

<b>RISK ASSESSMENT</b>	<b>School Opening in Full September 2020</b>		St Martin de Porres Catholic Primary
Assessment completed by: <i>Nicola Morgan</i>	Date Completed:	29 <sup>th</sup> September 2020	
PRINT NAME: Nicola Morgan	Next Review Date Due:	WEEKLY or as circumstances change if sooner	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> <li>All staff and pupils when not in setting to follow government <a href="#">guidelines</a> and Stay alert (<b>NB</b> School has no control over this).</li> <li>Settings to follow DfE <a href="#">Guidance full opening for Schools in September</a> on Coronavirus.</li> <li>Schools to check this guidance as it is regularly updated with new practices.</li> <li>SLT to discuss daily situation at school and what is happening nationally.</li> <li>Review all activities to consider and manage risk of Coronavirus.</li> <li>Display free <a href="#">poster</a> on “catch it, bin it kill it poster” in toilets and staff notice boards.</li> <li>Provide tissues for all classrooms and wipes suitable for viruses.</li> <li>Ensure robust cleaning of high contact surfaces throughout the day.</li> <li>Obtain advice where required from H&amp;S consultant, NHS 111 and DfE Helpline 0800 046 8687 or email <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></li> <li>COVID 19 is RIDDOR <a href="#">reportable</a> and should be reviewed if member of staff dies</li> <li>Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing between bubbles, handwashing.</li> </ul>	<ol style="list-style-type: none"> <li>Guidelines shared</li> <li>DfE guidelines read</li> <li>HT gets daily emails</li> <li>Shares with SLT/ updates posted on emails &amp; staffroom noticeboard</li> <li>Activities reviewed daily</li> <li>STCAT procedures doc and school excel log kept</li> <li>Posters displayed across school</li> <li>Tissues and wipes in stock</li> <li>Staff given resources to wipe and antiviral spray onto regular contact areas.</li> <li>Helplines shared</li> <li>Assessnet - RIDDOR /medical tracker</li> <li>Specific PSHE lessons delivered daily. Timetable of day to include handwashing routines</li> </ol>

<p>Lack of or inadequate management on controlling risk of Coronavirus (cont)</p>	<p>Staff, pupils, families of staff and pupils attending school</p>	<p>Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil</p>	<ol style="list-style-type: none"> <li>1. Consultation with Unions and communication with non-union staff on risk assessment and its control measures.</li> <li>2. School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school.</li> <li>3. School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting.</li> <li>4. Review staffing availability with changes in <a href="#">shielding</a> from the 1<sup>st</sup> August and create “bubbles or groups” following DFE <a href="#">guidance</a> this could be classes and year groups.</li> <li>5. Adequate class spaces to teach groups – there is no social distancing between students in bubbles. Maintain up to max 2m between student and teacher</li> <li>6. Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19).</li> <li>7. Visitors limited to school – try to hold meeting remotely where possible.</li> <li>8. Visitors/contractors/sports coaches/school music service into school must be recorded (with contact details) and informed of school arrangements for COVID19.</li> <li>9. Daily classroom checklists and monitoring of controls from risk assessment are in place</li> <li>10. System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should.</li> <li>11. Review staffing holidays planned and if 14-day isolation on return will impact on their attendance and school delivery.</li> <li>12. Parent and staff handbooks/guides/agreements in place and good communication with staff and parents prior to opening.</li> </ol>	<ol style="list-style-type: none"> <li>1. HR advice July. List of union staff collated.</li> <li>2. Class Dojo will be used as home learning platform and CTs will upload daily lessons following school's timetable. Trust working on shared platform for lessons and resources linked to <a href="#">RE/MUSIC/MFL/COMPUTING/PSHE</a></li> <li>3. School RA and fully opening plans in place</li> <li>4. Class bubbles (30 chn) in place, with micro (60 chn).</li> <li>5. Forward facing desks with pairs of children at each desk. Teacher and TA to remain a distance as much as possible, e.g. front of class when teaching. Classes to remain in own classrooms as bubbles and only external PE/Music/SLT/OFFICE/HLTA staff will move when needed between bubbles.</li> <li>6. All visitors and school community to stay away if symptomatic – re-iterated advice on letters and posted message on website.</li> <li>7. Most meetings to be held remotely.</li> <li>8. All visitors and staff sign in using inventory system and shared brief RA and safeguarding leaflet – visitors to wear face covering. Music service staff to wear visors when teaching small groups or singing.</li> <li>9. All class bubbles to mark and update checklist daily and report low stock, issues to SLT.</li> <li>10. Regular review on near misses</li> <li>11. Staff aware of current guidance.</li> <li>12. Parentmail system and class dojo messaging to be used to communicate with parents any updates, changes.</li> </ol>
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
				Updated opening plan shared with all staff and parents.
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ol style="list-style-type: none"> <li>1. Review workforce to identify staff in <b>extremely clinically vulnerable category</b> as per <a href="#">guidance</a> Shielding for this group will be paused from the 1<sup>st</sup> August 2020 and they should be able to return to work if COVID secure– but can carry on working from home if they can.</li> <li>2. Complete individual risk assessment for staff extremely clinically vulnerable.</li> <li>3. Review workforce to identify staff in <b>clinically vulnerable</b> category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the ‘clinically vulnerable’ category) should work from home where they can and should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <a href="#">guidance</a>.</li> <li>4. Pregnant staff review working arrangements and update pregnancy risk assessment.</li> </ol>	<ol style="list-style-type: none"> <li>1. RA completed for one member of staff in this category</li> <li>3. RAs completed for three staff members</li> <li>4. RA for one pregnant staff member currently</li> </ol>
Living with a shielded or clinically vulnerable person  Staff or pupil	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> <li>• If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</li> <li>• If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>, from the 1<sup>st</sup> August they can attend the school setting.</li> </ul>	<ol style="list-style-type: none"> <li>1. Two staff members identified to be in work from Sept 1<sup>st</sup> and measures in place and shared.</li> </ol>

