



THE ORCHARDS

RISK ASSESSMENT FORM	Ref Number: 012	
Establishment: The Orchards Special School	Assessment by: Helen O'Brien	Date: 01.11.21
Task / Process Being Assessed: High local infection rates	Approved by: Trust Board / LGB	Date:

Scope

This assessment identifies the significant risks associated with The Orchard's Special School opening to all pupils and staff during coronavirus (COVID-19) pandemic in September 2021. **Whilst the country moves to Step 4 we have identified our school community to be vulnerable to risk of serious illness due to CEV children attending our site on a daily basis and a high proportion of our families being of BAME heritage.** It is our intention to use many of the lessons learnt in minimising transmission to safeguard these vulnerable children and families. This risk assessment has been produced with this as a guiding principle and with full consideration of the impact on quality of education of these measures. More specific assessments will be undertaken for those who are CEV - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Guidance for full opening: special schools and other specialist settings**'. This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**-Available [here](#)
- **EYFS** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU HAVE EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)** These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Safety of school community See also section on stress below	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	SLT to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.	Send out clear briefing notes / letters to all parties. Staff to let SLT know if they have any concerns regarding safety measures.	HOB Staff	31.08.21	Ongoing
					LFT testing now available for all staff. Staff continue to be encouraged to LFT test twice a week.		RW	31.08.21	
					All staff have been offered vaccination – most staff now double vaccinated. Records updated and maintained by school office Booster jabs offered to staff	Link sent out to all staff	HOB / RH	01.11.21	
					Unvaccinated staff are required to wear PPE when working within 1 metre of a child or member of staff.		All staff	01.11.21	
Vulnerable school staff Staff / vulnerable staff interactions in close proximity	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable	3	5	15	All identified clinically extremely vulnerable staff, should now attend school, this to include pregnant staff.	Individual risk assessments to be completed for all CEV & pregnant staff.	HOB / Staff	03.09.21	Ongoing
					Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test.	All staff to be advised of this prior to opening on 02.09.21	SLT	ongoing	



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	groups may become infected and suffer ill health from exposure COVID-19				Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to follow the guidance here .	Clear guidance in places for all staff – see attached flowchart	HOB	02.09.21	
					If member of staff or child lives in a household where positive case is confirmed. Follow local guidance from PH team.	Request that families inform school so that individual risk assessments can be conducted. Staff to inform Head of School ASAP when a member of household tests positive. Head of school will then complete individual risk assessment – member of staff may be able to attend as normal as long as fully vaccinated. Staff to complete LFT test daily.	HOB / STAFF	02.09.21	

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Clinically Extremely Vulnerable Pupils Pupils / vulnerable pupils interactions in close proximity	Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19	3	5	15	Shielding advice will be issued by the government for all vulnerable adults and children.	Current advice is that all CEV children should attend school. Individual risk assessments for each child with mitigations clearly understood by class teams. School will CONTINUE to operate a 'zone' model. This will provide extra safeguard for CEV chn and reduce risk of transmission through the school community.	HOB to oversee – school health to support as required	06.09.21	Ongoing
					Any child developing coronavirus symptoms will be sent home and parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found here .	Create flowchart for managing in school including Track and Trace expectations.	HOB	03.09.21	Complete
						Where parents feel a child cannot be tested they will be asked to isolate the child for 10 days. Alternatively work with PH for local swabbing to take place.	HOB		Ongoing
						Create an outbreak management plan	HOB	03.09.21	Complete
If a child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in	Isolation room established. Cleaning routine in place for room Full PPE available plus guidance.	HOB							

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					the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.				
					PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	Ensure adequate PPE available.	HOB / NC	ongoing	Ongoing
					After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here .	Agreed process between Admin and Site Team.	RH / LB / SV		Complete
					If a member of staff has helped someone with symptoms, 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. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning 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.	Clear guidelines for staff produced: <ul style="list-style-type: none"> • Thermometers available • Parents to get child tested • Bubble area to be cleaned • Staff with symptoms to go for test • Any siblings living in the same household will also be sent home. 	SLT Staff		
					Where a child, young person or staff member tests positive, school will inform Trafford PH and follow their advice.	School to follow Trafford supplementary guidance and follow advice of contact tracer.	HOB	Ongoing	

