



## Schools Reopening – COVID - 19 Risk Assessment Checklist

Dear Head Teacher

This risk assessment checklist is a tool to help you complete the risk assessment specifically for your school; it will help to guide you through the process so that the final risk assessment meets the legal duty for the completion of risk assessments.

This tool asks you to consider a number of different hazards and suggests different control measures that may or may not be applicable to your school. You can adapt, amend and add your hazards and controls to make it site and people specific. Please take into account the particular physical constraints and attributes of the building, and pupils and staff that use the building.

Please share your risk assessments with your staff, and your local health and safety representatives (or Trade Union representative). This will ensure that everyone is cited on the hazards and the proposed control measures. Feedback on the effectiveness of the control measures should be encouraged and acted on from those who are implementing them.

Risk assessments are live documents and during periods of transition, I would recommend reviewing it regularly. This can be part of your regular staff meetings - where any issues or concerns are discussed as a result of new ways of working and plans are altered note them on the risk assessment. Update the risk assessment to the newer version and archive the old one giving you a recorded history of the lessons learnt and the actions taken.

I also recommend that you sign and approve the risk assessment, with support from School Governors.

You don't have to use this checklist, if you have created your own risk assessment and want us to review the assessment, do let us know.

The Corporate Health and Safety Team are here to support you, if you have any queries, want to discuss plans or arrange a visit please do get in touch via [Corporate.Safety@knowsley.gov.uk](mailto:Corporate.Safety@knowsley.gov.uk).

Best regards  
Fiona Buckley



## Schools Reopening – COVID - 19 Risk Assessment Checklist

Corporate Health and Safety Manager

<b>Risk assessment title</b>	COVID 19 - Schools reopening	<b>Risk assessment version ref</b>		 <b>Knowsley Council</b>
<b>Service</b>	Education	<b>Safe system of work ref (if applicable)</b>		
<b>Employee group effected</b>	School staff and pupils	<b>School Name</b>	Knowsley Central School	
<b>Assessor's name:</b>	Mr. Daryl McConnell Mrs. Karen Little	<b>Job title</b>	Head Teacher	

**Indicate below the reason for completion of this checklist by inserting a date**

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
23/03/20	30/03/20		Social Bubble H&S packs provided: - PPE - Hand sanitiser Thermometers	Additional Covid19 H&S processes to be followed by all staff.		All staff are placed on a whole-school staff rota.	Work environment has been adapted to meet the H&S needs of our provision.
30/03/20	06/04/20						
06/04/20	13/04/20						
13/04/20	20/04/20						
20/04/20	27/04/20						
27/04/20	04/05/20						
04/05/20	11/05/20						
11/05/20	18/05/20						
18/05/20	25/05/20						
25/05/20	01/06/20						
01/06/20	08/06/20						
08/06/20	15/06/20						
15/06/20	22/06/20						
22/06/20	29/06/20						
29/06/20	06/07/20						
06/07/20	13/07/20						
24/08/20	07/09/20						
14/09/20	18/09/20						
18/09/20	25/09/20						
25/09/20	02/10/20						
02/10/20	09/10/20						



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09/10/20	16/10/20						
16/10/20	23/10/20						
23/10/20	30/10/20						
30/10/20	06/11/20						
06/11/20	13/11/20						
13/11/20	20/11/20						
20/11/20	27/11/20						
30/11/20	04/12/20						
04/12/20	11/12/20						
11/12/20	18/12/20						
18/12/20	04/01/21						
04/01/21	08/01/21						
08/01/21	15/01/21						

**List other relevant documents:** (or insert hyperlinks)

Further guidance can be found by following the link below.

Link to page on guidance to educational establishments [https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)



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[education-and-childcare-settings](#)

Risk Rating Matrix		Severity	Likelihood					
1 - 4 Low risk	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.			1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very like
5 - 9 Medium risk	Look to improve the control measures at the next review i.e. within 12 months.		5 Catastrophic	5	10	15	20	25
10 - 15 Medium (but elevated) risk	Look to improve the control measures within a specified time scale i.e. within one week/month.		4 Severe	4	8	12	16	20
20 - 25 High risk	Stop activity taking place and make immediate improvements before continuing with the activity.		3 Moderate	3	6	9	12	15
			2 Minor	2	4	6	8	10
		1 Insignificant	1	2	3	4	5	