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Pupils who are shielding or self isolating	Pupils and		<ol style="list-style-type: none"> <li>1. From 1<sup>st</sup> August shielding will be paused and pupils in this category can return to school.</li> <li>2. Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>3. Pupils no longer required to shield but who generally remain under the care of a specialist health professional – review and update their care plans before returning to school (usually at their next planned clinical appointment). Following guidance from the <a href="#">Royal College of Paediatrics and Child Health at COVID-19</a> - 'shielding' for children and young people.</li> </ol>	<ol style="list-style-type: none"> <li>1. Three pupils and family known about so school to undertake RA with parents.</li> <li>2. Registers taken and parents asked in inform school if pupil needs to self isolate.</li> <li>3. SENDco to review care plans with school nurse in September</li> </ol>

Lack of social distancing in school	Staff, pupils and family members	<p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death</p>	<ol style="list-style-type: none"> <li>1. School to follow latest Government <u>advice</u> to minimise contact between individuals and maintain social distancing. Older children between pupils and staff and between bubbles.</li> <li>2. Display signage to remind people to socially distance.</li> <li>3. <b>Travel to and from school</b> Parents and pupils informed and encouraged to not use public transport. Where pupils have to use public transport as it is totally necessary this should not be during peak times (stagger start and end times). Families using public transport should be referred to the <a href="#">safer travel guidance for passengers</a>. Liaison with LA school transport to determine how pupils will be travelling in bubbles Parents/pupils encouraged to walk/cycle to school</li> <li>4. Planned staggered arrival and leaving times for different groups of children. Each group of pupils is allocated a time of arrival and collection and this is communicated to parents and they can line up in their specified area of playground.</li> <li>5. Groups access classrooms straight from outside rather than coming through an entrance and corridor where possible</li> <li>6. Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. <ol style="list-style-type: none"> <li>a. Only one parent/carer per child to arrive and collect children (Primary).</li> <li>b. No parent/carer standing at the gate (creating a bottle neck)</li> <li>c. No parent to come into classroom.</li> </ol> </li> <li>7. Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike)</li> </ol> <p><b>Classroom</b></p> <ol style="list-style-type: none"> <li>8. Classrooms to be set up so all children face the front in lines. No face to face working. <ul style="list-style-type: none"> <li>• Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group without being cleaned.</li> <li>• No sharing of resources between “groups” unless thoroughly cleaned using a diluted bleach solution. For example, maths resources or left for 72 hours between use.</li> </ul> </li> <li>9. Removing and storing unnecessary furniture to create more space in classrooms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Guidance read and reviewed on 13.7.20</li> <li>2. Signage in place (states 2 m still is best practice)</li> <li>3. Parents encouraged to park and walk</li> <li>4. between 8.30am and 9.00 staggered opening times at 2 entrance gates. Between 3.00 and 3.30 staggered leaving times at 2 gates. Parents unless by prior arrangement will not access site or past the school gates</li> <li>5. Pupils escorted by TAs and CTs into staggered lines and will enter directly from outside in to own classrooms</li> <li>6. Signage/member of staff outside directing parents to lines for each year group.</li> <li>7. Bikes/scooters to be placed securely outside each classroom outside doors.</li> <li>8. Pupils <u>will remain in their bubble/groups</u> in classroom and not move around the school where possible although for curriculum delivery this should be managed. Teachers to move classrooms. The groups will not cross over and there will be have as little as contact as possible with the groups in school. (separate areas in playground etc) All children have own stationary packs on desks and concrete resources to be used in bubbles and cleaned after use. All concrete and washable resources are cleaned after every day, e.g. EYFS using Milton. Teachers to give individual children maths resources to use for week e.g money counters</li> </ol>
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
