



RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS

Please note that this is a working document and we will continuously be assessing risks.

Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 11 May 2020

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.



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

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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
02	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
03	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
04	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
05	Movement around the building	Y	Unable to maintain social distancing measures and mixing of



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			pupils and staff whilst moving around the building
06	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
07	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
08	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
09	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
10	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
11	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
12	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
13	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
14	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
15	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
16	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
17	Cleaning	Y	Ineffective infection control and increased risk of infection

RISK SCORING

 Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

 The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport	<ul style="list-style-type: none"> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 				<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Guidance sent out to parents advising pupils not to use public transport where possible.</p> <p>Staggered start and finish times introduced.</p> <p>Hand sanitizer stations introduced.</p>	4x4=16	H	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel Advise children and young people to remain 2 meters apart on transport where possible Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer 	3x2=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	x	x	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Staggered start and finish times for staff introduced.</p> <p>New parking arrangements for staff introduced.</p>	3x3=9	M	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Ask staff to wash their hands on arrival and prior to leaving the school ✓ Advise staff to adhere to the social distancing measures and remain 2 meters apart at all times including when entering and exiting the building 	2x2=4	L
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	X	✓	✓	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Parents advised to remain in vehicles and not to come to reception.</p> <p>Social distancing measures introduced outside of school.</p>	2x3=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend ✓ Stagger arrival and departure times for different cohorts of pupils ✓ Advise children and young people to form a queue outside of the entrance to the school and remain 2 meters apart ✓ Instruct pupils to wash their hands on arrival and prior to leaving the school 	2x2=4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Unable to maintain social distancing measures in the classroom	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Small groups of max 10 students in any classroom.</p> <p>No mixing of students.</p> <p>Teacher rotation, not students.</p> <p>Consistent room schedules.</p> <p>Hand sanitizer, tissues, cleaning products available in each classroom.</p> <p>Regular deep cleaning introduced.</p> <p>Classroom de-clutter.</p> <p>Soft furnishings removed.</p> <p>Seating rearranged to social distancing guidelines.</p>	4x2=8	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Consider seating students at the same desk each day if they attend on consecutive days. 	4x2=8	L
Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Reduced timetable put in place.</p> <p>Assembly to take place in classrooms.</p> <p>Break times not to be introduced until at least week two.</p>	2x4=8	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Ask pupils to bring a packed lunch and eat in the classroom to reduce movement around the school. ✓ Ensure that pupils and staff remain two meters apart whilst moving around the building ✓ Establish one-way circulation, or place a divider down the middle of the 	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
								corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.		
Higher risk of contamination if pupils and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Students supplied with a new student pack to include books and stationary.</p> <p>Anti-bacterial wipes available in classrooms.</p>	3x3=9	M	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Limit the amount of shared resources in use ✓ Limit the exchange of take-home resources between children, young people and staff ✓ Clean shared materials and surfaces more frequently ✓ Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it 	2x3=6	L
Higher risk of contamination if pupils and staff use shared spaces	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Reduced timetable to prevent break and lunch times until at least week two.</p> <p>Staggered breaks then introduced or packed lunches to be provided into classrooms.</p> <p>Staggered use of staff rooms and offices introduced.</p> <p>No gathering of staff or pupils allowed at any time.</p>	3x2=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity ✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance 	2x2=4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Outdoor space closed until further notice.</p>	1x1=1	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <p>For future reference -</p> <ul style="list-style-type: none"> Stagger the use of outdoor areas for breaks, lunch times and outdoor activities Ensure that outdoor are supervised to ensure that social distancing measures are maintained – in particular for smaller children Do not use outdoor equipment unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	1x1=1	L
Mixing of pupils during break and lunch times and maintenance of social distancing measures	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Reduced timetable to prevent break and lunch times until at least week two.</p> <p>Staggered breaks then introduced or packed lunches to be provided into classrooms.</p>	1x1=1	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <p>For future reference -</p> <ul style="list-style-type: none"> ✓ Stagger break and lunch times so that different cohorts of pupils don't mix ✓ Ask pupils to clean their hands beforehand ✓ If pupils need to move around the building during lunch and break times make sure that they do in the 	1x1=1	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
							<ul style="list-style-type: none"> ✓ groups they are already in ✓ Use halls and dining areas at half capacity. ✓ Ensure that children and staff remain 2 meters apart ✓ Clean tables and chairs used for lunch between each group ✓ Children should eat their lunch in their classrooms if possible. 			
Mixing of staff and pupils whilst providing school meals	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	x	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Reduced timetable to prevent break and lunch times until at least week two.</p> <p>Staggered breaks then introduced and packed lunches to be provided into classrooms.</p> <p>Cleaning products and hand sanitiser available for kitchen staff.</p>	2x2=4	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Packed lunches will be provided instead of hot meals ✓ Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils ✓ School meals staff are able to keep two metres apart in the kitchen ✓ If pupils move outside their classroom to eat their lunch – dining areas are used at half capacity and table and chairs are cleaned in between cohorts of pupils using them 	2x2=4	L
Mixing of pupils/staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact 	✓	✓	x	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Ensure one person per toilet at any time.</p>	3x2=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p>	3x2=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	with contaminated surfaces				Advise pupils and staff to keep two meters apart. Advise pupils and staff to wash their hands for 20 seconds using warm water and soap.					
Unable to maintain social distancing measures during contact sport and physical education lessons	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	X	X	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>No physical education lessons to take place until further notice.</p>	1x1=1	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> Do not play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	1x1=1	L
Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<ul style="list-style-type: none"> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Children and young people (0 to 18 years of age) who have been <u>classified as clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield until the end of June and not attend school.</p> <p>Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June.</p> <p>Clinically vulnerable children and staff who are at higher risk of</p>	2x3=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p>	2x3=6	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</p> <p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</p>					
<p>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <p>Ensure that staff are aware of the process for sending home parents other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection:</p>	2x4=8	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p>	2x4=8	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
					<p>Move them to a room where they can be isolated behind a closed door Depending on the age of the child and with appropriate adult supervision if required If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs). Call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>					
<p>Visitors do not adhere to social distancing measures put in place</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact 	✓	✓	✓	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>No visitors to be accepted into school during school hours.</p>	2x2=4	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <p>Encourage potential visitors to contact the schools</p>	2x2=4	L



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		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H
	with contaminated surfaces				Maintain a record of all visitors, including contact details.			remotely rather than visiting the school Limit the number of visitors at any one time		
Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	X	X	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted</p> <p>Delivery area set up outside entrance.</p> <p>Workers handling deliveries to wash hands and sanitise after handling.</p> <p>Restrict non-business deliveries, for example, personal deliveries to workers.</p>	2x3=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Ensure that incoming goods are cleaned if appropriate 	2x3=6	L
Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	✓	✓	✓	<p>Include any measures currently in place, including those identified in the column 'mitigating action required' which the school has already adopted:</p> <p>Agreed additional schedule with the Cleaning Service.</p> <p>Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Frequently touched surfaces are cleaned frequently with detergents and bleach.</p> <p>Spaces are well ventilated using ventilation units.</p>	3x2=6	L	<p>Examples of mitigating action which could be introduced to reduce the spread of infection (please include/delete as appropriate):</p> <ul style="list-style-type: none"> ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal 	2x2=4	L