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Hand Washing Inadequate hand washing facilities and regimes	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments.	Ensure all sinks have necessary stock & restock as required.	LB / SV		ongoing
						Bucket with cleaning products for each class.	LB / SV		Ongoing
						Sanitise sinks regularly with appropriate cleaning chemicals.	SV		ongoing
					Hand sanitiser only used where sinks are not available.		LB / SV / HOB		
					Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	School continue to use Purus range of products which is Covid Safe but also safe for young children and children with complex needs.			
					All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after: <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals 	Ensure all attending understand how to wash hands correctly – refresh guidance found here . Ensure correct signage with directions for correct handwashing techniques are displayed.	SLT / PP HW/NC	3.06.20	Ongoing
	Hand washing and hygiene routines built into	To be included in class timetables.		Ongoing					

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					school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.				
					Help will be provided to children and young people who have trouble cleaning their hands independently.	Should be included on Individual risk assessments	JC	13.09.21	Ongoing for new chn
					Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.		LB / SV		Ongoing
					Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.	Posters to be updated with most up to date advice.	RH / CM	06.09.21	Ongoing
					Consideration should be given to allocating individual toilets and sinks to children where numbers are low, and this is achievable. NOTE: different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	Allocate toilets to pupils / staff.	SLT	06.09.21	Staff /pupil and visitors toilets clearly separated.
					Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.		LB / SV	Ongoing	Ongoing
					Normal personal hygiene and washing of clothes following a day in school setting encouraged.	Relax uniform policy and share with parents. Staff encouraged to have change of clothing.	SLT	Ongoing	
					Staff and pupils encouraged to practice good				

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					respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'				
Cleaning Inadequate cleaning regime	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	Government cleaning advice found here implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Enhanced cleaning regime in place.	LB / HOB	06.09.21	
					Cleaning regimes and responsibilities are clarified with relevant organisation – Covid safe procedures to be clarified with new provider.		LB / HOB	06.09.21	
					Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.	Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.	LB / SV / RB	Ongoing	
					Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including: <ul style="list-style-type: none"> – door handles – door plates – hand rails – tables – chairs – taps and sinks – telephones – keyboards – light switches / remote controls 	Drinking water dispensers to have cleaning products for after use and water to be dispensed to jugs.	LB / SV	06.09.21	Ongoing
					Guidelines produced. Classroom cleaning schedules to be monitored by SLT	SLT	06.09.21	Ongoing	

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					<ul style="list-style-type: none"> – electronic entry systems – water dispensers – toys 				
					Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.	Ensure appropriate non-lidded bins and bags in all spaces being used.	LB / SV	06.09.21	Ongoing
					All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible.	Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.	HOB / LB	06.09.21	28.09.20
					Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.	Assess numbers required. Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue. Fire Safety Policy addendum.	HOB / LB	06.09.21	Ongoing
						To continue whilst children remaining in zones. Door propped open down corridor.	HOB / admin	Ongoing	Ongoing

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Social Distancing Inappropriate pupil / staff mixing and movement around school premises	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	<u>Traffic and Circulation Routes</u> Classrooms accessed directly from outside where this is workable.	Guidance on entering/leaving building/Reception.	HOB	06.09.21	
					<u>Transport Arrangements</u> Children are now accessing transport in postcode groups. Contact tracing is in place and managed by the school office.	Work with transport & ensure children are kept in their bubbles for the whole day – from home to school.	HOB / RH	06.09.21	
					<u>Classrooms</u> Classes will remain in bubbles. These will be coloured for ease and staff will be given lanyards with appropriate colour. Staff should not mix with staff of different lanyard colour, where this is necessary they should do so socially distanced and in a rainbow area.	Classes can share outdoor spaces. Daily sanitising as appropriate.	SLT	Ongoing	
					Keep a record/timetable to show deployment of staff across the week.	HOB / JC	06.09.21	Ongoing	
					All classroom visitors must be logged on classroom visitor list	JC	06.09.21	Ongoing	