			<ul style="list-style-type: none"> <li>• Class sizes can be back to normal where excess furniture is removed allowing for 2m between teacher and pupils.</li> <li>• Consider removing excess furniture off site so all classrooms can be utilised.</li> <li>• Where possible hold lessons outside within the school grounds in their “groups” maintaining social distancing.</li> </ul> <p>10. Where possible keep a window open for ventilation.</p> <ul style="list-style-type: none"> <li>• Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety)</li> <li>• Pupils to remain within their bubbles as much as possible</li> </ul>	<p>Books to be left untouched for 72 hours when returned – rotating colour boxes</p> <ul style="list-style-type: none"> <li>• Toys and resources are not shared between “groups” unless thoroughly cleaned using diluted bleach or Milton solution.</li> <li>• Sandpit if not shared between groups can be used.</li> </ul> <p>Soft furnishings kept out of use, except for rugs and bean bags in each reading area. PE equipment to be cleaned between each bubble.</p> <p>9. Classrooms cleared of unnecessary cupboards so more space is available for spaced front facing pupil desks Classes to remain as class bubbles and PE/Music/HLTA staff move rooms. Class teachers and TAs remain with own bubbles 3 separate playground areas and outside areas to be used where possible for teaching of lessons.</p> <p>10. Windows open and internal non fire doors left open</p> <p>Children do not need to walk in internal corridors.</p> <p>Older pupils reminded not to touch staff</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack of social distancing in school (Continued)			<p><b>Social and breaktimes</b></p> <ol style="list-style-type: none"> <li>1. Stagger breaks lunches and breaks to keep groups separate.</li> <li>2. Pupils to wash hands thoroughly before going out for break/lunch.</li> <li>3. Zone playground (provide markers to keep groups away from each other)</li> <li>4. Balls and equipment can be used if kept within “bubble” or cleaned thoroughly between bubbles.</li> </ol> <p><b>In the Dining hall</b></p> <ul style="list-style-type: none"> <li>• Groups are brought to dining hall at staggered times and areas are cleaned down thoroughly between groups.</li> <li>• Pupils to sit with their own “group” and not mix with other groups or</li> <li>• Pupils to clear away own plates and cutlery.</li> <li>• Staff working in dining hall to wash hands frequently and maintain social distancing from pupils</li> <li>• Staff supervising to stand 1 metre plus away from pupils and other staff.</li> <li>• Consider using additional serving spaces for food to prevent pinch points for example food carts.</li> </ul> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1. Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded.</li> <li>2. Induction provided to supply staff on arrangements for managing the risk of Covid19.</li> <li>3. School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc.</li> </ol>	<p>1. Timetables set with adequate staff allocated for breaks and lunchtimes</p> <p>2. Handwashing timetabled for 6 times a day minimum.</p> <p>3. 5 spaces allocated but will reduce to 3 spaces upon wet weather.</p> <p>4. No PE or games which involve contact allowed. Each bubble provided with own ball.</p> <p>Lunchtime –children to eat in dining room at staggered times. Staff given bin bags to collect rubbish. Staff to clean surfaces in between year groups.</p> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1. If supply used, record kept in office of details and bubbles taught.</li> <li>2. Supply staff given leaflet of procedures in place</li> <li>3. Behaviour addendum in place and reviewed</li> </ol> <p>Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice.</p> <p>Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping groups separate. This includes monitoring corridors and toilets at breaktimes and lunch.</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack of social distancing in school (Continued)	Staff, pupils and family members	Illness Death	<p>1. Consider keeping any marking floors in corridors showing 2 m gaps (brief transitional contact such as passing in corridor is low risk as per government guidance between groups) Display laminated social distancing posters around the school (classrooms and corridors)</p> <p>2. <b>Staffroom</b> maintain social distancing (chairs and tables should be 2m apart)</p> <ul style="list-style-type: none"> <li>• Provide other spaces for staff to have lunch social distancing (this may be an office or in their classroom, library)</li> </ul> <p><b>School Reception and offices</b></p> <ul style="list-style-type: none"> <li>• Reception area (glass barrier between receptionist and any visitor or pupil.</li> <li>• Parents/carers encouraged to phone or email rather than come to the Reception office.</li> <li>• Parents/carers encouraged to pay electronically rather than cash which should be placed in an envelope.</li> <li>• Implementing “drop zones” for passing materials between people including deliveries.</li> <li>• Drivers must also have access to handwashing facilities or sanitiser.</li> </ul>	<p>1. Floor markings and signage in place and internal corridors only walked by staff or escorted class, unless child being escorted to first aid or covid room.</p> <p>2. <b>Staffroom</b> have chairs distanced and staff to keep from over crowding. Other places staff to use are Prayer room and Conference room.</p> <p><b>Offices and meeting rooms</b> All staff have own phone by desk. Internal office doors kept open</p> <p><b>School reception</b> Visitors and parents discouraged from entering except in emergency or via previously arranged appointment. Parents/carers to wear face covering and staff to wear face covering if meeting with parents/carers. Use of Parentmail to pay. If any cash then places in envelope and counted wearing gloves. Hand sanitiser and wipes available for all delivery drivers or visitors located at front reception area.</p>



