

6 - Hygiene / Cleanliness and Health & Safety

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
0	6	0	9.50
			MEDIUM

FUTURE:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
5	1	0	4.33
			MEDIUM

RISK BREAKDOWN

CURRENT:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	4	2
Severity	0	1	5	0

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	5	1	0
Severity	0	6	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining regular levels of hand washing/hygiene	Children and staff	Risk of infection	Children wash hands before eating Children wash hands after a messy activity or before taking part in activities such as, cooking etc	4 - High	3 - Medium	MEDIUM	Children to wash hands upon arrival at school and frequently throughout the day. Hand washing timetabled into activities throughout the day Hands to be washed / sanitised at the start and end of playtime, lunch play and before and after eating. Also when entering and leaving a room that isn't their classroom. Children to wash hands/apply antibacterial gel before and after playing with equipment. All handwashing to be supervised. Adequate supply of anti-bacterial hand gel as a back up to regular handwashing. Ensure there are adequate supplies of anti-bacterial hand gel, soap and paper towels. Regular discussions in class bubbles. Posters reinforcing this displayed in classrooms.	2 - Low	2 - Low	LOW	class teachers under direction of HT	ongoing			National guidance Local – supplies of hand gel
When children sneeze or cough they will spread germs/bacteria, especially younger children/children	Children and staff	Risk of infection	Educate children and children about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds.	3 - Medium	3 - Medium	MEDIUM	Reinforce, regularly to children the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a fiddled bin and wash hands for 20 seconds. Posters reinforcing this displayed in classrooms	2 - Low	2 - Low	LOW	class teachers under direction of HT	ongoing			National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Children and staff	Risk of infection	All touch surfaces such as door handles, push bars, key pads etc cleaned with Milton once per day.	3 - Medium	2 - Low	MEDIUM	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach – in addition to normal routines of cleaning these areas will be cleaned once mid-morning and one after lunch by cleaning staff. Milton spray and wipes in classrooms for additional cleaning by staff of surfaces that are touched frequently throughout the day. Enhance cleaning schedules to include: Frequently touched surfaces being cleaned more often than normal with milton spray. Computing equipment to be wiped down after use. Toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet Play equipment to be wiped regularly.	2 - Low	2 - Low	LOW	business manager and caretaker	ongoing			National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
How can schools limit the 'surfaces' that are shared between home and school to reduce the spread of any infection?	Children, families and staff	Risk of infection	None	4 - High	3 - Medium	MEDIUM	All correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or e-mail except when this is not possible. All monetary transactions to be done via bank transfer whenever possible Book bags are allowed for transporting books to and from school. RWI and scheme books will be sent home. P.E kits to be left in school for the half term and taken home for washing at the end of every half term. Coats, hats, gloves and scarves are allowed. Teachers can take books home. They must adhere to good hand hygiene and not touch their face or eat whilst marking books. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.	2 - Low	2 - Low	LOW					
Face coverings	Children, families and staff	Risk of infection	None	3 - Medium	3 - Medium	MEDIUM	The wearing of face coverings outside on the school site is optional but will be fully supported if people wish to. Staff to wear face covering in communal areas unless medically exempt. In the event of an outbreak, parents will be strongly encouraged to wear face coverings whilst on the school site.	3 - Medium	2 - Low	MEDIUM	HT	ongoing			
Shared equipment	Children and staff	Risk of infection	None	3 - Medium	3 - Medium	MEDIUM	Children to have equipment that they use frequently on their tables. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be kept to a minimum. Regular handwashing before and after using shared equipment.	2 - Low	2 - Low	LOW	class teachers under the direction of the HT	ongoing			

END OF TABLE - DO NOT ENTER INFO BELOW HERE