

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

RISK ASSESSMENT FOR: The Return of Pupils to School in February/March 2021, whilst complying with national guidelines to try prevent the transmission of COVID 19

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and Headteacher- Andrew Brasington

DATE OF ASSESSMENT: 08 March, 2021 (previously updated 20.02.2021)

REVIEW DATE: Easter 2021 or sooner if circumstances with COVID 19 change, or circumstances at the school change

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment prepared by school in June, 2020 (and updated September & November 2020). Contents of this RA have been shared with all staff members on 08.03.2021. Copies of the RA are available on the school website.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the additional measures that George Street Primary School is taking in readiness to open its doors to all pupils in the second half of the spring term 2021, with the emphasis on younger learners being kept in separate groupings, and encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June 2020, when the school opened and offered pupils the opportunity to "check in, catch up and prepare" and the risk assessment prepared in September 2020 for the full reopening of school.</p>						
Awareness to procedures and risk	Staff and pupils	<ul style="list-style-type: none"> • Signage has been placed at all entrances to school to encourage people to maintain a 2m distance from others at all times and to wear face coverings when on school site. • Safeguarding and health and safety policies have been reviewed and updated where needed in light of WG guidance and advice. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: • WG Operational Guidance for Schools and Settings; • Staff have received guidance on actions to help minimise the spread of infection; • Staff have been made aware of the school's infection control procedures in relation to coronavirus; 	Regular (weekly) meetings with LA to ensure school is up to date with procedures and guidelines	HT/DHT	Half-termly review or sooner as circumstances require	<p>Updated RA uploaded to website 22.02.2021 And then re-uploaded following any revisions.</p> <p>LA H&S advisor notified and copy provided to EAS.</p>

		<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by local authority (Torfaen LA Guidance) and Welsh Government • Parents informed of the procedures put in place to help keep the pupils safe in school. Relevant guidance is made available for parents and staff to refer to and accessible on school's website; • Pupils made aware of rules for staying safe in school and what to do if they feel unwell; • Any cases of illness, including COVID-19 are to be treated with confidentiality. • a) Engage with the Test, Trace, Protect Strategy • b) Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following the latest information from LA Environmental Health team. 				
<p>Staff arriving at school</p> <p>Pupils travelling on home to school transport</p>		<ul style="list-style-type: none"> • Signage has been displayed on school gates and traffic posts and at entrances to the classrooms to encourage people to maintain a 2m distance from each other at all times; • Staff attending school will be able to complete regular self-testing using LFT devices. Staff will not attend school if an LFT result indicates they may have COVID-19; • Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles; • Any pupils who arrive at school by "home-to-school" transport will not be in their normal "bubbles" when they are travelling on transport arranged by the LA, other LA's or privately. These pupils will have to wear face coverings when travelling on transport (other arrangements will have to be made for pupils • with special needs where wearing a face covering is not going to be suitable); • Pupils travelling on home to school transport will be met at the drop-off zone – wherever possible at a social distance – and given direction/instruction about taking off their facial coverings and disposing of them appropriately if they are the disposable type or storing them appropriately if they are washable; • (Ideally, the pupil shouldn't wear the same facial covering when they are going home from school). • Pupils will need to wash/sanitise their hands as 	<p>All staff advised of procedures for self-testing, notifying results and any further action.</p> <p>Arrangements for drop-off and collection are reviewed on an ongoing basis. All changes are notified to staff and parents/carers and RA is amended.</p>	<p>HT</p> <p>SLT</p>	<p>26.02.2021</p> <p>ongoing</p>	