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					Shared spaces are back reopen. Cleaning between different groups and timetable so clear who has accessed what at different times. Coloured zones will access the areas together.	Monitoring of local infection rates	JC		
					School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of the classrooms to make more space.	Remind about hand hygiene. Teams to consider appropriate strategies (see guidance).	Class Teams /PP	06.09.21	ongoing
					Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.	Rooms identified where ventilation is a challenge	LB / SV	06.09.21	ongoing
					<u>Breaks and Lunch Breaks</u> Consideration to breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables cleaned between each group.	Chn can use the hall – tables to be well separated and chn to sit in class grps.	HOB Middays	06.09.21	ongoing
						Staffroom can be used, however windows must be open and staff must maintain social distancing. Max of 6 staff at one time.	SLT	01.11.21	ongoing
					Pupils directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. Where practicable, 2m social distancing to be maintained especially between adults.	Minimal movement of children around school.			

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					<p>Pupils who require additional support will be provided as necessary.</p> <p>Additional hygiene procedures if children spit or use saliva as a sensory stimulant.</p>	Follow care plans / anxiety responses / usual guidance.	Class staff	06.09.21	ongoing
					<p>Halls and Shared Rooms/Areas</p> <p>Bubble groups will take staggered breaks to avoid cross over.</p>	Classes to take breaks in own bubble area.	Class staff		
					Adequate cleaning between groups is in place, following the cleaning guidance found here .	Agreed cleaning regime across school – especially toilet areas.	HOB / LB	06.09.21	Ongoing
					<p>Staff can meet in their own coloured zones. Office areas will be black and only for staff wearing black lanyards.</p> <p>Rainbow rooms maybe entered by anyone, however social distancing must be strictly adhered too and room must be ventilated.</p>	Staff to maintain social distancing and hygiene procedures in shared spaces.	Staff	06.09.21	Ongoing
					Large gatherings such as assemblies and worship with more than one group will not be allowed.	Staff meetings will be in person but staff will sit in their zones with strict distancing between groups.	SLT	Ongoing	
					Shared office spaces to be reviewed.	School office staff to be split across the 2 office spaces.	SLT	06.09.21	
					Shared rooms such as food tech, art, immersive will be timetabled to minimise cross over	Staff to apply for use of shared space – consideration of cleaning and time before agreement.	SLT	06.09.21	

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					<p>Outside Space / Playgrounds</p> <p>School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered as per the shared area controls above to prevent significant mixing.</p>	<p>Bubbles to only use their space initially.</p>	<p>SLT</p>	<p>06.09.21</p>	
					<p>Outdoor playground equipment will be more frequently cleaned.</p>	<p>Class teams to organise.</p>	<p>Class Team</p>	<p>06.09.21</p>	<p>Ongoing</p>
					<p>Shared Resources</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>Organise bubble resources appropriately. Children will no longer have their own box.</p> <p>Staff to be vigilant on cleaning equipment between use.</p> <p>Ensuring cleaning equipment is kept stocked.</p> <p>No shared resources across school initially.</p> <p>Staff to consider rotating resources to allow them to be unused for 72 hours (e.g. communication toys – cleaned on Friday and then passed to next class on a Tuesday).</p> <p>Carry out inventory check of resources (stationary, books etc) and stock at regular intervals, restocking as necessary.</p> <p>Keep surfaces clear for cleaning</p>	<p>Class Team</p>	<p>06.09.21</p>	<p>Ongoing</p>

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						<p>including office desk areas.</p> <p>Fabric resources and soft furnishings left unused for 24 hours – to be avoided if possible / risk assessed if needed.</p> <p>Continue to use disposable aprons at lunch times.</p>			
					<p>Pupil Equipment</p> <p>Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	Parents asked not to send any extra equipment into school.	HOB	06.09.21	
					<p>Particular subjects/activities</p> <p>Music</p> <p>Schools will consider how to reduce the risk,</p>	<p>Consider individual risk assessments for CEV chn in delivering music lessons.</p> <p>Hygiene to be considered.</p>	Class Teams	06.09.21	