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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
1. Infections and possible injuries caused by poor maintenance or hygiene practices	Adults and children	School opening procedure not being followed correctly	<ul style="list-style-type: none"> <li>○ Ensure that all legionella flushing has taken place. Ensure all water outlets have been flushed, with the building being closed or on a reduced operation all water outlets will be classed as a low usage outlet.</li> <li>○ Check for leaks and that there is hot water, if necessary</li> <li>○ All emergency lighting is to be tested (if testing has not continued). Recording the findings on the test sheet</li> <li>○ Test the fire alarm to ensure it is operational with a secure link to any monitoring station, recording the findings on a test sheet</li> <li>○ Check all internal escape routes and final exits ensuring the doors open and the escape routes are clear, taking into consideration the new classroom lay outs</li> <li>○ Revisit the emergency evacuation procedures for the school taking into consideration additional time to leave the building and about social distancing at the designated muster points.</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Site manager continues to do regular checks throughout lockdown.</li> <li>○ Staff to be briefed on emergency evacuation procedures.</li> <li>○ Emergency evacuation drill to be practised on a weekly basis.</li> <li>○ All staff and pupils to exit by allocated fire exits and congregate at allocated muster points on the main yard. Children and staff to self-distance 2m whilst mustering if safe to do so.</li> <li>○ Each class has been provided with their individual class health and safety</li> </ul>



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			<ul style="list-style-type: none"><li>○ Staff dealing with emergencies will have access to hand sanitiser and have PPE close at hand.</li><li>○ Test all intruder and panic alarms making sure the links to the monitoring station are in place.</li></ul>					packs (incl. of PPE, hand sanitiser, thermometer)
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			<ul style="list-style-type: none"> <li>○ Staggered outdoor provision times.</li> <li>○ Each bubble building has it's own staffroom area.</li> <li>○ An overspill staffroom has been created in the main building to ensure social distancing can take place.</li> <li>○ The school office will be operating under restricted access hours to staff outside the admin. team.</li> <li>○ Staff to wear a facemask and/ or a visor during contact time with pupils (ie. in class and communal areas in school).</li> <li>○ All parents/ carers to be strongly advised to wear a mask if they enter the school yard whilst dropping off/ collecting their children.</li> <li>○ All visitors entering the school building must wear a facemask and/ or visor.</li> <li>○ Staff only take pupils from their own class at the beginning of the day.</li> </ul> <p><u>PPA:</u></p> <ul style="list-style-type: none"> <li>○ Teachers will continue to have access to PPA from their designated PPA areas in school.</li> </ul>					<ul style="list-style-type: none"> <li>○ Additional PPE to be provided for staff accessing public transport both too and from school.</li> <li>○ Staff to fill in our school's 'close contact log' to support identifying close contacts with pupils and staff.</li> </ul>
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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
3. Possible exposure to bodily fluids.	Adults and children	Adults and children being exposed to bodily fluids - Spitting - Intimate care	<u>Intimate care:</u> <ul style="list-style-type: none"> <li>○ Staff have protective equipment to wear for this procedure.</li> <li>○ School intimate care policy in place.</li> <li>○ Intimate care log provided in each toilet area.</li> <li>○ Staff follow pupil behaviour and care plans.</li> <li>○ Access to shower and hand washing facilities.</li> </ul> <u>First aid:</u> <ul style="list-style-type: none"> <li>○ Staff have access to the necessary protective equipment to be worn for this procedure.</li> <li>○ School first aid policy in place (with appropriate Covid19 addendum).</li> <li>○ Staff follow pupil behaviour and care plans (with appropriate Covid19 addendum).</li> <li>○ Access to shower and hand washing facilities.</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Additional training and guidance provided to staff when required.</li> </ul>



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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
4. The spread of COVID 19 via the use of school equipment	Adults and children	Children whilst accessing school equipment come into contact with COVID 19.	<ul style="list-style-type: none"> <li>○ Equipment is wiped down after use, this includes photocopier using standard products such as detergents and bleach.</li> <li>○ A limited number of resources will be put out during the day e.g. sets of toys - one in use and others cleaned and stored safely.</li> <li>○ Guidance on hygiene and protocols have been provided to staff.</li> </ul>					<ul style="list-style-type: none"> <li>○ Additional cleaning to be facilitated on site all day in school.</li> <li>○ Touch points in school to be sanitised after cleaning in the morning and after the additional mid day clean.</li> <li>○ Outdoor equipment to be sanitised after breaks and lunches.</li> </ul>



