staff</p> <p>SP/AL</p> <p>Office/JM</p> <p>SP/AL</p> <p>SP/AL</p>	<p>From 03.09.20</p> <p>09/10.20</p> <p>08/01/21</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>
Access/ Egress of school building	<p>All pupils, staff and visitors accessing school site.</p> <p>Contamination via door handles and push plates.</p> <p>Contact with person infected while entering or exiting at same</p>	<p>All internal doors to remain open to reduce the need for contact. Safe guarding and fire safety measures will continue to be adhered to.</p> <p>One in/one out system for school foyer area to avoid more than one parent/ visitor at a time. Signage in place and reminders via newsletters/email communications</p> <p>Parents requested not to visit school foyer/office and to ring/email instead – unless urgent/safeguarding.</p>	<p>One way traffic through external doors to avoid/minimise face to face passing of pupils/staff</p> <p>New pupil arrival and collection arrangements to reduce congestion, allow 2m rule, reduce anxiety of pupils/parents moving around school grounds.</p> <p>See Appendix A for drop-off & collection times. Reviewed 14/12/20</p>	<p>All staff</p> <p>Office</p> <p>office</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	<p>Y</p> <p>Y</p> <p>Y</p>

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	time.	<p>Signs displayed to request visitors adhere to 2m rule and one in foyer at a time.</p> <p>Sanitiser available at school entrance both sides of doors and other key locations.</p> <p>Increased cleaning of handles and touch plates.</p> <p>Allocated drop off and collection times</p> <p>Priority is given to disabled users and those identified as having health related issues. Car parking spaces in staff car park available and does not affect the access to school grounds</p> <p>Entry to the school for pupils is directly from playground area into classrooms/ cloakroom. Controlled flow to allow handwashing prior to classroom.</p> <p>One way system around school grounds for drop off and collection.</p> <p>One adult only onto site to drop off and collect child/ren.</p>	<p>Any child brought with parent at drop off/collection (eg in Yr3) will be advised to follow signage and messages regarding social distancing and to remain with parent.</p> <p>Children being collected will wait within bubble classroom until adult arrives if collecting from another group/yr grp first. The staggered start and end times will remove or significantly reduce and 'waiting time'</p> <p>One-way system maintained around school grounds – to reduce opportunities for face to face contact at drop off and pick up times.</p> <p>In school, this will be available in areas which have two route options into/out of the building to field/playground. This will help minimise any face to face contact.</p> <p>On entry to school, staff and pupils</p>	<p>SP</p> <p>SP</p> <p>Site staff</p> <p>AL</p> <p>AL/SP</p> <p>AL/SP</p> <p>AL/SP</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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			<p>to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements in advance.</p>	AL/office	ongoing	Y
Access/ egress of school grounds		Staggered start and end of day arrangements to avoid congestion and allow free movement into, around and out of school grounds.	<p>One way route around school for drop-off an pick-up system with social distancing messages.</p> <p>Separate entrance and exit gates to school grounds as part of one way route to be marked.</p> <p>Additonal playground markings put in place (end Sept 20) to identify waiting area and walking area for parents of 4WB/4RK to avoid congestion esp at end of school day</p>	<p>SP/AL</p> <p>SP/AL</p> <p>SP</p>	<p>03.09.20</p> <p>03.09.20</p> <p>16/09/20</p>	<p>Y</p> <p>Y</p> <p>Y</p>
First Aid	<p>All pupils and staff.</p> <p>Lack of access to first aid supplies or PPE and/or increased exposure to the virus</p>	<p>First aid cover inc paediatric first aid available.</p> <p>Access to first aid facilities is maintained as normal.</p> <p>School first aid supplies continue to be stocked appropriately.</p>	<p>Additional Paediatric First Aid training for 2 additonal staff took place for May 2020 and all teaching/TA staff booked onto firstaid refresher training for half day at Sept INSET 02.09.20</p> <p>Staff who provide intimate care for a</p>	<p>SM/AL</p> <p>AL</p>	<p>11.05.20 and 02.09.20</p> <p>03.09.20</p>	<p>Y</p>