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Access to curriculum such as PE/Science/DT etc	pupils	Illness Death	<ul style="list-style-type: none"> <li>The timetable adapted to take into account additional time for handwashing.</li> <li>Pupils will be asked to wash their hands after physical activity.</li> <li>Refer to specialist guidance from CLEAPSS, Association of PE.</li> <li>ICT suites should be cleaned using wipes after use (between groups)</li> </ul> <p><b>PE and sports</b></p> <ul style="list-style-type: none"> <li>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene.</li> <li>If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed.</li> <li>Outdoor playground equipment will be cleaned more frequently.</li> </ul> <p><b>Books and resources</b></p> <ul style="list-style-type: none"> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment 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.</li> </ul>	<p>If chn are doing art / DT work they need own equipment</p> <p>Laptops – if used need to wiped down after use by adult and wearing gloves</p> <p>PE – Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor to be used as much as possible for PE and cleaned equipment between micro bubbles. Meeting held with external PE provider to go through procedures</p> <p>Pupils can take reading books home but returned books to be isolated on rotation. Teachers not to take books and other shared resources home.</p>

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Staff or pupils comes into school when they feel unwell	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> <li>• Communication sent to all staff informing them they should remain at home if they are displaying any symptoms this is included in parents guide /agreement.</li> <li>• School to refer staff and pupil for COVID19 Testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Communication with parents/carers for example in parental guide/agreement informing them of the measures that if their child displays the following symptoms, they should self isolate for 7 days (14 days for a household): <ul style="list-style-type: none"> <li>- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- 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)</li> <li>- Loss of sense of smell or taste</li> </ul> </li> </ul> <p>Pupils and their families are eligible for testing pupils over 5 can access via . <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> <b>or by calling 119</b></p> <ul style="list-style-type: none"> <li>-</li> <li>• This information is displayed on school website and in letter to parents.</li> <li>• School to provide home testing kit (if available)</li> <li>• The school, if asked, provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> </ul>	<p>Guidance shared –staff mobile number to call if have symptoms – NM/MB</p> <p>Testing online referral shared with staff and parents</p> <p>guidance sent home</p> <p>Temperatures taken if unwell or any symptoms. PPE to be worn.</p> <p>Testing kits in school currently</p>

<p>Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Illness resulting in time off work or away from school (loss of education). Death</p>	<ul style="list-style-type: none"> <li>• Refer to Public Health and DFE <a href="#">Guidance</a> for Schools on Coronavirus.</li> <li>• School knows contact details of Local <a href="#">Public Health Protection Team</a></li> <li>• If a Pupil displays the following symptoms, they should self isolate for <b>7 days</b> if they have either: <ul style="list-style-type: none"> <li>- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- 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)</li> <li>- Loss of sense of smell or taste</li> <li>- Pupils and their families are eligible for testing pupils over 5 can access via 119 online and under 5 through 111 helpline.</li> </ul> </li> <li>• All members of their households (including siblings) should self isolate for <b>14 days</b> and this is to will help to protect others in the community while they are infectious.</li> </ul> <p>Following <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <ul style="list-style-type: none"> <li>• Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol.</li> <li>• Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people.</li> <li>• If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room.</li> <li>• If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.</li> <li>• If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom.</li> <li>• Make sure that children and young people know to tell a member of staff if they feel unwell.</li> <li>• Call 999 if they are seriously ill or their life is at risk.</li> <li>• Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste</li> </ul>	<p><b>Dedicated Isolation room</b></p> <p>Room stocked with PPE/ tissues/ wipes – JS to monitor and replace as required.</p> <p>Follow action poster if person with symptoms arises and NM/CH to be alerted immediately. Office admin staff to call parents to collect child immediately.</p> <p>If 'disabled' toilet is accessed by symptomatic person this area to be deep cleaned after.</p> <p>Cleaning staff to be aware on arrival if deep clean is needed.</p>
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			<ul style="list-style-type: none"> <li>Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>The school or setting to remain open and close if there has been 2 confirmed cases in 14 days and advised to close by Local <a href="#">Public Health Protection Team</a></li> </ul>	
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. (Continued)	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> <li>If a staff member displays the following symptoms, they should be sent home and advised to self-isolate for <b>7 days</b> if they live alone and have either: <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>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)</li> <li>Loss of sense of smell or taste</li> </ul> </li> </ul> <p style="text-align: center;"><a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> or by calling 119</p> <p>or self isolate for 7 days if they live within a household. The other member of the household should self isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>School to refer staff for COVID19 Testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>School to provide home testing kit (if available)</li> <li>The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> </ul>	Follow same guidance as above
Parents/staff refusing to get tested or provide result of the test	Staff pupils	Unknown prevalence of virus	<ul style="list-style-type: none"> <li>Staff only – Obtain advice from HR.</li> <li>In parents and staff guide there is clear information that they must inform the school immediately of the results test.</li> <li>If test negative then member of staff and pupil can stop isolating and return to school.</li> </ul>	Seek HR advice and follow guidance as above

Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> <li>• Refer to Public Health and DFE <a href="#">Guidance for Schools</a> on Coronavirus.</li> <li>• Clear school protocol and system in place for tracking and tracing pupils being unwell, who has gone for a test and result.</li> <li>• If positive school to contact Local Health Protection Team</li> <li>• Follow all advice from Public Health England and from the local <a href="#">Health Protection Team</a></li> <li>• The rest of the group and those in close contact may be sent home and advised to self-isolate for 14 days. <ul style="list-style-type: none"> <li>- direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Staff are eligible for testing and should remain at home until results are obtained from testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> <b>or by calling 119</b></li> <li>• The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace.</li> <li>• Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves.</li> </ul> <p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <ul style="list-style-type: none"> <li>• Where 2 or more conformed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice.</li> </ul>	<p>QR code displayed and to be used by visitors to the school.</p> <p>Track and Trace App – parents and staff to be advised to use.</p>
Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors,	Spread of virus to the rest of the school	<ul style="list-style-type: none"> <li>• Print off laminate and display <a href="#">Coronavirus handwashing</a> poster in entrance to school and on classrooms entrances, meeting rooms as a minimum.</li> <li>• Request visitors wash their hands/use hand sanitiser</li> </ul>	<p>Signage in place in all areas Handwashing timetable set to 6 times a day as a minimum.</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
	contractors	population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>• Educate pupils and staff on the importance of destination handwashing <ul style="list-style-type: none"> <li>➤ before leaving home</li> <li>➤ on arrival at school</li> <li>➤ after using the toilet</li> <li>➤ after breaks and sporting activities</li> <li>➤ when they change rooms</li> <li>➤ before food preparation</li> <li>➤ before eating any food, including snacks</li> <li>➤ before leaving school</li> </ul> </li> </ul> <p>Display handwashing <a href="#">poster</a> in all toilets</p> <ul style="list-style-type: none"> <li>• Changes to timetabling to provide extra time in the school day every day for handwashing. This will need to be staggered in line with group breaks and lunches to avoid bottle necks in toilets.</li> <li>• Provide additional knee operated handwashing stations (external or internal) if required. Or set up sanitising stations.</li> <li>• Set time aside for regular training and reminders on handwashing – Use free training and information resources such as <a href="#">ebug</a> for pupils and short how to wash your hands videos <a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be</a></li> <li>• Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly (smaller children).</li> <li>• Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers.</li> <li>• Foot operated bins for paper towel disposal provided.</li> <li>• Bins emptied daily</li> <li>• Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational.</li> </ul>	<p>Staggered groups of children to wash hands at a time, maximum 2 children in any one area.</p> <p>Adult of each group to watch and observe handwashing of pupils to ensure done effectively.</p> <p>Teachers to wipe down where needed at least once a day the desks using Antiviral spray (all staff online cosh trained and taken through safe usage)</p> <p>Staff allocated to each bubble to take child needing toilet back to own bubbles facilities during breaks and lunchtimes.</p> <p>Cleaning staff to inform Site agent if low on paper towel stock or handsoap</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> <li>• Where possible pupils must use liquid soap and water for washing hands</li> <li>• Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example as a minimum</u>:- <ul style="list-style-type: none"> <li>➤ School entrance where visitors and staff sign in</li> <li>➤ Classrooms (where the use can be supervised by the class teacher).</li> <li>➤ ICT room</li> <li>➤ Meeting rooms</li> <li>➤ Dining hall (supervised by kitchen or midday staff)</li> </ul> </li> </ul>	<p>Hand sanitisers provided for all identified areas.</p> <p>Additional external sinks installed in KS2 courtyard, KS1 and EYS areas.</p>
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> <li>• Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational.</li> <li>• Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. Consider additional hand washing stations.</li> <li>• Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained.</li> <li>• Remove any fabric towels (multi use) and single paper towels</li> <li>• Display handwashing posters in toilets.</li> <li>• School behaviour policy includes expectations on handwashing, social distancing etc.</li> <li>• Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). <a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be</a></li> <li>• Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required.</li> </ul>	As above

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visit or population resulting in illness.	<ul style="list-style-type: none"> <li>No assemblies instead use platforms such as Teams.</li> <li>Review lettings in view of government guidance – review letting risk assessments for Covid19.</li> <li>Limit meetings with parents for serious issues and maintain social distancing</li> <li>Use Microsoft Teams for meetings/parents evenings to prevent face to face contact.</li> </ul>	<p>Worship in bubbles only, including hymns</p> <p>No internal lettings in place</p> <p>External letting to youth football club for training – risk assessment provided.</p> <p>Meeting to take place remotely as much as possible or with good distancing in place and maximum number of 3 adults in classroom space if needing face to face contact</p> <p>Teams used for staff and Trust meetings</p> <p>No trips/ events taking place at least up until October half term 2020</p> <p>Need to decide and review nearer time how parent's evening might take place – limited meetings with parents. No usual parent meeting in October.</p>
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> <li>All alcohol-based gels are in an area which are supervised or monitored by staff.</li> <li>Primary school – pupils to be supervised when using alcohol gels</li> <li>Not permitted to carry and use their own supply of alcohol hand gel.</li> </ul>	<p>Antiviral spray kept on high shelf in cupboards</p> <p>Antibacterial gel (one per bubble area) kept under supervision by adult</p>
Location of wall mounted gels at a height that could get into a pupil's eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> <li>Hand sanitiser dispensers – located at Key Stage entrances and staff room.</li> <li>Pupil not to use dispensers – for staff and visitor use only.</li> </ul>	<p>Dispensers to only be used by adults. Children to be supervised in areas where dispensers located.</p>