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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
5. Risk of cross contamination of COVID 19 through staff and/ or pupils presenting symptoms of COVID 19	Adults and children	Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building.	<u>Building/ environment management:</u> <ul style="list-style-type: none"> <li>○ A designated area (Training room) has been created in the school building to isolate any staff member and/ or child that presents with COVID 19 symptoms. Toilet facilities are also in this area, which will ensure any staff/ pupil presenting with Covid19 symptoms will not have to re enter the main building bubbles.</li> <li>○ An outdoor designated area has been cordoned off to isolate any child that presents with COVID 19 symptoms. This space has been created to help engage pupils that potentially may not be able to maintain their baseline behaviour in the designated 'training room'.</li> <li>○ If a pupil(s) is presenting symptoms of COVID 19 whilst in school, the pupil(s) will be isolated in the designated school area (Training room/ outdoor designated area), while awaiting collection, if in the 'training</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ A H&amp;S pack (ie. incl. PPE) has been situated in the designated area created in school for any staff member and/ or child that presents with COVID 19 symptoms.</li> <li>○ School to communicate with all parents about the school's new operating procedure, highlighting any new rules and any changes in access to the school.</li> </ul> <p style="text-align: right;">More information</p>



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			<p>room', if possible, where they should be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <ul style="list-style-type: none"> <li>○ If they require access to the toilet while waiting to be collected, they should use the 'training room' toilet area. The toilet area must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>○ PPE must 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). If 2 metres cannot be maintained, staff to consider using the designated outdoor space for pupils presenting with Covid-19 symptoms.</li> <li>○ Parent or guardian contact to be made to arrange pick up for the pupil.</li> <li>○ When the pupil/ staff member has left the school building, both the COVID19 designated area and the affected area in school to be isolated to help facilitate an</li> </ul>					<p>on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Get a test online on GOV.UK.</p> <p><b>Start now on the GOV.UK website</b></p> <p>Call 119 to get a test if you have problems using the internet.</p> </div>
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			<p>enhanced clean on all hard surfaces as soon as possible – refer to social bubble attendance.</p> <ul style="list-style-type: none"> <li>○ Records of whom the pupil has been in contact with should be noted.</li> <li>○ Record of where the pupil and staff member have been should be noted.</li> <li>○ If the pupil's test results are positive, their social bubble should be advised to self-isolate for 10 days.</li> </ul> <p><u>Staff:</u></p> <ul style="list-style-type: none"> <li>○ Staff presenting with COVID19 symptoms email <a href="mailto:covid19swabbing@knowsley.gov.uk">covid19swabbing@knowsley.gov.uk</a> to request a test.</li> <li>○ In your email provide the following details:-             <ul style="list-style-type: none"> <li>➤ You name</li> <li>➤ Your contact details – email / phone number</li> <li>➤ Your job title</li> <li>➤ Work location</li> <li>➤ If you have access to a car in your household to access drive-through testing facilities</li> <li>➤ Your symptoms and when they first started</li> </ul> </li> </ul>					
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			<ul style="list-style-type: none"> <li>○ The Testing Team will then make an appointment for a COVID-19 test and will confirm the date, time and location.</li> <li>○ Positive COVID19 result for a staff will result in the staff member isolating until they are free of Covid19 symptoms and a minimum of a 10 day period from the first onset of symptoms.</li> <li>○ Negative COVID19 result will result in isolation until staff member is feeling well enough to return to work.</li> <li>○ COVID 19 testing/ COVID 19 test results protocol to be followed.</li> <li>○ If the staff member has a positive test result, carry out the following steps immediately:</li> </ul> <p><b>1.</b> Inform SLT and SLT to organise meeting to assign action plan tasks. Follow our school's guidance (see doc. below) for management of a single case of COVID 19 in school.</p>					