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		<p>Staff or pupils with medical needs have been assessed and relevant consents are in place.</p> <p>Staff have been trained in the use of medications and level of control applied including the use of PPE if required.</p>	<p>child with EHCP are provided with PPE. Stored in Office.</p> <p>PPE guidance and video has been made available for all staff to read and view and sign to say have read and watched</p> <p>First aid resources are kept within two main first aid storage points. Each can be accessed by staff ensuring social distancing.</p> <p>At least one member of staff in each year group bubble has first aid training. More by 02.09.20</p> <p>Medication for pupils in each class group will be kept in storage cupboard in their classroom as 'normal'</p> <p>Access to cold compresses is in the two first aid rooms within the school</p>	<p>AL</p> <p>LB</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Waste	All pupils, staff, visitors. An increased risk due to contamination from waste inc tissues	Relocate waste bins to key strategic positions in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied at least once a day	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Our 2 new additional cleaners to be informed of the extra task of emptying bins each lunchtime and	All staff SP/LB	02.09.20 01.6.20	Y Y

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			<p>cleaning of all key areas and dining areas.</p> <p>Yellow bin bags available in all areas (in addition to spray and cleaning cloths)</p> <p>Pedal bins are being sourced and will be available upon delivery</p>	<p>SP</p> <p>SP</p>	<p>02.09.20</p>	<p>Y</p>
Break/Lunch times	All pupils, staff, visitors. Risk of spreading of virus	<p>Staggered breaks/lunchtimes to achieve social distancing.</p> <p>Ensure contact between 'bubble year groups' is minimised. Midday staff sited to monitor and direct pupils at lunchtime.</p> <p>Teachers & TAs monitor and direct at break times maintaining 2m rule</p>	<p>Lunches will commence from 11.30am.</p> <p>If weather good – packed lunches can be eaten outside with safe distances remaining.</p> <p>Packed lunch boxes will be sanitised each morning as children bring them into school</p> <p>Hot meals, if absolutely necessary, could also be eaten in classrooms. Classroom surfaces cleaned prior to eating.</p> <p>Create a timetable for both lunch and play times in a staggered formation.</p>	<p>LB</p> <p>School staff</p> <p>LB/SLT</p>	<p>28.05.20</p> <p>28.05.20</p> <p>02.09.20</p>	<p>Y</p> <p>Y</p>
Staff/Pupils within the shielded group	Staff and children who are vulnerable or shielded are exposed to increased risk through being in	Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.	<p>Check with staff to find out if any changes and who is classed as extremely vulnerable 04/01/21</p> <p>Risk assessment for the moderate risk of infection staff and children.</p>	<p>JM</p> <p>AL/ SLT</p>	<p>04.01.21</p> <p>04.01.21</p>	<p>N</p> <p>N</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	close proximity with others who may carry the virus and cannot social distance	Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant , should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.	Risk assessments carried out for all deemed 'clinically vulnerable' Staff/pupils in either category will maintain a minimum of 2m distancing. If support required to assist with incident, other staff will be used. Classrooms set out to maintain a 2m minimum distance. Use of TA to support children rather than child (and vice-versa) if required.			
Contractors	All pupils, staff, visitors could be exposed to increased risk by contact with contractors or surfaces not sufficiently sanitised following use by those outside the school	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Site Manager and school office staff to be aware of the need for extra control for contractors As part of signing in and access to the building, ALL visitors must be signed in and observed using sanitising facilities. All visitors will provide contact details as part of sign in process to support Test & Trace.	SP/JM	09.07.20	Y Y
Property Compliance	All pupils, staff, visitors.	The school ensures that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks are reinstated and pre-opening checklist completed.	All serious property concerns are raised with the Site Manager immediately	All staff to SP	09.07.20	Y