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack or ineffective cleaning of high contact surfaces or between groups or resources	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visit or population resulting in illness or death.	<p>1. Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example:</p> <ul style="list-style-type: none"> <li>➤ Door keypads</li> <li>➤ Door Handles (could classroom doors be kept open)</li> <li>➤ Payment systems –pupils just bring in lunches and sit at their desks?</li> <li>➤ Keypads entries (on release during the day) except main entrance not without compromising safeguarding</li> <li>➤ Signing in electronic pads (book and visitors use own pen or wipe after each use)</li> <li>➤ ICT equipment wiped between each use</li> <li>➤ Resources (rulers etc) pupils to have their own stationary packs.</li> </ul> <ul style="list-style-type: none"> <li>• Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps</li> <li>• Identify how to manage these areas effectively (for example through elimination for example no fingerprint recognition for lunch payments)</li> </ul> <p>2. Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Either provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces.</p> <ul style="list-style-type: none"> <li>• Throughout the day the cleaners or site team should be cleaning high contact surfaces <ul style="list-style-type: none"> <li>➤ door handles into classrooms</li> <li>➤ key pad entry systems</li> <li>➤ corridor doors hand plates</li> <li>➤ toilet doors, hand plates</li> <li>➤ classroom desks</li> </ul> </li> <li>• Cleaning schedule in place for <ul style="list-style-type: none"> <li>➤ More frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified)</li> <li>➤ Toilets</li> <li>➤ Resources used between bubbles</li> <li>➤ Play equipment</li> </ul> </li> </ul>	<p>1. Staff use fobs for door entry Wipes used after touching contact surfaces, such as door handles, fridge, kettle handles. Laptops/ phones wiped after pupil, staff use Staff and Chn have own stationary</p> <p>2. All staff are Coshh trained and can use antiviral spray regularly throughout day, especially on high contact surfaces</p>

<p>Lack or ineffective cleaning of high contact surfaces</p> <p>(continued)</p>	<p>Staff, pupils, families of staff and pupils visitors.</p>	<p>Spread of virus to the rest of the school/visit or population resulting in illness or death.</p>	<p>with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• For bleach – as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates.</li> <li>• Refresh solution every 24hrs for continued effectiveness.</li> <li>• Spray onto a cloth onto high contact surfaces (see safe use of bleach <a href="#">guidance</a> and COSHH Bleach <a href="#">template</a> risk assessment – available to all staff)</li> <li>• Do not spray tables when pupils are seated at them.</li> <li>• Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall.</li> <li>• Spray bottles must be kept out of reach of children and used with disposable gloves.</li> <li>• Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet).</li> <li>• Also clean with this solution classroom sinks and taps (high volume contact surfaces).</li> <li>• Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys</li> <li>• Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH <a href="#">assessment</a> completed.</li> <li>• The has an adequate and maintained supply of personal and domestic cleaning products available for school.</li> <li>• Cordon off any external play equipment (unless it can be cleaned between each group using it)</li> <li>• Remove soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>• Limit resources taken home to school and school to home.</li> <li>• Staff should wash their hands after handling any text books used by students</li> <li>• Do not share common resources between groups unless cleaned with a diluted bleach solution (for example maths counting blocks).</li> </ul>	<p>Cleaning staff to support EYFS in daily use of Milton to clean resources.</p> <p>No bleach or Milton to be used when children are present</p>
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> <li>• Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it”</li> <li>• Display around school “catch it bin it kill it” posters around school and remind staff and pupils.</li> <li>• School to support pupils (could be those with complex needs or younger children) to get this right.</li> <li>• Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant.</li> </ul>	<p>Tissues and signage in every bubble area</p> <p>RAs in place for children on EHCPs or who struggle with minimal contact.</p>
Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> <li>• Follow HSE guidance on Heating ventilation and air conditioning.</li> <li>• Where possible ventilate the workplace using fresh air by keeping doors and windows open.</li> <li>• On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils.</li> <li>• Turn off recirculating air system that circulates between different rooms.</li> <li>• Single air conditioning units that draw in fresh air from outside can be used</li> </ul>	<p>Air conditioning compliant checked and windows open as much as possible</p>
Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> <li>• All staff informed in staff guide and in training that they must provide reason for illness when reporting absence</li> <li>• All pupils informed in parents guide and inform time that they must provide reason for illness</li> <li>• Symptoms to report as potentially COVID19 as per Public health guidance are clear</li> <li>• Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test.</li> <li>• When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace.</li> <li>• School will retain copy of all timetables, registers, and staff in close contact for each term.</li> </ul>	<p>Guidance and advice in place shared with all staff and parents.</p> <p>All children, staff and visitors are logged on inventory attendance system.</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> <li>• Pupils self isolating will not be penalised for non-attendance</li> <li>• Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <a href="#">Guidance for Schools</a></li> <li>• Staff individual risk assessment completed for staff concerned about risk to support them into work.</li> </ul>	Parents made aware of attendance in letter and plans Staff RAs in place where requested by adult.
Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>• In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system.</li> <li>• School to seek advice from HR if they refuse to participate.</li> </ul>	Follow HR guidance
Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>• Before starting back in September “parental agreement” in place that sets out the requirement for self-isolation and participation in testing and track and trace.</li> <li>• Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <a href="#">Guidance for Schools</a></li> <li>• Call DFE Helpline 0800 046 8687 or email <a href="mailto:Dfe.coronavirushelpline@education.gov.uk">Dfe.coronavirushelpline@education.gov.uk</a></li> </ul>	Parental agreement needs to be shared with parents (through Parent Information guidance and sign to say that they have read this.)
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> <li>• School to follow current government advice – No foreign or overnight trips in the UK.</li> <li>• Risk assessment process in place for reviewing UK based day trips in Autumn term.</li> </ul>	No school trips until October ½ term at the earliest as agreed with Trust and to be reviewed before this changes.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> <li>Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents.</li> <li>Children to wear PE kit into school on PE days.</li> </ul>	Full uniform including school shoes to be worn from September. Parents informed on opening plan
Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> <li>Following Government advice on EHCP pupils review and update pupil risk assessment <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a> Those with an EHC plan should be risk-assessed <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>Share risk assessment with staff working with pupil with EHCP.</li> </ul>	SENDco to undertake review of RAs which are already in place.
Care Club	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> <li>Review Care Club Provision</li> <li>Limit the number of children access to Care Club to 20 per session.</li> <li>Year group “bubbles” to be kept and allocated member of staff to each year group.</li> <li>Parents informed.</li> </ul>	Plan created for safe operation of Care Club.