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			 <p>20200911 School Guidance for mangan</p> <p><b>2. Collate information from the infected person including case number if known. List all people in contact with infected person on the day the symptoms started and the two days before that -</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Named Contact Form.docx</p> </div> <div style="text-align: center;">  <p>MDSForm_2.8.docx</p> </div> </div> <p><b>3. Inform LA</b></p> <ul style="list-style-type: none"> <li>○ Inform Local Authority Link Officer</li> <li>○ Send Minimum Data Set form to Link Officer (see form in Point 2 above) and send the Minimum Data Set form to the Infection Prevention and Control Team (IPC)</li> </ul> <p><a href="mailto:Infectionpreventionandcontrolteam@NWBH.nhs.uk">Infectionpreventionandcontrolteam@NWBH.nhs.uk</a></p> <p>Contact DfE Helpline if required (if need additional information / advice or weekends) Schools should contact the DfE Helpline</p>					
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		<p>on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.</p> <p>Out of hours:</p> <ul style="list-style-type: none"> <li>○ Contact the school LA Link Officer</li> <li>○ Ring out of hours PHE contact (01514344819)</li> <li>○ Ring DfE Helpline (weekend day time).</li> </ul> <p>4. Inform Staff of situation and action plan - meeting or email as appropriate. Option to use LA Information Presentation with Environmental Health Questions</p>  <p>Outbreak Management procedt</p> <p><b><u>If school is remaining open (partial closure):</u></b></p> <p>1. Inform those close contacts who must self-isolate – provided by PHE.</p>  <p>Letter Close Contact Self Isolate.docx</p> <p>2. If teacher absence, organise cover</p>					
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			<p>where needed.</p> <p>3. Write and publish letter to parents/ carers re. pupils - not closing contact.</p> <p> Letter Pupil NOT close contact.docx</p> <p>4. Write and publish letter to staff - not closing contact</p> <p> Letter STAFF NOT close contact.docx</p> <p><b><u>If school is fully closing:</u></b></p> <p>1. Write, check and publish letter to those affected by closure. Email /Text/ ParentApp</p> <p>2. Write, check and publish letter to rest of the school.</p> <p>3. Organise any additional cleaning required</p> <ul style="list-style-type: none"> <li>• Contact Contract Manager in first instance</li> <li>• Second option – James Holmes <a href="mailto:James.Holmes@knowsley.gov.uk">James.Holmes@knowsley.gov.uk</a></li> </ul>				
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			<ul style="list-style-type: none"> <li>• <a href="#">k</a> Tel: 0151 443 2647 Mob: 0781 005 3467</li> </ul> <p>4. Reflect on incident and assess whether any changes are needed to Risk Assessment / Systems of Control, Advice to Staff and School Organisations/Procedures.</p> <p>5. Health &amp; Safety SLA Schools: Risk Assessment Implementation Visit arranged (contact from H&amp;S within 3 days of partial / full closure).</p> <ul style="list-style-type: none"> <li>○ If a staff member's family member is confirmed as having a positive COVID 19 test result, the staff member must self-isolate for 14 days. If the staff member begins to display COVID19 symptoms themselves, they must email <a href="mailto:covid19swabbing@knowsley.gov.uk">covid19swabbing@knowsley.gov.uk</a> to request a test.</li> </ul> <p><u>Pupils:</u></p> <ul style="list-style-type: none"> <li>○ Pupil(s) presenting with COVID19 symptoms will be signposted to access advice through the NHS (111) and access testing:             <ul style="list-style-type: none"> <li>▪ Positive COVID19 result</li> </ul> </li> </ul>					
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			<p>will result in isolation until free of symptoms and a minimum of a 10 day period from the first onset of symptoms.</p> <ul style="list-style-type: none"> <li>▪ Negative COVID19 result will result in isolation until pupil(s) is feeling well enough to return to school.</li> </ul> <ul style="list-style-type: none"> <li>○ COVID 19 testing/ COVID 19 test results protocol to be followed.</li> <li>○ If a staff member is tested and gets a positive result, their class bubble to be advised to self-isolate for 10 days.</li> <li>○ If a member of staff or their immediate family is confirmed to have contracted COVID 19 they must self-isolate for 10 days. If staff have access to COVID 19 testing this period of time may be reduced if a negative test result is the outcome.</li> </ul>					
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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
6. Class group dynamics -The spread of COVID 19	Adults and children	<p>Different class groups for pupils could inhibit each pupil's ability to regulate themselves and thus increase their inability to socially distance effectively.</p> <p>Staff unfamiliar with certain pupils abilities/needs will limit their ability to meet SEND and thus support pupils to socially distance.</p>	<ul style="list-style-type: none"> <li>○ Pupil information shared with staff (positive handling plans, health care plans, one page profiles, personal support plans, individual risk assessments)</li> <li>○ Staff consider activities planned and rooms used for individual pupils and if these are part of pupils 'usual' routine.</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Daily review of class dynamic risk assessments.</li> <li>○ Weekly review of class dynamic risk assessments.</li> </ul>