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Hygiene	All pupils, staff, visitors due to increased risk of spread of the virus	<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p>	<p>Ensure that supplies are secure for the handwash provision.</p> <p>Children informed about handwashing procedures and hygiene support using child-friendly resources</p> <p>All teachers/TAs will make reference to the requirement of regular handwashing and hygiene. Posters are in place around classrooms, toilet/sink areas, corridors</p>	<p>SP</p> <p>All staff</p>	<p>02.09.20</p> <p>ongoing</p>	<p>Y</p>
Accident reporting Covid-19 incidents	All school users through Covid-19 incidents	<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>For further advice and guidance you should contact your competent Health & Safety Adviser.</p>	<p>All staff to be aware of reporting any Covid-19 symptoms/ incidents to the Head teacher/Deputy Head/SLT.</p> <p>Two rooms have been identified for anybody who displays symptoms and is waiting for collection. (group room by 3RR and music room by Old Hall - updated Oct 2020 to facilitate pupil work areas)</p> <p>PPE guidance and video available for all staff to read and view and sign to say have read and watched</p> <p>The staff in the year group bubble will initially support a person who displays symptoms to one of the two</p>	<p>AL</p> <p>AL/SP</p> <p>AL</p> <p>SLT</p>	<p>02.09.20</p> <p>02.09.20</p> <p>03.09.20</p> <p>ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			isolation rooms identified. If a positive diagnosis is confirmed, the room/s used by the individual will be locked for 72hrs before undergoing thorough deep clean. Please refer to Appendix C			
Office Staff	Office staff and visitors to office through increased potential exposure to virus	Staff shift rota to be considered so as to keep social distances and allow school office to function.	<p>SBM to consider a rota to create workable staffing plan for office staff in the office including 2m social distancing.</p> <p>4 office staff max will be in the three main office areas at a time. (On some days this will be only 3 people.) This allows social distancing and safer working practice for staff. Other staff will not be allowed access to the main school office unless in an emergency/urgent need.</p> <p>School staff can contact and communicate with the office via phones or email. This requirement is to be reemphasised from start of new school year and will then include new staff joining us.</p>	<p>JM</p> <p>JM</p>	<p>21.08.20</p> <p>02.09.20</p> <p>02.09.20</p>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Personal Protective Equipment	All school users due to increased exposure to the virus	<p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</p>	<p>Staff and children/parents are made aware of the use of PPE e.g. for intimate care in EYFS by staff. Clear guidance issued to all staff.</p> <p>Staff provided with information and training video on use of PPE. PPE guidance and video available for all staff to read and view and will sign to say have read and watched</p>	<p>AL</p> <p>AL</p>	<p>21.08.20</p> <p>03.09.20</p>	<p>Y</p> <p>Y</p>
Behaviour	All pupils, staff, visitors are exposed to enhanced risk through poor/inappropriate behaviour issues including intervening between pupils	<p>Staff/Pupil behaviour and cooperation key to implementing all of the controls.</p> <p>Same high levels of behaviour expected and pupils made aware why even more important in current situation.</p> <p>Encourage staff to cooperate with government plans for contact tracing.</p>	<p>Staff regularly remind pupils on requirements of appropriate behaviour and implications/consequences.</p> <p>Standards of behaviour will be the same as in a normal school day situation. Failure to adhere to instructions/behaviour which puts others at risk will not be allowed to attend until further notice.</p>	All teachers	03.09.20	Y
School Staffroom	All staff due to increased exposure to the virus	<p>Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved.</p> <p>Seating arrangements changed to allow</p>	<p>Staff will have staggered break and lunch times. Staff are reminded to wipe down surfaces before and after using them.</p> <p>They are also reminded to place any</p>	AL	ongoing	Y

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>social distancing.</p> <p>Face coverings/visors available for staff. Face coverings to be worn by staff in communal areas eg corridors, staff room, non classroom areas, etc</p> <p>Face coverings to be worn by all visitors (in addition to hand cleaning requirements) Only essential visitors will be allowed into school during operational hours.</p>	<p>used items into the dishwasher. Sharing of any items is prohibited unless appropriate cleaning has been carried out.</p> <p>This will be reviewed as more staff return to school. While staggered starts/breaks/lunches etc in place, staff will not be moving around at same time which prevents issue of crowding.</p>			
Infection Control	Staff Pupils Handwashing	<p>Staff and pupils have access at all times to water and soap for hand washing.</p> <p>Removal of shared items eg. Utensils Sharing of any items is prohibited unless appropriate cleaning has been carried out.</p>	<p>Increased frequency of handwashing available for all.</p> <p>Increased cleaning arrangements in place with additional cleaning staff.</p>	<p>All staff</p> <p>Site</p>	03.09.20	Y
Equality Impact Assessment	Staff & Pupils	A equality impact assessment has been completed and can be found on the school's staff shared network		AL	01/07/20	Y