<p>Ineffective Site Management leading to the spread of the virus</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<ul style="list-style-type: none"> <li>• Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). Cleaning products suitable for use on viruses.</li> <li>• Catering provider to follow government guidance on reopening a food business and provide copies of Covid 19 risk assessment.</li> <li>• In house catering put complete Covid19 risk assessment</li> <li>• Review screening requirements for staff at til point etc.</li> <li>• Review Planned Preventive Maintenance schedule – what services are due between now and September. Make sure statutory checks are up to date for example boiler servicing. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> <li>• Follow DFE guidance on managing buildings <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></li> <li>• Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours.</li> <li>• Information on schools' arrangements for managing risk from COVID19 shared with contractors.</li> <li>• Legionella – if school building has been fully closed then it will need flushing through.</li> <li>• If building has been closed reinstate all site agent checks including weekly fire alarm check.</li> <li>• Review building projects planned for summer and beyond. Contractors to provide risk assessments and method statements for their works that include COVID19</li> <li>• Schedule an evacuation – fire assembly point reviewed for social distancing.</li> <li>• Review fire wardens to ensure you have enough trained staff.</li> <li>• Grounds maintenance contract – arrange for grass cuttings</li> <li>• Review building projects planned for the summer holidays.</li> <li>• If your classes are going to be split into different classrooms to reduce numbers are they age appropriate for example fitted with fingerguards.</li> <li>• Bins are emptied in classrooms and offices daily.</li> <li>• Sufficient and consistent supplies of cleaning materials suitable for COVID19 and PPE.</li> </ul>	<p>NM and LN (Site Agent) has undergone RAs and weekly checks are still taking place.</p> <p>NM has reviewed evacuation procedures and lockdown with JMS (Trust compliancy manager) and H&amp;S meetings take place monthly between JMS and NM</p> <p>CCL (Trust COO) and JMS have undertaken all checks.</p> <p>School needs to undertake a lockdown and evacuation drill soon into early September once all children have returned</p>
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<p><b>Training</b></p> <p>Staff Induction back to school</p> <ul style="list-style-type: none"> <li>➤ Inform them of ALL the control measures identified by risk assessment</li> <li>➤ What they need to do to keep themselves safe and their group of pupils safe at school</li> <li>➤ Spotting signs/symptoms for Covid19 for themselves and students</li> <li>➤ Local COVID19 testing station and access to home testing kits as Essential workers</li> <li>➤ First aid arrangements</li> <li>➤ Fire evacuation procedure</li> </ul> <p>Training for pupils</p> <ul style="list-style-type: none"> <li>• Provide lessons on handwashing for example ebug and this video <a href="https://youtu.be/x3v521MTjio">https://youtu.be/x3v521MTjio</a> <u>Promoting good respiratory hygiene “catch it bin it kill it”</u></li> <li>• Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing.</li> </ul>	<p>Staff meeting held on 16.7.20 and through emailing of procedures and RA before school closed for summer.</p> <p>2<sup>nd</sup> update and review to take place on Inset day on 2.9.20</p> <p>All children to be taken through procedures and routines on 3<sup>rd</sup> &amp; 4<sup>th</sup> September 2020</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> <li>• Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons)</li> <li>• Inform first aiders what control measures are in place. <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>• Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota).</li> <li>• Early years only –at least one person on site with paediatric first aid.</li> <li>• Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date.</li> <li>• Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens.</li> <li>• First aider and those administering medication to maintain social distancing where possible.</li> </ul> <p><b>Personal care</b></p> <ul style="list-style-type: none"> <li>• Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons)</li> <li>• Changing mat should be cleaned with Milton solution between each nappy change. Disposable gloves changed between each nappy change.</li> </ul>	<p>PPE stock in place in COVID room and gloves, masks available in first aid treatment area.</p> <p>All staff are first aid trained and 5 staff paediatric first aiders</p> <p>CH to check all pupils medicines are in class bubbles cupboards when pupils return and medical tracker has up to date medical records.</p> <p><b>Personal care</b> Intimate care policy in place and staff to use PPE as required. Parents informed of intimate care routines have taken place through medical tracker app messages</p>