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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
7. Injury to children from exposure to hygiene substances.	Children	The ingestion of a hygiene product by a child.	<ul style="list-style-type: none"> <li>○ Staff to store hand wash in appropriate safe place.</li> <li>○ Staff to keep any hand sanitisers secure about their person. Hand gel bottles to be stored securely and accounted for.</li> <li>○ Children supervised to wash hands e.g. given amount of soap and then soap put away.</li> </ul>	4	1	4	<b>Low risk</b>	<ul style="list-style-type: none"> <li>○ Normal COSHH procedures and precautions to be adhered to.</li> </ul>

STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
8. The spread of COVID 19 due to a lack of hygiene.	Adults and children	<p>Children unaware/ unable to wash their hands effectively to help minimise the spread of COVID 19.</p> <p>Adults not following Government guidance</p>	<ul style="list-style-type: none"> <li>○ Government guidelines regarding hand washing to be followed for staff and pupils.</li> <li>○ Staff and pupils must wash hands more frequently and for 30 seconds.</li> <li>○ Provide and embed good</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Guidelines to be amended if government guidelines change.</li> <li>○ Additional hand sanitisers to be</li> </ul>



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		ie. hand washing.	<p>practice among staff and children - Hands to be sanitised when moving from each child's class to another area ie. indoor space to outdoor space and vice versa/ on entry and exit to school at the beginning and end of the school day</p> <ul style="list-style-type: none"> <li>○ Minimise contact between individuals and maintain social distancing wherever possible</li> <li>○ Adults and children with skin allergies to be provided with appropriate hand cream (ie, in the case of broken skin due to increased hand washing).</li> </ul>					<p>mounted at identified spaces in school ie, entry and exit of all classroom and social bubble areas.</p> <ul style="list-style-type: none"> <li>○ Cleaning materials to be made available in areas used so if necessary staff can clean down classroom equipment and chairs throughout the day.</li> <li>○ Encouragement of staff and building users to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen).</li> </ul>
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What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
9. The spread of COVID 19 due to a lack of food hygiene.	Adults and children	<p>The spread of COVID 19 via human contact.</p> <p>The spread of COVID 19 via social bubble contamination (ie. kitchen staff and blue social bubble).</p>	<ul style="list-style-type: none"> <li>○ Government guidelines around hand washing to be followed for staff and pupils.</li> <li>○ Staff and pupils must wash hands more frequently for 30 seconds.</li> <li>○ Hands must be washed before food preparation.</li> <li>○ Hands to be sanitised when moving from one classroom area to another within each social bubble ie. indoor space to outdoor space and vice versa, social bubble classroom to social bubble toilets and vice versa.</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Guidelines to be amended in line with current government advice.</li> <li>○ Additional hand sanitisers to be mounted a identified spaces in school ie, entry and exit of all social bubble areas.</li> <li>○ The school cohort has been divided into 2 social bubbles (2 different buildings).</li> </ul> <p><u>Pupils:</u></p> <ul style="list-style-type: none"> <li>○ Staggered break/ dinner times in school.</li> <li>○ Food to be consumed in</li> </ul>