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of staff	Pupils	<p>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</p> <p>The extent to which existing planning, schemes of work will need to be adapted</p>	<p>All staff aware of procedure to make SLT aware of any absence as early as possible. Reviewed and remains the same.</p> <p>Staffing flexibility allows use of HLTA staff at short notice to cover classes. Use of regular supply contacts already discussed if needed. Use of SLT staff as needed.</p>	AL/SM	14/12/20 Ongoing	Y
Increased risk of transmission	Staff and Pupils social distancing (see also appendix D)	<p>Ensure availability of staff is adequate</p> <p>Ensure that social distancing measures can be maintained at all times</p> <p>The behaviour policy has been reviewed to take into account COVID-19, including exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are</p>	<p>As above.</p> <p>Rotas in place to cover all breaktimes and lunchtimes and allows cover if needed due to absence.</p> <p>All staff aware of need to maintain social distance between adults and children as best as possible. Systems in place to promote and remind to follow social distancing. EYFS - Water play is considered safe and appropriate esp outside use. Sand is now allowed. Other resources eg Playdough, is for individual pupil use and hand washing before and after use is required.</p>	<p>AL/SM</p> <p>AL</p> <p>AL/EYFS</p>	<p>01/07/20 07/01/21</p> <p>Ongoing</p> <p>03/09/20</p>	<p>Y</p> <p>Y</p> <p>Y</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</p> <p>Contacts between pupils and adults will be reduced by (but not exclusive to):</p> <ul style="list-style-type: none"> • maintaining bubble year groups of children together • avoiding contact between groups • classrooms with forward facing desks • clear markings to indicate walking on left around school • staff maintaining distance from pupils and other staff as much as possible 				
Learning outside the classroom (day trips, etc.)		<p>Children will remain within their consistent bubble year group, and follow the COVID-secure measures in place.</p> <p>Whenever possible, we will make use of outdoor spaces to support delivery of the curriculum.</p>	<p>For more information contact Stephen Brown (Outdoor Education Adviser)</p> <p>Staff are encouraged to make greater use of outdoor facilities and opportunities for the autumn term. Curriculum plans have been explored and specific additional opportunities identified for outdoor learning in group or class.</p>	Class teachers	03.09.20 ongoing	Y
Extra-curricular activities (coaches, tutors, after		Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how	Minimum extra curricular clubs are being offered for the first half term. This will be reviewed for each half term and increased as appropriate	LW/EA	05.01.21	Y

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
school)		such arrangements can operate.	expected to support PE curriculum delivery as before providing RA and using our RA guidelines.			
Physical activity		Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Windows will be kept open to allow ventilation. Pupils should be kept in their consistent groups (class groups and/or year groups) All sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports to will be avoided.	For more information contact lan Roberts (Specialist Adviser - Physical Education and School Sport) Children will, as best as possible, maintain distancing (esp KS2 pupils) and clear rules and expectations of behaviour and procedures will be shared with pupils prior to lessons.	LW/EA	02.09.20	Y
Signage		Signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.	Covered in detail above.	Various staff	02.09.20 ongoing	Y

Breakfast and After School Club

Swans After School Club starts for existing registered Swans pupils on Tuesday 6th January 2021

Swans After School Club for NEW pupils (vulnerable & Critical Key Worker pupils) on Wednesday 7th January 2021

Breakfast restarts for existing and newly registered pupils 8.00am Thursday 6th January

Both of these groups will follow the RA details outlined above.

Wrap around care groups are consistent with 'school' groups – Year group bubbles will be maintained at all times. No mixing of pupil groups .

Each group will have consistent staff wherever possible working with the year group bubbles to minimise risk and mixing.

These bubbles will be kept in a classroom used for each year group – ie. Year 6 pupils in wrap around care will all be in one Yr6 classroom used during the school day. This supports the cleaning plan/arrangements to ensure rooms are cleaned appropriately at the end of each day.

Legionnaires and other checks

As our school has remained open since 23rd March, the Site Manager has continued to carry out all the regular checks including legionnaires, fire alarm call points, emergency lighting etc and these are recorded as normal.

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Face coverings to be worn in communal areas/corridors/staffroom/non-classroom areas/entering school foyer etc

Handwashing techniques advice can be found [here](#)

Appendix A - Revised drop off and collection times from 5th January 2021, 25th Feb 2021

Year group	Drop off/Arrival time	Start time	End time
Reception & Year 1 & Year 2	8.35 - 8.45am	8.45am	3.05pm
Year 3 & Year 4	8.45 - 8.55am	8.55am	3.15pm
Year 5 & Year 6	8.55am – 9.05am	9.05am	3.20pm

Appendix B - Lunchtime eating / break time for Bubble Year Groups

YEAR GROUP:	ZONE:	TIME:	HALL:
Reception	KS1	11.30 – 12.30	New Hall
Year 1	KS2	11.45 – 12.30	Old Hall
Year 2	KS1	12.15 – 1.00	New Hall
Year 3	KS2	12.15 – 1.00	Old Hall
Year 4	KS1	12.45 – 1.30	New Hall
Year 5	KS2	12.45 – 1.30	Old Hall
Year 6	KS1/KS2	1.15 – 2.00	New Hall

Appendix C - What happens if there is a confirmed case of coronavirus in our school

The guidance states:

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 – 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are [observing guidance on infection prevention and control](#), which will reduce risk of transmission, closure of the whole setting will not generally be necessary. For further information, or if you are unsure how this applies to you individual situations, please contact the Local Public Health England Team - [0300 303 8537](tel:03003038537). Please call this number before 111.

