



Location or address	Gayton Primary School	Date assessment Undertaken: 1 st December 2020	Assessment undertaken by: Jeanne Fairbrother , AND Jennie McAleny
Activity or situation	Full opening of school	Review date : Weekly	Signature:

Overview

- **This risk assessment is to assist our school think about the main hazards on our site(s) when reopening their schools to all students to ensure it is Covid safe.**
- **We have made this a reflection of what we are doing in school.**
- **As events unfold and change it will require modification and review. We will rename and date each subsequent version.**
- **Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
- **We realise the impact of Coronavirus (COVID 19) on certain groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment**

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.

The DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.

The following is a list of topics we need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

Guidance

- <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <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>
- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>
- <https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

1) Hazards	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action: This should be included in the action plan on overleaf
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School follows all DfE, PHE & Gov.uk guidance • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function • Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils. (Return to school booklet and behaviour mini guide sent home to all families via email prior to children returning to school in September 2020.) • Whole staff re- induction held in September – Inset day on 20th July and 1st September 2020 used for this purpose. • Revised risk assessment shared with staff- all updated risk assessment versions shared with staff as and when necessary. • Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful • Risk assessment published to school website as per HSE guidance. • A copy has been sent to all local trade unions. • A copy has been sent to the Local Authority. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • School has involved parents and children in education resources such as e-bug and PHE schools resources • Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers • Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary. • Additional cleaning of toilets during the school day. Classroom tables all cleaned and wiped down at lunchtime and high contact points. E.g door handles/ light switches to be cleaned throughout the day. 	3X2=6	<p>Risk assessment published to school website under the COVID-19 section.</p> <p>Risk assessment sent to all unions prior to returning to school.</p> <p>Hand washing posters displayed around school. Regular reminders through teaching of the need for hand washing.</p> <p>Additional cleaning in place via current member of cleaning team.</p>

		<ul style="list-style-type: none"> • Staff & pupil temperatures will only be taken if staff are concerned that a pupil or another member of staff has a temperature. • Hand driers reinstated. • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the 'catch it, bin it, kill it' approach ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') If not a pedal bin regularly sanitise all the frequently touched surfaces. ○ provide disposable tissues in each classroom ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • ensure that help is available for children and young people who have trouble cleaning their hands independently • pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them • encourage young children to learn and practise these habits through games, songs, and repetition • ensure that lidded bins for tissues are provided. • where possible, all spaces are well ventilated using natural ventilation (opening windows). • Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 		<p>Sanitiser is available in classrooms and staff are utilising when returning from breaks or when exiting for breaks when food is not involved.</p>
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Face coverings in school for staff pupils & visitors – -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals may be exempt from wearing face coverings) • Social distancing must still be followed at all times. • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. • All staff will be asked to wear face coverings in the school building in communal areas e.g. photocopier or by the office area. • All lunchtime staff will also be asked to wear masks in the dinner hall as social distancing is more challenging in this area. 	3X2=6	<p>From week commencing 21.09.2020 parents requested to wear face covering when dropping off and picking up their child from school.</p> <p>School staff, if involved in the end of day/beginning of the day arrangements are also wearing face coverings.</p>

Social distancing across school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. • This will be achieved by <ul style="list-style-type: none"> ○ keeping groups separate (in ‘bubbles’) and ○ maintaining distance between individuals. <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ○ <i>children’s ability to distance</i> ○ <i>the lay out of the school</i> ○ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i> <ul style="list-style-type: none"> • emphasis will be on separating groups for younger children • social distancing will be emphasised for older children. • children considered old enough will be supported to maintain distance and not touch staff where possible. • School will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible • Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate • School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils and ‘bubbles’ Measures within the classroom</p> <ul style="list-style-type: none"> • It is recommended schools implement smaller groups. Eg. the size of a full class if possible, to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19). • consistent groups will be maintained where possible 	3X2=6	
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		<ul style="list-style-type: none"> Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised – maximum of 6 members of staff in the staff room at any one time over the lunchtime period. <p>Measures elsewhere</p> <ul style="list-style-type: none"> Movement around school is kept to a minimum Timetables adjusted to keep groups apart and movement around school kept to a minimum Avoid creating busy corridors, entrances and exits. No large assemblies or gatherings involving more than one group Breaks staggered. Lunch breaks staggered, pupils will clean their hands beforehand and enter in the groups they are already in Groups kept apart as much as possible and surfaces and tables cleaned between each group. Cloakrooms in use as all bubbles have separate cloakroom spaces. Minimise touching of frequently touched surfaces and contact points Rooms accessed directly from outside where possible Signage reminding about 2m social distancing in place Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. All bubbles have their own set of toilets which they use for the duration of the school day. School will maximise the use of outdoor space for exercise, breaks outdoor education. 		
Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. School will maintain capacity for the delivery of the school aged flu vaccination programme. School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils. The Immunisation Team contact details are 0151 514 2509/0151 514 2510. 	3X2=6	School immunisations (flu vaccines) were delivered in November.