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					<p>particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>				
					<p>Sports / physical activity Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	PE to be fully taught. Chn will come to school in PE kit on their PE day.	SLT	06.09.21	
					<p>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. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p>	<p>School to refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust 			

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					<p>Communication / Meetings</p> <p>All staff communication will be done electronically, where possible.</p>	<p>Staff meetings to resume in person. Staff to sit in their zone colours.</p>	<p>HOB / SLT</p>	<p>Ongoing</p>	
					<p>Start and End Times</p> <p>If school patterns allow, staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time.</p>	<p>Confirm car park arrangements with parents.</p>	<p>HOB / LB</p>	<p>06.09.21</p>	
					<p>Class staff to collect own pupils from the buses.</p>	<p>Class Teams</p>	<p>Ongoing</p>	<p>Ongoing</p>	
					<p>Government travel guidance found here will also be circulated amongst parents and pupils.</p>	<p>Share relevant information as appropriate.</p>	<p>SLT</p>		
					<p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school</p>	<p>Duty rotas in place.</p>	<p>HOB</p>	<p>06.09.21</p>	
					<p>Communication to parents not to gather at school gates and not to come onto site without prior appointment.</p>	<p>Parent letter provided by Trafford</p>	<p>HOB</p>	<p>06.09.21</p>	

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Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	4	12	School implement government guidance on PPE in schools, found here and here – NOTE: <i>Schools should not require staff, children and learners to wear face coverings.</i>		HOB		
					Face coverings In primary schools where social distancing is not possible in areas outside of the classrooms between members of staff or visitors, for examples in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.	Social distancing should be strictly adhered to in ALL shared spaces and we do not anticipate any areas where this is not possible. Timetabling has ensured that bubbles have different times slots across the week. Visitors will need to adhere to school COVID visitors policy (RH to produce by 06.09.21)	HOB / RH	06.09.21	
					Schools should have a process for removing face coverings when those who use face coverings arrive at school. This process should be clearly communicated to pupils and staff.	If children arrive at school wearing face coverings they will be supported at an individual level to safely remove these before entering their bubble area. These will be safely stored inside a sealable plastic bag until the end of the school day. THIS INFORMATION WILL BE INDICATED ON INDIVIDUAL RISK ASSESSMENTS FOR CHILDREN.	HOB / HW / NC	13.09.21	Ongoing
					Other PPE Access to PPE including rubber gloves,	Ensure school has a stock of the usual PPE for intimate care.	NC	06.09.21	



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				<p>disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already 	<p>Ensure PPE is available for emergencies – this should include:</p> <ul style="list-style-type: none"> • disposable gloves • a disposable apron • a fluid-resistant surgical face mask (only where 2m cannot be maintained) 	NC	06.09.21	
				<p>Ensure all staff and children know the procedures to follow</p>		NC	06.09.21	

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
					involves use of PPE due to their intimate care needs, who will receive their care in the same way.	(Guidance Booklet).			
					Waste to be disposed of in line with government guidelines found here 'how should PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:- <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours 	Signage as appropriate.	HOB / LB	06.09.21	
					Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.	Process to be agreed.	LB / SV	Ongoing	
Stress Stress and anxiety about Coronavirus COVID-19	Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement	3	3	9	Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.	Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.	SLT	Ongoing	
					Guidance available from Public Health England here - shared with all staff. Bereavement policy in place and followed where applicable. Access to Employee Assistance Programme and counselling on self-referral basis.	Provide information on EAP details – posters around school as appropriate. Ensure staff PPA and manageable workload with children (including if any children still at home). Ensure staff fully informed and part of RA process - hold regular	SLT	Ongoing	

