



Risk Assessment – Tywyn Primary School

Activity being assessed: Re-opening of School to children of Critical Workers and vulnerable pupils during Covid-19 pandemic		Risk assessment reference number: Covid-19 (2) Risk assessment created on: 17/7/2020 Reviewed: 1/9/20 , 21/09/20, 30/9/20, 5/11/20, 8/01/2021, 28/01/2021, 11/02/2021, 24/2/21, 29/4/21 Review date due: Ongoing – as and when required		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p><i>The advice for avoiding infection remains the same. Don't mix. Get a test if you have symptoms and quarantine if you test positive.</i></p> <p><i>There is no evidence that mitigation factors such as social distancing, face-cover wearing or handwashing will be any less effective when performed as intended. The new variant does not change the fundamental truth that limited contact with others limits the opportunities for viral transmission. If one or more of the key mitigation factors are breached or poorly adhered to, this variant is simply better able to establish infection. Presence of the new variant means that greater care and application of existing mitigation measures are followed."</i></p> <p>Current control measures in schools such as social distancing, hand washing, enhanced cleaning regimes, increased ventilation, use of PPE where required, face coverings and appropriate controls for dealing with symptomatic cases remain effective in reducing the spread of the new variant if adhered to correctly.</p>			

	<p>General</p> <ul style="list-style-type: none"> • Since 22nd February 2021, pupils gradually returned to school, starting with Foundation Phase and from 15th March 2021, all staff and pupils have returned • Reducing contact between learners, learners and staff and between staff is still important • Face coverings worn by all staff (unless exempt for medical reasons) MUST be triple layer masks – these are available at school • Grouping pupils together in as small a group as possible • Avoiding mixing between separate contact groups including arrival and dismissal from school • Staff maintaining social distance from one another • Staff maintaining social distance from learners as much as possible however, recognising this may not be possible with younger learners and those with SEN • Making the most of the space available, including outdoor space • All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings. • Special consideration must be given to whether employees who are considered to be in a higher risk category (Clinically Extremely Vulnerable) which make them more susceptible to Covid-19 / SAR-COV-2 New Variant as per Public Health Guidance, should be permitted to come into work. Covid-19 toolkit e-mailed to all staff previously to complete and liaise with Headteacher if there are any issues / concerns arising • Ventilation is a key mitigation measure to control the transmission between people • All members of staff and visitors to our school are expected to wear a suitable face covering in all communal areas around the school, upon greeting parents & pupils in the morning and when dismissing at the end of the day. If a social distance cannot be maintained a high quality 3 layer face covering should be worn by staff members in all settings • Staff who are pregnant must remain home after 28weeks • Staff who are pregnant must undertake a Risk Assessment • Staff who were previously shielding can now return to work (As of 31st March 2021) • Staff who are at increased risk can continue to attend school and must follow the mitigating measures to minimise the risks of transmission • Supply teachers, peripatetic teachers and / or other temporary staff can move between schools 	2	3	6
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- Learners and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to learners' education and development

Important:

For employees who are vulnerable and / or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 / SAR-COV-2 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment.
The risk assessment tool has been sent to all staff.

- All persons that are contacted via "Test, Trace, Protect" need to inform the Headteacher and adhere to the guidance given

Symptoms of Covid-19 / Symptomatic person

- **All staff, visitors and volunteers** are to be made aware of the symptoms of COVID-19 / SAR-COV-2 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste. Contact with individuals who have symptoms of COVID-19 (whether they are unwell or not) is to be minimised. If someone in their household has symptoms they **must not** attend school.
- If any person / visitor / pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. (Headteacher is to be informed of toilet which has been used). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE is available in the designated rooms for the member of staff supervising this pupil and this **MUST** be worn. Each school must ensure they have up to date contact details for parent /guardians. Person /visitor /pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.

- Social distancing from the infected person **must** be exercised wherever possible to prevent the spread of the infection.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated.
- Personal hygiene after contact with the symptomatic person **must** be exercised to ensure that the spread of the infection is controlled.
- All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out.
- A 'Cleaning Following A Symptomatic Person' form **must** be completed and the HT informed. Forms can be found in the 3 designated rooms. Copy must be given to Headteacher on completion
- The room **must** be well-ventilated and windows opened to allow air to circulate
- AMS cleaning **must** be notified so they can arrange a deep clean (Level 2) to the affected areas.
- A designated area has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. Use a sticker to write the date onto the bag.
- The equipment that the pupil/employee has been in contact with **must** be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