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								<p>social bubble buildings and within each classroom.</p> <p><u>Staff:</u></p> <ul style="list-style-type: none"> <li>○ Staggered break/ dinner times in school.</li> <li>○ Social bubble staffroom and fridge areas have been identified.</li> <li>○ Staff to bring their own cups and cutlery into school.</li> </ul>
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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
10. The spread of COVID 19 on entry to school.	Adults and children	The cross contamination of social bubbles.	<p><u>Pupils and staff:</u></p> <ul style="list-style-type: none"> <li>○ Government guidelines around hand washing to be followed by staff and pupils.</li> <li>○ Staggered start times for identified cohorts.</li> <li>○ Pupils must sanitise hands on entry.</li> <li>○ Pupils that arrive late to school will report to the main reception area. A member of staff from their class will be informed and collect the pupil from the reception area. They will follow usual school entry procedure (ie. hands to be sanitised).</li> </ul> <p><u>School visitors:</u></p> <ul style="list-style-type: none"> <li>○ All visitors with permission to access the school site will be screened on entry to school – temperatures to be taken on entry.</li> <li>○ Visitors must sanitise hands on entry.</li> <li>○ All external visitors to school must wear appropriate</li> </ul>	4	3	12	<b>Medium elevated risk</b>	<ul style="list-style-type: none"> <li>○ Guidelines to be amended in line with current government advice.</li> <li>○ Additional hand sanitisers to be mounted in identified spaces in school ie, entry and exit of all classroom and social bubble building areas.</li> </ul>



## Schools Reopening – COVID - 19 Risk Assessment Checklist

			<ul style="list-style-type: none"> <li>○ facemasks in communal areas.</li> <li>○ Any agreed meetings on school site will be conducted in an external meeting room.</li> </ul>					
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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?			Risk Evaluation	Rating	What additional control measures are required?
11.  The spread of COVID 19 in school.	Adults and children	Lack of COVID 19 health and safety protocols that could result in ie. not sanitise hands on entry, not follow social distancing protocol.	<ul style="list-style-type: none"> <li>○ Increased signage across school to continue to increase adult and child awareness around COVID 19.</li> <li>○ Increased visuals for pupils (that are able to access them) to continue to increase pupil awareness around COVID 19.</li> <li>○ Increased reception signage for all school visitors.</li> </ul>	4	2	8	Medium risk	<ul style="list-style-type: none"> <li>○ All classrooms and teaching zones have been assessed for the number of desks that can be fitted in the area in keeping with social distancing measures.</li> <li>○ To help keep distances between the desks unwanted furniture has been removed.</li> <li>○ Class sizes are to be no larger               <ul style="list-style-type: none"> <li>○ than 10 pupils.</li> </ul> </li> </ul>



## Schools Reopening – COVID - 19 Risk Assessment Checklist

STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
12.  Uncontrolled use and storage of alcohol based hand sanitiser	Staff and pupils	<p>Alcohol vapours are flammable and may ignite if they come in to contact with an ignition source, causing burns to individuals or damage to property.</p> <p>If inadvertently ingested the alcohol may cause nausea, headache, dizziness and intoxication.</p> <p>Spillages on hard surfaces such as floors may make them slippery and lead to injuries.</p>	<p><b><u>Important note:</u></b></p> <p>When stored properly and used correctly the risk of ignition from hand sanitiser is very low.</p> <ul style="list-style-type: none"> <li>○ Bottles of hand sanitiser are stored upright, with their lids kept firmly closed, in dry and cool places.</li> <li>○ Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles.</li> <li>○ The quantity of sanitiser kept in classrooms and corridors is kept as low as is reasonably practicable and limited for day-to-day purposes.</li> <li>○ Large spills should be cleaned and dried immediately.</li> <li>○ Bottles are kept away from sources of heat and ignition such as sparks and open flame and are not stored on radiators, avoiding contact with acids and oxidising substances.</li> <li>○ Spillages of the sanitiser are cleaned promptly.</li> <li>○ Items of clothing that becomes</li> </ul>	4	2	8	<b>Medium risk</b>	<p>The information below relates to first aid treatment and is taken from a <b>generic safety data sheet</b> for hand sanitiser.</p> <p><b><u>Please refer to your own hand sanitiser products for general first aid measures.</u></b></p> <p><b>General description of first aid measures include:</b> Rest, warmth and fresh air. Do not give victim anything to drink if they are unconscious. Get medical attention if any discomfort continues.</p> <p><b>Inhalation:</b> Place unconscious person on the side in the recovery position and ensure breathing can take place.</p>