Pupils walking to school		<p>soon as they have taken off their facial coverings and proceed to their classroom bubble;</p> <ul style="list-style-type: none"> • At the end of the day, pupils travelling home on home to school transport will have to wash/sanitise their hands before putting on their facial covering before they leave their bubble classroom; • Pupils who walk to school will use designated entry points onto the school site. They have been advised that they need to arrive at specific times to meet with staggered arrival & departure arrangements; • Staff will wear face coverings when supervising the arrival and departure of pupils at/from the school site; • Parents/carers entering the playground to collect Year 1&2 pupils will need to wear face coverings; • All parents are expected to maintain a 2m distance from staff during arrival and collection; • Pupils will be met by staff and encouraged to wash/sanitise their hands immediately following arrival; • Staff will supervise access points until 9.05. Any pupils arriving late will have to go to the main entrance and use the intercom to speak with office staff to gain entry; • Identified pupils with specific needs will be brought/collected by one parent/carer via the main entrance gate. The parent/carer will need to buzz the office to advice of arrival. A member of staff will collect the pupil from the main gate; • Pupils travelling to and from school with parents or carers in vehicles will not be able to use the drop-off zone. They will need to park and escort pupils to their dedicated entry point; • Parents have been notified of these arrangements and any amendments to procedures (e.g. wearing of face coverings) have been communicated through the usual channels (using website, text & Twitter). 				
Pupils arriving late						
Pupils with specific needs						
Pupils travelling to school in parents/carers car						
<p>Arrival in the classroom.</p> <p>Arrangements in place in the classroom setting.</p>	<p>Pupils, staff and parents may come into contact with someone who is infected with COVID 19</p>	<ul style="list-style-type: none"> • On arrival in the classroom pupils will wash their hands for 20 seconds. • As far as possible, pupils will be in contact groups of approximately 30 and have limited contact with other groups or 'bubbles'. Pupils will be allowed to interact with one another in their group and will not be required to socially distance from other pupils 				

		<p>in their bubble. Staff to be encouraged to remain 2m from each other and from pupils wherever possible. Staff will wear face coverings where social distancing cannot be maintained;</p> <ul style="list-style-type: none"> • Anti-bac gel and handwashing facilities are available at all times and pupils are encouraged to wash/sanitise their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze; • The playground will be separated to allow individual contact groups to play in one area away from others. There will be fewer groups on the yard at any one time because of staggered break times; • Pupils will have their own set of resources that they will solely use. Shared resources will be kept to the class bubble wherever possible; • Teachers will explain the rules around social distancing, handwashing, the layout of the classroom and the use of resources to the pupils; • Pupils will be encouraged to socially distance from adults wherever possible; • Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it; • Each class will be provided with detergent and hot water to use for cleaning colouring pencils etc., Antibacterial wipes to be used for felt pens and alcohol wipes for electronic equipment; • Sharing items between pupils and staff should be kept to a minimum. Work can be completed electronically or in books. To reduce risk, teachers will not mark work with the usual frequency and will give verbal feedback or allow a child to get a sticker for their work in the first instance. However, teachers will mark pupil's written work regularly to monitor progress and provide guidance. Teachers should wash hands thoroughly before and after marking books and avoid touching their face while marking. Books can be isolated for 48 hours where possible though this is not essential where thorough hygiene measures are consistently applied; • Activities are to be outside where possible and windows and doors to be opened to allow fresh air to come into classes, while maintaining a suitable temperature in classrooms; 				
Breakfast Club		<ul style="list-style-type: none"> • A date for the restart of breakfast club in the spring/summer term has yet to be confirmed. 	Discussion with Torfaen catering March 2021	HT/DHT		Revised catering RA

		Specific control measures for the operation of breakfast club are detailed in separate risk assessment updated on 09.10.2020.				(09.10.2020) uploaded to website.
Toilets	Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVID 19	<ul style="list-style-type: none"> • Some contact groups will have their own toilets. Where this is not possible, toilets will be shared between as few contact groups as possible and there will be extra cleaning; • Pupils will be encouraged to sanitise their hands before using the toilets and to wash their hands after using the toilets for 20 seconds; • In shared toilets, cubicles and sinks will be allocated to class contact groups where possible; • Staff will be encouraged to use the same toilet each time and not go between toilets to minimise contamination; • Where available, paper towels to be used instead of hand driers. 				
Break times		<ul style="list-style-type: none"> • Arrangements have been made to stagger the break times (see separate timetable). 				
Snack Time		<ul style="list-style-type: none"> • No snacks are provided by school for pupils in Years 1-6. Pupils can bring in a snack from home; • Staff prepare a morning snack for pupils in Early Years using appropriate food safety procedures. Pupil's consumption of snack in Early Years is supervised by staff to avoid sharing / contamination of food wherever possible; • All pupils will wash their hands for 20 seconds before and after eating and drinking; • Table surfaces will be cleaned after eating and drinking; • No shared tableware, cutlery or cups are to be used by staff or pupils. 				
Lunch times		<ul style="list-style-type: none"> • Arrangements have been made to stagger the lunch times for different contact groups (see separate timetable and catering risk assessment); • From 24.02.2021 all pupils will bring a packed lunch; • Part-time Nursery pupils will not eat lunch on site. 	Lunch timetable revised for spring term beginning with FP pupils on 24.02.2021	DHT	20.02.2021	RA for use of school hall at lunch times reviewed March 2021
Class changes / specialist teaching e.g. PE		<ul style="list-style-type: none"> • P.E is taught regularly as it contributes beneficially to pupils' well-being. PE sessions will take place outside wherever possible or through the use of MS Teams where this is not possible; • During playtime staff ensure that no other classes come into PE lesson area; • On PE Days, pupils to arrive in appropriate kit and to wear this for the day. There is no changing of clothing during the day for PE; 				