Access and Egress

- Gatherings in the school playground, assemblies and after-school extra-curricular activities do **not** take place until further notice.
- Breakfast club resumed from 28/9/20. Bubbles strictly adhered to. Pupils separated by year group. See separate Risk Assessments.
- Ensure there is an appropriate queuing system on entry and exit from the school premises. Pupils enter school via 5 separate entrances – for LSC, Nursery & one Reception class, Rest of FP, KS2 Critical Workers and Vulnerable Pupils. On entry pupils sanitise their hands at the stations. Member of staff on duty at the gates to remind parents to maintain a social distance. Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. Markers placed at 2metre gaps. School start and finish times in place for different cohorts of pupils – see attached list which has been shared with parents
- At present whilst there are significantly reduced numbers of pupils attending school – 4 entrances are in use – LSC, Nursery, Reception and rest of FP as well as Main entrance for KS2 pupils

	<ul style="list-style-type: none"> • Staggered start and finish times are in place to keep groups apart as they arrive and enter school • All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. Signage on entry to inform parents. • Upon entry, each pupil and member of school staff or staff from external agencies must sanitise their hands. Sanitising stations available at all entry points. Due to the high alcohol content, the hand sanitiser should be appropriately secured (e.g. wall mounted), if this is not possible it will need to be appropriately supervised to prevent accidental ingestion by pupils. Hand sanitiser with high alcohol content should not be placed in direct sunlight, or near any heat source, as it is highly flammable. An up-to-date COSHH assessment is available at site. • Visitors must be booked in to school in advance. They must report firstly to the main office then enter the school at the appropriate entrance. Where possible visitors will only work in one area of the school in any one day. A record of all visitors to school will be kept as this may be needed at a future point for TTP purposes <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Minimising contacts and mixing between people, reduces the transmission of COVID-19. Contact groups / bubbles should be maintained during these times of limited attendance in schools. Any additional space available in school should be used, where there are lower numbers of pupils attending, wherever possible, to maximise the distance between pupils and between staff. • Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus / SAR-COV-2. E.g. movement around school, children in classrooms, office staff, bursar, caretaker, etc. The main principle is reducing the number of contacts and keeping contact groups /bubbles separate as much as possible and at all times possible. Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing (e.g. number of pupils / staff / desks per classroom etc). • Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2 metres when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees must not congregate or have discussions in corridors. Face coverings MUST be worn at all times. 			
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- Play equipment **must** be cleaned thoroughly throughout the day
- Do not conduct team building type exercises where close proximity is required.
- Careful consideration **must** be given for any employee / pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work.
- In order to avoid the use of shared fridges and taps in staffrooms staff **must** bring in their own food and drink in cool bags. Personal flasks can be brought in by employees for hot refreshments, again reducing the need to use communal facilities.
- If communal equipment is needed (e.g. fridge, kettle) general cleaning wipes to be provided in kitchen, to allow staff to wipe down touch points (such as fridge door handle) after use. Staff encouraged to wash hands thoroughly after touching communal equipment.
- **No** sweets / snacks to be brought into work for sharing between staff
- Use of shared printers / photocopiers to be kept to a minimum. Only **one** person at a time should be within the printing/photocopying area. Anti-bacterial wipes to be kept next to machine for wiping down after each use.
- Busy corridors **must** be avoided.
- Outside agency staff working with individual pupils will be given a separate area to work in if necessary, which must be cleaned down using anti-bacterial cleaning products before and after use. Face coverings / visors **must** be worn. A social distance should be kept as far as possible.

How to Group Children

- Consistent groups reduce the risk of transmission. Limiting the number of children and staff in contact with each other to only those within a group/bubble is being used. Children sometimes cannot socially distance from staff or from each other and this is where additional protective measures are used i.e. Face coverings / PPE.
- Maintaining distinct contact group/bubbles that do not mix, make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.
- Each group/bubble is kept apart from other groups/bubbles. Younger children that cannot maintain social distancing are accepted to not distance within their group/bubble.
- Staff responsible for younger children should remain with set groups/bubbles rather than interchange between many other groups/bubbles. If staff need to move between groups/bubbles, they should try and keep their distance from