## Schools Reopening – COVID - 19 Risk Assessment Checklist

			<p>heavily contaminated with the solution will should be removed promptly to reduce the risk of ignition.</p> <p><b><u>Fire-fighting control measures:</u></b>  A number of safety data sheets record that the most suitable extinguishing medium for alcohol based sanitiser fires include, carbon dioxide or dry chemicals, alcohol resistant foam and sand.</p>				<p>If respiratory problems, artificial respiration/oxygen. Get medical attention if any discomfort continues.</p> <p><b>Ingestion:</b>  Immediately rinse mouth and drink plenty of water or milk. Keep person under observation. Do not induce vomiting. If vomiting occurs, keep head low. Transport immediately to hospital and bring along these instructions.</p> <p><b>Skin contact:</b>  Wash off promptly and flush contaminated skin with water. Promptly remove clothing if soaked through and flush skin with water.</p> <p><b>Eye contact:</b>  Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Get medical</p>
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## Schools Reopening – COVID - 19 Risk Assessment Checklist

STEP 1	STEP 2		STEP 3							
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?			Risk Evaluation	Rating	What additional control measures are required?		
14.  Staff that have been classified as being extremely clinically vulnerable or clinically vulnerable.	Staff	A staff member that has been classified as being extremely clinically vulnerable could be placed in a medically vulnerable position by attending school and thus placing them in an environment where they could contract Coronavirus.	Any staff members that have been classified as being extremely clinically vulnerable or clinically vulnerable will be directed to work remotely from home.			4	2	8	<b>Medium risk</b>	N/A

SEP 1	STEP 2		STEP 3							
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?			Risk Evaluation	Rating	What additional control measures are required?		
15.  Pupils that have been classified as being extremely clinically vulnerable.	Pupils	A pupil that has been classified as being extremely clinically vulnerable could be placed in a medically vulnerable position by attending school and thus placing them in an environment where they	Any pupils that have been classified as being extremely clinically vulnerable will be directed to access our school remote learning offer.			4	2	8	<b>Medium risk</b>	N/A



## Schools Reopening – COVID - 19 Risk Assessment Checklist

		could contract Coronavirus.						
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STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?			Risk Evaluation	Rating	What additional control measures are required?
16. Risk of transmission of Covid19.	Staff/ Pupils	Both staff and pupils at an increased risk due to having close proximity with others in school.  Additional context: <ul style="list-style-type: none"> <li>Increased local R rate</li> </ul>	<p>Staff have been placed on a school rota to help minimise risk in school.</p> <p>Staff that are providing face to face provision in school are encouraged to work remotely from home at the end of the school day.</p> <p>All families have been offered both a face to face and/ or a remote learning curriculum offer. The rationale behind this curriculum offer is to help minimise the risk of Covid19 transmission in school and to follow the current PHE message to stay at home where you can.</p> <p>Staff are to work remotely from home where possible.</p>	4	3	12	<b>Medium elevated risk</b>	N/A



## Schools Reopening – COVID - 19 Risk Assessment Checklist

STEP 1	STEP 2		STEP 3					
What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	What additional control measures are required?
17. A lack of staff access to lateral flow test facilities.	Staff/ Pupils	An asymptomatic staff member could attend school and unintentionally increase the risk of Covid19 transmission.	Staff are provided with weekly updates (if available) regarding Covid19 testing facilities.  Staff are strongly encouraged to access lateral flow tests if possible to help minimise the potential transmission of Covid19 in school.	4	2	8	<b>Medium risk</b>	Staff can access a Covid19 testing kit (that are provided by school) if circumstances deem it's required.



## Schools Reopening – COVID - 19 Risk Assessment Checklist

Likelihood scores					
<b>Likelihood score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Description</b>	<b>Improbable</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost certainty</b>
<b>Broad description of frequency</b>	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
<b>Timed frequency</b>	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
<b>Consequence score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Description</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>	<b>Catastrophic</b>
<b>Impact and harm caused</b>	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

### AUTHORISATION

<b>Head Teacher</b>	<b>Mr. Daryl McConnell</b>	<b>Signature</b>	<i>Daryl McConnell</i>	<b>Date</b>	<b>15.01.21</b>
<b>Chair of Governors</b>	<b>Ms. Karen Little</b>	<b>Signature</b>	<i>Karen Little</i>	<b>Date</b>	<b>15.01.21</b>
<b>Service and location</b>	<b>Knowsley Central School</b>		<b>Telephone/email</b>	<b>0151 477 8450</b>	