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</p> <p>Social isolation leading to mental health problems</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Incorrect/po or work station set up leading to Musculoskeletal conditions</p> <p>Mental health</p>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff who working from home – guidance provided on working from home and secure information complying with GDPR.</li> <li>• Staff provided with laptop and separate mouse- DSE assessment not required for working at home.</li> <li>• Share HSE <a href="#">guidance</a> on working from home. Staff should follow good practice and work from a table.</li> <li>• Check staff complete the checklist and highlight any issues to you</li> <li>• School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom.</li> <li>• Pregnant staff– update their pregnancy risk assessment if returning into the office after the 1<sup>st</sup> August.</li> <li>• Think about ways to improve mental health from working at home as it can be difficult to separate work from home life.</li> <li>• Consider virtual coffee mornings using technology so staff can still feel part of a team</li> <li>• Encourage staff to speak to colleagues daily</li> <li>• Identify staff that live on their own and ring them daily to make sure they are okay</li> </ul>	<p>JMS has undertaken DSE checks through sharing of checklist form completed by staff members</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Green – complete Yellow – not completed Red – not in place
<p>Stress and mental health</p> <p>Parents and pupils anxious about returning to school</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p> <p>Increase in absenteeism and Presentism</p>	<ul style="list-style-type: none"> <li>• Clear communication to parents on returning to school and how this will be managed.</li> <li>• Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff.</li> <li>• Additional pastoral support provided to pupils.</li> <li>• Use of professional resources to share experiences of lockdown with children for example <a href="https://www.weforum.org/agenda/2020/05/11-may-who-briefing/">https://www.weforum.org/agenda/2020/05/11-may-who-briefing/</a></li> <li>• Monitor staff workload between classroom delivery and setting work for pupils at home (those isolating or working from home due to lockdown).</li> <li>• Regular updates to parents on safety measures in place</li> </ul>	<p>Staff workload monitored and supervision meetings undertaken by SLT</p>
<p>Ineffective use of PPE</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>PPE facemasks become contaminated and source of infection causing illness to wearer</p>	<ul style="list-style-type: none"> <li>• School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, dealing with a suspected case of COVID19 and personal care.</li> <li>• School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors).</li> <li>• Where Staff and pupils chose to wear their own face covering in school – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment.</li> <li>• Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering.</li> <li>• Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left hanging around anyone's neck.</li> </ul>	<p>No face coverings needed to be worn by staff or pupils on school site and must be removed and kept by parent when dropping off. Shared with staff and parents on opening plan</p> <p>Only in suspected case full PPE is worn by directed staff members – office and SLT staff</p> <p>Face masks and gloves to be worn for delivery of first aid</p> <p>All PPE to be disposed on black bin bags immediately after use.</p>

## Risk Assessment Action Plan

Following Covid19 Hierarchy of control

<b>Control measure not yet in place or Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>Pupils who are shielding or self-isolating</b> Need to undertake RA with parents before returning Care plans need reviewing with advice from School Nurse for known pupils	Headteacher/ SENDco	September 2020 SENDCo	SENDCo 3 <sup>rd</sup> September	
<b>Lack of social distancing in school</b> Hot dinners and use of dining room – measures now in place. Year groups rota – one year group at a time having dinners.	Headteacher/ COO Clark Campbell	3 <sup>rd</sup> September 2020	3 <sup>rd</sup> September	
<b>Lack or ineffective cleaning of high contact surfaces or between groups or resources</b> No further funding to provide extra contract cleaners in middle of day	Headteacher	July 2020	All staff have undertaken COSHH training and safe use of antiviral spray June 2020	
<b>Staff or pupils comes into school when they feel unwell and have no access to testing.</b>  Testing kits currently in school. (Office manager to reorder as required.)	DfE/ Office Manager	September 2020	7 <sup>th</sup> September	
<b>Parent events</b> Parent meetings will only take place for PLSPs and via TEAMS where possible. Yr6 Information session offered to small groups and vis TEAMS. No other parent meetings planned for Advent Term.	Headteacher	September 2020	30 <sup>th</sup> September  22 <sup>nd</sup> /23 <sup>rd</sup> September	
<b>Friday afternoon activities</b> Activities will not be offered to children whose parents are working on a Friday afternoon as maintaining 'bubbles' with consistent staff will not be possible. To be reviewed in December 2020.	Headteacher/LAC	December 2020		

Reviewed by Signature: <i>N J Morgan</i>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
PRINT NAME: Nicola Morgan	

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury/illness occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
<b>MEDIUM (M) Possibility of significant injury or over 7 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury/illness only</b>	No further action required.

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Full opening of schools in September <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>