If a positive case is confirmed, the room/area used by that person will be secured for 72hrs and then undergo a thorough deep clean.

Appendix D - Overview of provision (for KW and V children during lockdown)

A	B	C	D	E	F	G
Year Group:	Staffing:	Maximum preferred numbers per yr group:	Actual number registered for places:	Provision in school for 21+ pupils:	Number of places declined for vulnerable pupil *	Number of places accepted for vulnerable pupil
Rec	1 teacher 1TA	20	16	Neighbouring classrooms can be accessed (adjoining door) and used to accommodate additional number of pupils. Staff arrangements can safely support all pupils using this additional space (teacher and TA/TAs across the group) Additional opportunities for increased outdoor learning also available including the outdoor space immediately outside all classrooms.	0	1
Yr 1	1 teacher 2TAs	20	26		2	4
Yr 2	1 teacher 1TA	20	19		2	3
Yr 3	1 teacher 2TAs	20	22		1	1
Yr 4	1 teacher 2TAs	20	27		1	3
Yr 5	1 teacher 1TA	22	19		2	6
Yr 6	1 teacher 1TA	22	21		2	2

All **vulnerable pupils** identified have been offered a place in school. Those identified in column F as not taking up the place are where parents have declined the offer and provided appropriate and acceptable explanation for declining this. Weekly phonecall from classteacher or TA is taking place and also at least one call a week from SENDCo/Safeguarding lead. All calls (to all pupils not attending) are logged and notes made on the discussion with parent/child. Column G is number of vulnerable places accepted and this includes EHC, Early Help Assessment and SEND and social worker.

Remote learning – Further details available in Remote Learning Policy (reviewed 5th January 2021); document called Information regarding our Remote Education Provision; remote learning offer will mirror in-school offer with daily and weekly expectations made clear and a minimum of 3hrs expectation of work in EYFS/KS1, 4hrs a day work in KS2; learning platforms used are Tapestry (EYFS), Class Dojo in KS1, Google Classroom in KS2. Weekly like catch-up session for each class to enable all children to maintain contact and some interaction with peers, opportunity to discuss work/topic/expectations etc. Resources will also include Oak Academy, BBC and more. A weekly call will be made by Teacher/TA to all pupils/parents learning remotely to ensure and maintain clear communication and address concerns/difficulties and opportunities to support. Remote learning is being quality assured and monitored by Senior Leadership Team on regular weekly basis.

Lateral Flow Testing



Risk Assessment for Primary School Testing at Hampton Hargate Primary School

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date:	21/01/21				
Lead Assessor:	Jane Monaghan				
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Hampton Hargate Primary School				
Activities Involved	Testing school staff				
Location	Hampton Hargate Primary School				
Who Might be affected	Employee	Client	Contractor	Frequent Visitor	Service User
	✓			✓	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Hand hygiene: All subjects to use hand sanitiser provided on arrival to collect kits & adherence to this enforced by administering staff Social distancing: Two metre social distancing to be maintained between subjects to ensure compliance in addition to verbal reminders if necessary from staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	No
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Hand hygiene: All subjects to use hand sanitiser provided on arrival to collect kits & adherence to this enforced by administering staff Social distancing: Two metre social distancing to be maintained between subjects to ensure compliance in addition to verbal reminders if necessary from staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	No

11	Manual handling	Physical injury	<ul style="list-style-type: none"> Storing & handling: Kits to be stored in SBM office on low level and all administering staff to be made aware of manual handling processes. 	1	4	1	No
17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	1	4	4	No

Control Improvements					
Action No	Recommended additional control measures			Responsibility	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction			Covid Coordinator	24/01/21
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency			Covid Coordinator	24/01/21

Risk Evaluation

Likelihood of event occurring (Probability)	Consequence of event occurring (Severity)					
		Negligible	Minor	Moderate	Major	Critical
	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Substantial 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

Rare, will probably never happen/recur
Unlikely, do not expect it to happen, but is possible
Possible, Might happen
Likely, will probably happen

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment:	Jane Monaghan		
Signature of Lead Assessor:		Date:	

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
--	-------------------	--

Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
Jane Monaghan							
Sophie Harrison							
Natalie Ansell-Crook							
Candice Leonard							
Jillian Sanders							