Contractors / Visitors Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	3	5	15	Consideration given to contractors on site and assessment made by School Operations Manager if their visit is essential.	Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.	HOB / RH + Office Staff	06.09.21	Ongoing
					Contractors and visitors including Governors/Trustees, Specialists, therapists, clinicians and other support staff for pupils with SEND must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building.	All offsite teams to provide their risk assessment before any direct work with children. Visitors requested to complete LFD on day of site visit.	HOB / JC / RH	06.09.21	Ongoing
					A record of all visitors and contractors to the building will be kept.	Record to be set up.	RH	06.09.21	
					Meeting with contractors to be held electronically where possible (Teams/Zoom etc), or socially distanced if electronically is not possible.				
					THERAPY TEAMS TO DELIVER PROVISION DETAILED IN EHCPS will be provided with Rainbow lanyards.	Classes to maintain registers of where visitors have been.	Class teams / RH	06.09.21	
					Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered.		HOB / SC / AS	06.09.21	
					Staff stationed at entrance points to restrict access and prevent overcrowding where possible.	Provide signage where appropriate. SLT rota.	HOB	06.09.21	
Medication and First Aid Inadequate procedures for managing medical needs	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.	3	3	9	Ensure staff are aware of any medical issues affecting individual attendees including staff.	Undertake individual risk assessment where required. Staff RAs completed.	SLT	Ongoing	
					Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.	Children's Care Plans shared.	Class Teams		
					School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.	Ensure adequate First Aid equipment is available.	HOB / NC	Ongoing	



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				First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.	First Aid equipment to be identified for each Team.	NC/First Aiders	Ongoing	
				School follow normal procedures on administration of medication in line with school policy.	Follow individual Care Plans and follow School's Administration of Medication Guidance.	Staff	Ongoing	

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Lone working	Staff unable to summon help in event of emergency	4	2	8	Member of staff keeps in contact with office/line manager whether working from home/ travelling or visiting school site. Line manager has emergency contact numbers and staff keeps phone charged and available. Follow school procedures for lone working.	Make sure staff contact information is up to date.	HOB	Ongoing	
Emergency Procedures Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	General Procedures Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.	Hold a fire drill at earliest convenience.	HOB / LB	06.09.21	
					All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.	Brief staff and children on First Aid procedures of the school (guidance booklet).	SLT	06.09.21	
					Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.	Make available the codes on and off site and ensure all know how to access should it be required	HOB / LB / SLT		
					24-hour monitoring system in place for alarms (fire &/or security). Monitoring centre made aware of any new emergency out of hours contact details.	Brief SLT/staff on operation of fire and intruder alarms.	LB / HOB	06.09.21	
					Social Distancing All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.				

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Building Maintenance Lack of building/ property maintenance Faulty equipment services leading to injury or death	All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.	3	5	15	All statutory building compliance checks are up to date (fire alarm, legionella testing etc).	All contracts in place before opening	LB / HOB	Ongoing	
					Where possible checks take place before or after school or away from other staff / pupils.				
					Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.				
					Assurances have been sought from external organisations providing FM services that checks have all been completed				
Accidents / Incidents Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)		2	5	10	Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Do not hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.	Continue normal school procedures.			
					Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.				
					Consider some of the activities planned so as to reduce pressure on the NHS. eg staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.				



REVIEWS: Fortnightly		
DATE OF REVIEW: 1 st November 2021	REVIEWED BY: SLT	COMMENTS: Please see opening statement regarding context of risk assessment.

RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding



	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
001	13/05/2020	H O'Brien	Created
002	21/08/2020	H O'Brien	Amended following new guidance
003	31/08/20	H O'Brien	Amended following updated guidance issued 29.08.20
004	12/09/20	H O'Brien	Preopening new site
005	23/09/20	H O'Brien	Updated following PH briefing
006	5/11/20	H O'Brien	Update following National Restrictions
007	01/12/20	H O'Brien	Update following update tier advice
008	06/01/21	H O'Brien	Update following Tier 5 restrictions
009	08.03.21	H O'Brien	Update for expected return of ALL children to site.
010	06.06.21	H O'Brien	Review
011	31.08.21	H O'Brien	Amended following updated guidance – step 4 of national response