		<ul style="list-style-type: none"> • Equipment can be shared in lessons but must be sanitised before the next lesson. This includes larger equipment/apparatus e.g. benches etc; • Contact sports - no close contact. For team games such as rugby, netball, handball etc. lessons should cover drills and ball work only; • Due to social distancing, staff are not able to provide physical support to pupils therefore the use of climbing frames and vaults is not advisable at present; • Injuries - first aid can be administered with appropriate PPE eg if only a graze then gloves are sufficient. More serious injuries will require additional PPE (e.g. apron, mask/visor). • Doors to the hall should be propped open, even in winter, to provide as much ventilation as possible; • A one-way system for entering/exiting the hall to be used. Classes positioned just off the hall may enter as normal. Others can enter at door just before reception and exit at door close to HT office; • Outside agencies will not be used at present. This will be reviewed during the summer term (e.g. to consider use of PALC for swimming, visits by Gateway Rugby and Newport County); • Offsite - local walks are permitted for well-being purposes however pupils must understand that if they pass a member of public they are to stay 2 metres away; • All visits off school site paused until further notice; Forest school visits to local woodlands will restart only after confirmation from WG guidance and using RA approved by Natural Resources Wales; • Coastal School visits will resume only after confirmation from WG guidance and feedback from LA H&S team. Specific RA to be checked by LA and uploaded to EVOLVE RA monitoring system. 				
Outdoor Play Equipment		<ul style="list-style-type: none"> • Arrangements will be made to clean the outdoor play equipment regularly; • Playground equipment that is difficult to clean will be taped off to discourage pupils from using it; • All playtimes will be supervised for pupils' safety and to ensure contact groups remain separate. 				
Use of School Halls,		<ul style="list-style-type: none"> • There will be no meeting of large groups e.g. assemblies; • Hall will be used for PE (see above) and for lunch 				

		(see separate catering RA).				
Isolation Rooms		<ul style="list-style-type: none"> Any pupil displaying symptoms of COVID-19 to be monitored in the dedicated isolation room (Thrive room); Where necessary, any isolated pupil is to use the Year 2 toilet. This area to be closed off and cleaned immediately. 				
Reception/Office Area/ Visitors to School	The office staff could be exposed to the virus	<ul style="list-style-type: none"> The office tables are at least 2 metres apart; There is a screen across the office that separates the staff from people standing in the reception area; Visitors to reception will be kept to an absolute minimum; Clear signage encourages people not to enter the reception area unless told to do so; One person at a time and by appointment only; All contractors are required to arrange an appointment with the office prior to any visit; Wherever possible, office staff can work from home; All visitors must provide contact details to support the Test, Trace & Protect programme. Any visitor not willing to provide details will not be admitted; Visitors are encouraged to sanitise their hands on entry and before/after handling items e.g. pens for signing in; Regular cleaning of all contact points by cleaners; Premises manager to undertake a daily check of supplies and site security/health and safety to ensure compliance with latest guidance; Any areas presenting increased risk to students and/or staff to be isolated; All outdoor building maintenance to be coordinated with the headteacher and premises manager so that segregation from pupils and staff can be ensured (eg. grounds maintenance); All contractors to report to reception prior to the start of any work; Visitors working with pupils are required to submit details of their organisational risk assessment and to follow school procedures (e.g. counsellors, health professionals, EP service etc.); Students undertaking placements (e.g. Cardiff MET, FE colleges) to submit organisational risk assessments and to be inducted by senior staff to ensure understanding and compliance with school procedures. 				