	<p>children and other staff members as much as they possibly can, two metres from other adults. However this should not need to be the case in Tywyn as staff have their designated bubble which they don't need to move from</p> <ul style="list-style-type: none"> • Where children undertake desk based learning, arranging classrooms with forward facing desks, one metre apart should be implemented, however, it is recognised that this may not be possible in all settings and with younger learners • Staff must make use of all space available to them, including outdoor space. Time learners spend outdoors should be maximised as this has important physical, mental and educational benefits as well as combatting the transmission of Covid-19 • School to avoid gatherings such as assemblies, lunch / break times or collective worship with more than one group • School to avoid busy corridors, entrances and exits. Staggered break times and lunch times to be put in place • School and childcare settings will understand the transition arrangements and are clear on when the child will be in each setting and what collection and transport arrangements are in place <p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms / toilets (not the toilet bowls), railings, tables/ desks / chairs, toys, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place. • Cleaning will take place on the Principle of "Teach Germs a lesson" by using the school cleaning colour coded system • SCREEN will be made up daily and to the correct dilution rates by Teaching Assistants for individual classes and communal areas e.g. hall. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment must be available at site • All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. • All children and adults, including staff must wash / sanitise their hands on entry into the premises 			
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	<ul style="list-style-type: none"> • Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink • Hand washing must take place at regular intervals. Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff / pupils will be regularly reminded of good handwashing techniques during the day and after using the toilet. • Stocks of hand sanitiser on the premises must be monitored at regular intervals to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out • Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place. • If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead • A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate bins for the tissues should be available in each classroom and other key locations around the site. The contents should be emptied daily • Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. • All must ensure good respiratory hygiene – Catch it, Bin it, Kill it approach is promoted. • eBug Covid-19 website can be used for additional materials to encourage good hand and respiratory hygiene <p><u>Measures within the Classroom</u></p> <ul style="list-style-type: none"> • Maintain a distance between people when inside and reduce the amount of time you are in face-to-face contact to lower the risk of transmission • Adults must maintain 2 metre distance from each other and from children, any additional space available where there are lower numbers of learners. It is not always possible particularly when working with younger children but if adults can do this when circumstances allow that will help • Ensure spaces are well-ventilated, especially when working with children with complex needs whom it is more difficult to distance from and always wear a good quality 3 layer face- covering • Move out excess classroom furniture to create more space if not needed 			
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- Any additional space available where there are a lower number of learners attending should be used, wherever possible to maximise the distance between learners and between staff and others
- Schools should make small adaptations to the classroom to support distancing where possible – that should include seating learners side by side rather than face-to-face wherever possible
- Staff and learners should have their own items that are not shared
- Resources shared between contact groups such as sports / art / science equipment should be cleaned frequently and meticulously and always between groups 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 contact groups
- Materials such as play-dough and sand can present challenges. If they are used then thorough hand-washing must take place before and after play.
- San, play dough water and other high-risk activities should not take place when there are one or more positive cases in a school or setting.

Ventilation

- Check ventilation is functioning well – windows, grids, airbricks – and not obstructed; check for function and identify areas that are poorly ventilated.
- Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. Open windows for at least 15 minutes before the start of the school day.
- Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature (noise and fire restrictions dependent).
- Instruct staff on how to achieve the most effective ventilation e.g. opening top/high level windows (this helps to prevent draughts), moving obstructions such as curtains/blinds.
- Use desk fans to prevent pockets of stagnant air only where the area is well ventilated. Desk fans to be pointed away from people and pointed at walls etc.
- Ventilate classrooms and other areas between classes and uses, e.g. by opening all doors (not fire doors) and windows fully.
- Windows/doors to be open to capacity when children are not in the classroom to give a ventilation blast. This should be done during play and lunch breaks.

- Consider a target maximum capacity for smaller rooms to ensure greater dilution e.g. break out rooms, staffrooms, offices, etc.
- It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation.
- Consideration given to only opening every other window instead of all windows if it becomes too cold.
- Time that learners spend outdoors should be maximised

Use of Face Coverings

- Visitors to school **must** wear face coverings, including parents and carers when dropping off and picking up pupils. On-site signage is displayed clearly to make visitors, parents and carers aware of the requirement for them to wear face coverings when on school premises.
- Face coverings must be high quality 3-layered as set out by the World Health Organisation
- Face covering must be worn in classes. Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer’s instructions at the highest temperature appropriate for the fabric
- It is important that if wearing a face covering constantly throughout the day, regular periods of fresh air are taken and rooms are kept well-ventilated
- Adequate waste bins are on school premises for those who choose to use single-use face coverings.
- There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people may be less able to wear face coverings and the reasons for this may not be visible to others. Staff may have a reasonable excuse not to wear a face covering if (for example):
 - they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment

- they are accompanying somebody who relies on lip reading where they need to communicate and you cannot access a clear face covering
- they are escaping from a threat or danger and don't have a face covering

Face coverings are not a replacement for far more effective measures such as social distancing and hand hygiene

Learners should not wear face coverings when running around, playing football or other active games

Personal Protective Equipment (PPE)

- When using PPE hands **must** be washed both before and after use.
- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. Information poster provided and on display in self-isolation rooms as well as 2 Care Rooms.