Staffroom	A communal area could be a cause of spreading the virus	<ul style="list-style-type: none"> • Staff will be encouraged to eat their lunch in their bubble classroom while the pupils are having lunch. If this is not possible and staff need to use the staffroom then the staffroom will be set out to provide 2m distancing where possible between the chairs; • Staff must not share tableware, cups or cutlery and should bring their own and clean in hot soapy water as soon as they have been used rather than use the dishwasher; • Staff must not make food or drinks for other staff; • Staff need to make sure that they clean all contact points after use and use a wipe to sanitise contact points where possible; • Contact points in the staffroom will be regularly cleaned; • Handwashing and antibacterial soap will be available at all times in the staffroom and in classroom areas; • Staff using the staff room for PPA must ensure social distancing and that workstations are cleaned using appropriate materials before vacating the room. 				
PPA						
Contractors		<ul style="list-style-type: none"> • As far as possible, contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to. 				
Legitimate visitors to site – (e.g. Educational Psychologists, Education Welfare Officers)		<ul style="list-style-type: none"> • All visits to be by appointment and visitors to follow guidance in this risk assessment e.g. regarding handwashing & social distancing. 				
Pupils with specific medical needs		<ul style="list-style-type: none"> • Inevitably there are pupils in school with specific medical needs who require close contact from a member of staff; • All care plans and individual risk assessments have been updated to reflect guidance contained in this risk assessment. 				
Pupils demonstrating challenging behaviour	Having close contact with a pupil could cause the virus to spread	<ul style="list-style-type: none"> • Physical restraint will only be used as a last resort in line with the school's current positive handling policy and individual positive handling plans; • Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of pupils with PHPs must be advised of the fact that PPE will be worn while 				

		<p>restraining if that has been assessed as necessary;</p> <ul style="list-style-type: none"> • PPE available: gloves, disposable Type R masks (white), disposable Type IIR masks (blue), aprons, visors. Staff to decide what to wear according to the specific child and individual risk. N.B. staff have been advised how to put on and take off PPE and posters have been circulated for reference. • When appropriate, parents and pupils to be given a debrief following the restraint. • Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands. 				
Meeting the personal care needs of pupils. Dealing with toileting accidents	Having close contact with a pupil could cause the virus to spread	<ul style="list-style-type: none"> • PPE to be made available to staff. With non-symptomatic pupils, gloves to be worn as a minimum. Also available: Type IIR mask, visor, apron for staff to use if necessary. N.B. staff have been advised how to put on and take off PPE and posters have been circulated for reference; • Regular cleaning of changing area; • Handwashing and anti-bac products to be available at all times; • Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands; • All staff using PPE should do so in line with approved guidance that has been provided. 				
Cleaning Arrangements		<ul style="list-style-type: none"> • See LA cleaning protocol and RA. 				
Hygiene	Surfaces could be a cause of spreading the virus	<ul style="list-style-type: none"> • Each class has cleaning materials that can be used to clean tables, chairs and resources where necessary; • Messages will be consistently reinforced to promote appropriate actions in relation to 'Hands-Face-Space'; • All communal contact points cleaned regularly during the course of the day. Cleaners will be employed in the middle of the day for a total of 2 hours to clean shared toilets and communal contact points throughout the school; • Cleaning staff will be responsible for cleaning the touch points in the hall and the hall floors; • Staff will vacate the premises as soon as possible at the end of the day (by 4.30 unless in exceptional circumstances e.g. parent consultations, twilight sessions etc.) to allow for a thorough daily clean; 				

		<ul style="list-style-type: none"> • Fogging equipment is used regularly to sanitise classrooms and ancillary spaces. Staff have been appropriately trained in the safe use of fogging equipment; • Cleaners have received appropriate training on what chemicals to use, what and how to clean; • Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment; Ice packs must be disinfected between uses by the member of staff who uses them; Each class to have their own First Aid kit; Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practice (with all contents of bins disposed regularly throughout the day); • Where possible, classroom doors which are in use should be kept open to reduce the need to touch regularly; • Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is provided and fixed wall hand sanitisers have been mounted in communal areas (which are checked daily for supply); • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal; • All adults and pupils are expected to frequently wash their hands with soap and water for 20 seconds and dry thoroughly; • Staff and pupils should clean their hands on arrival at school, before and after eating, and after sneezing or coughing; • avoid touching their mouth, eyes and nose; • Use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure support is available for pupils who have trouble cleaning their hands independently e.g. foundation phase; N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders. • Students are encouraged to learn and practise 				
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		<p>these habits through activity and repetition;</p> <ul style="list-style-type: none"> • Bins for tissues are emptied throughout the day, and at the end of every day; • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Each child should have their own stationery where possible; • The amount of shared resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school; • Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and referred to min guidance for minimising the spread of infection; • Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to; • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas; • Bar soap is not used – liquid soap dispensers are installed and used instead; • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Pupils and staff do not share tableware, cutlery or food; • All utensils are thoroughly cleaned before and after use; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning 				
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		product supplies should contact the local authority.				
Books/Marking/Resources	Handling of Resources could lead to the virus spreading in the School	<ul style="list-style-type: none"> • Each pupil has a set of resources for their own personal use; • Shared resources will be kept to that class bubble; • Where this is not possible e.g. in the nursery, there will be extra cleaning in the middle of the day; • Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on plastic surfaces. Resources could be on a rota every 72 hours (48 hours for paper) which would negate the need for cleaning; • Passing objects between pupils and between staff should be kept to a minimum. Hand washing is key when handling books and resources. 				
End of School Day	The end of the school day needs to be managed to ensure social distancing	<ul style="list-style-type: none"> • Contact groups will have staggered leaving times and pupils will be let out one bubble at a time to parents who will wait at the designated gate; • The finish times have been condensed so that parents do not have to wait too long for siblings; • Staff will wear face coverings when supervising the departure of pupils; • Year 1&2 parents are expected to wear face coverings when entering the playground area to collect pupils. 				
Wrap around clubs		<ul style="list-style-type: none"> • Pupils attending after-school club will wait in their classrooms at the end of the school day and be lead into the hall by a member of staff; • The pupils will sanitise their hands when they enter the hall. 				
Case of COVID 19	Any case of COVID 19 needs to be dealt with safely	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • To reduce the likelihood of asymptomatic staff attending school, staff are able to complete regular LFT self-testing and will only attend when results are negative; • Any pupil who displays signs of being unwell is immediately referred to the headteacher by telephoning. While waiting to be collected, pupils will be supervised in the isolation room – ensuring 				

		<p>social distancing is maintained;</p> <ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the student is safe; • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen; • The parents of an unwell pupil are informed as soon as possible of the situation by the head/ office • Any area used by unwell pupils who need to go home are thoroughly cleaned once vacated; • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy; • If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 10 days before returning to school. • Testing is available for all staff and pupils • . If the result is negative, staff and pupils can return to school before the 10 days is up. • If a member of staff or child receives a positive test for COVID-19, all pupils and members of staff in that group may need to self-isolate for 10 days. • Ensuring arrangements are in place for first aid support and availability; • Account for availability of trained first aiders or emergency personnel; • Provisions should be fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents • All students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Pupils' parents/carers are contacted as soon as practicable in the event of an emergency; 				
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		<ul style="list-style-type: none"> • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 				
Communication with Parents		<ul style="list-style-type: none"> • Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance is issued to staff and put on the school website; • Letters also include reminders about social distancing, handwashing and ask parents to ensure that they or their children avoid touching play equipment and maintain social distancing on the way into/from school. Parents/carers are also reminded that they or their children should not mix with other households and they should be following guidelines to reduce transmission of the virus. 				
Management of infectious Diseases	Vulnerable Groups	<ul style="list-style-type: none"> • Pupils and/or staff who have been classed as 'extremely clinically vulnerable' should shield and not attend school; • Pupils and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school. Where a pupil and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the pupil and/or member of staff is able to understand and follow those instructions; • Where staff or pupils have a heightened risk, additional measures will be put in place to maintain a safe environment for them (e.g. separate work space / non-contact role). 				
Distance Learning		<ul style="list-style-type: none"> • The school publishes distance learning guidance for all staff , parents/carers and governors; • School to update homeworking policy where applicable for all staff, especially those who are working remotely; • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning; • Leaders to review the school Professional Learning Plan to include suitable training 				

		<p>opportunities to support staff in preparing distance learning opportunities for pupils;</p> <ul style="list-style-type: none"> • Leaders and staff to identify appropriate E-learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with pupils and parents have a school or Hwb email accounts • Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • School to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and advice so that they can support children with distance learning activities. 				
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Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