Routine activities

- ALL members of staff **MUST** wear approved 3-layer face coverings in all communal areas of the school. It is staff's own choice if they choose to wear them in their class bubble
- No PPE is required when undertaking routine educational activities in classroom or school settings

General clean of premises

- Disposable gloves and disposable aprons must be worn

Suspected Coronavirus (COVID-19) / SAR-COV-2

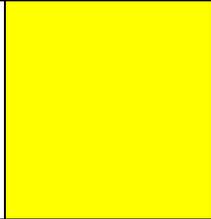
- Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

	<ul style="list-style-type: none"> • A Level 2 (deep clean) clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles. • Remind all those who show any of the symptoms to self-isolate immediately and book a test. Those living with someone showing symptoms should also self-isolate. • In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms. • The process of testing and contact tracing is part of the ‘new normal’ and where schools and settings follow these guidelines carefully, there is no cause for alarm. • Information on visitors to the school will be required to sign in on arrival as usual so that if there is an outbreak in school then they can be informed if it is deemed necessary to do so • Windows and doors MUST be opened to maximise ventilation in the room to remove Covid-19 particles from the air <p><u>Intimate care including administering first aid</u></p> <ul style="list-style-type: none"> • Gloves and aprons MUST be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. • Fluid-resistant surgical mask and eye protection must also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. 			
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	<ul style="list-style-type: none"> • Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction. • Gloves and aprons must be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. <p><u>Movement around /use of premises</u></p> <ul style="list-style-type: none"> • Only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible. • Staff / pupils to be reminded to follow the one-way systems in place. • Separate toilets for different contact groups to be provided, where possible. Where this is not possible, hand sanitiser must be used before entering the toilet. • Fans are not to be used. • All soft furnishings / toys will be removed as these are more difficult to clean / sanitise. • Shared equipment such as trikes / bike or other ride on toys, are wiped down and cleaned at regular intervals at the start / end and throughout the day. • Activities that require physical contact should not be conducted. • Gym mats etc. that encourage shared use should not be used or wiped down after use • Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment, and eliminate the need for a deep clean between classes. • The handling of cash should be discouraged • Water fountains must not be used currently • Numbers in school are limited at present to ONLY Foundation Phase pupils, children of Critical Workers and some vulnerable pupils, for whom a rota is in place and bubbles are kept to a minimum • Use of staff rooms to be minimised, although staff must still have a break of reasonable length throughout the day <p><u>Meetings</u></p> <ul style="list-style-type: none"> • All face to face interaction MUST be reduced as much as possible. If a visit / meeting / work can be done via telephone / Teams etc. then this is considered as the safest method. 			
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	<ul style="list-style-type: none"> • Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, you must use the telephone, 'Teams' etc. to communicate with them. • All meeting rooms will not be used and if needed to be used must be booked in advance through the school office. This way arrangements can be made to ensure that the room is cleaned following its use. • If meetings are absolutely essential, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation <p><u>Mental Health and Wellbeing</u></p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help • Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc This will take you to the page on NPT's website: www.npt.gov.uk/23238 <p><u>Emergency procedures such as fire, first aid</u></p> <ul style="list-style-type: none"> • The emergency evacuation procedure has been reviewed and communicated to staff / pupils • A fire drill will be carried out to ensure the amended procedure is understood. • Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths. Practice good hygiene by washing /sanitising hands before and after administering first aid <p><u>Protecting Against Transmission of Covid-19</u></p> <p><u>Lateral Flow Testing</u></p> <ul style="list-style-type: none"> • Test at home kits will be available to all school staff to take twice weekly tests. Testing is highly recommended to further reduce the risk of asymptomatic transmission within the workplace • It is vital that the test results are shared with the Covid-19 co-ordinator at school in a timely manner to enable action to be taken if necessary 			
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- Anyone who tests positive must not attend school and arrange a follow-up PCR test immediately
- The individual must self-isolate in accordance with the advice given
- Even if test results are negative, staff will continue to adhere to strict control measures which are in place



Personal Protective Equipment

											Other
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
 All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting	<input checked="" type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Other (please specify):	<input type="checkbox"/> School website

Emergency Procedures

Contact name:	Hayley Burrows
Contact number:	01639 790884
Contact number (out of hours):	
Hospital:	NPT Hospital 01639 862000 Morrison Hospital 01792 702222
Emergency Services:	999

Name: Hayley Burrows	Position: Headteacher	Date: 17/7/20 Review: 1/9/20, 21/9/20, 30/9/20, 5/11/20, 8/1/21, 11/2/21, 24/2/21, 29/4/21
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

Reviews	Key		Likelihood of Injury					
	Likelihood	Severity	5	4	3	2	1	0
Review date : 1/9/20	1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently	1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality.	5Y	10R	15	20	25	
Reviewed by: H. Burrows			4	8	12	16	20	
Review date : 21/9/20			3	6G	9	12	15	
Reviewed by: H. Burrows			2	4	6Y	8	10Y	
Review date : 30/9/20			1	2	3	4	5G	
Reviewed by: H. Burrows			0	1	2	3	4	5
Review date : 5/11/20			Severity of Injury					
Reviewed by: H. Burrows				Low Risk		Medium Risk		High Risk
Review Date: 8/1/21								
Reviewed by:								
Review Date:								