		<ul style="list-style-type: none"> See also: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf 		
Shared resources - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff & pupils have individual pens and equipment where possible and these are not shared Equipment is not shared with other cohorts without cleaning Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit comprising of washing up liquid, buckets, disinfectant, plastic gloves, cleaning clothes and antibacterial wipes. Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently 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 groups. Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources 	3X2=6	All pupils asked to bring a pencil case to school with their own equipment to prevent sharing of equipment where possible.

Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. AM: Staggered opening of school- pupils can arrive anytime between 8:40am-8:55am) 3 separate entrances to the school for the 3 different bubbles. • PM- F2 & KS1 (along with junior siblings) to leave at 3:15pm and KS2 children to leave at 3:25pm. • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • All meetings with parents are currently taking place outside. No parents permitted to be on the school premises unless directly employed by the school. • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings i.e. not to touch the front of their face covering during use or when removing it. They must wash their hands-on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children's social care for more advice. • encouraging parents and children and young people to walk or cycle to their education setting where possible • schools, parents, and young people following the government guidance on how to travel safely 	3X2=6	End of day arrangements were reviewed in the first week in September and have been tightened up.
Transport to school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will aim to stagger start times to enable more journeys to take place outside of peak hours. • Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Families using public transport advised to refer to the safer travel guidance for passengers • Childminders and other settings should consider how they can work with parents and carers to agree how best to manage any necessary 	3X2=6	

		<p>journeys, for example, pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children.</p> <ul style="list-style-type: none"> • If it is necessary for a childminder to pick up or drop off a child at school, walking is preferable. If this is not practicable, then a private vehicle for single household use is preferable. Use of public transport should be minimised. 		
Staff visiting families in their own homes	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School may need to send a member of staff to make face to face visits • A separate risk assessment must be undertaken. • An initial assessment by telephone if possible, is carried out. • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the children's social care services guidance and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> ○ risks to children and young people ○ risks to families ○ risks to the workforce ○ national guidance on social distancing and hygiene ○ statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> ○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants 	3X2=6	No visits to be made to pupils' homes without permission from the Headteacher.

		<ul style="list-style-type: none"> ○ taking PPE & sanitiser as a precautionary measure 		
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Schools has revised the child protection policy to reflect the return of more pupils. • Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6	
Pupil with an EHCP – risk of not following specialist guidance	Pupils - injury or ill-health	<ul style="list-style-type: none"> • Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or • Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. • Parents have been contacted and will be involved in planning for their child's return to their setting from September 	3X2=6	Currently no pupils with an EHCP in school.
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> • Behaviour policy updated and shared with staff, parents & pupils • Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced • Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. 	3X2=6	Revised pupil behaviour booklet shared with all pupils in September 2020.
Clinically extremely vulnerable pupils - due to pre-existing medical conditions	Pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Pupils who remain in the clinically extremely vulnerable group should return to school from 2 December at all local restriction tiers • School understands there may be a very small number of pupils or students under paediatric or NHS care who have been advised specifically by their GP or clinician not to attend an education setting. • Pupils can return to school, even if they have family members who are shielding. • If the area moves into Tier 3 government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. And the government will write to families separately to 	3x2=6	

		<p>inform them if clinically extremely vulnerable children are advised to shield and not attend school.</p> <ul style="list-style-type: none"> • See COVID-19 - 'shielding' guidance for children and young people • Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education. • School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec 		
<p>Clinically extremely vulnerable staff (CEV)</p> <p>clinically extremely vulnerable.</p>	<p>Staff - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Employees who are clinically extremely vulnerable (CEV) will previously have received a letter from the NHS or from their GP telling them this and may have been advised to shield in the past. • All staff who cannot work from home, can still go to work in all tiers. School has reviewed each case. • Risk assessments have been carried out on all staff who have been shielding See RA 026 Return to work – COVID 19. These will be reviewed. • Check the COVID alert level of your local area or search by postcode. And follow the guidance at the appropriate level <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</p>	3X2=6	<p>Gayton currently does not have any clinically vulnerable staff.</p>
<p>Clinically vulnerable or staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance)</p>	<p>Staff - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow all measures in this risk assessment to minimise the risks of transmission. • They are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing • They have been advised they should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others • They are advised they should continue to take care to socially distance from other adults including older children and adolescents. 	3X2=6	<p>Individual risk assessments to be completed for individual members of staff with health needs which means they are clinically vulnerable.</p>

		<ul style="list-style-type: none"> Employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. See https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce Individual risk assessment have been carried out on clinically vulnerable employees See RA 026 Return to work – COVID 19 		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p> <p>https://www.gov.uk/government/publications/covid-19-mitigation-of-risks-in-occupational-settings-with-a-focus-on-ethnic-minority-groups/mitigation-of-risks-of-covid-19-in-occupational-settings-with-a-focus-on-ethnic-minority-groups-consensus-statement-from-phe-hse-and-fom</p>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Assess the risks to staff in this category including BAME staff and pupils in your establishment. Have comprehensive conversations with these members of staff Identify existing underlying health conditions that may increase the risks for them in undertaking their role Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns. Keep ongoing contact with staff particularly about their safety and their mental health. School will try as far as practically possible to accommodate additional measures where appropriate. Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. O.H. advice will be sought where appropriate. EAP & counselling will be offered where appropriate See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 	3X2=6	
New and/or expectant mothers – deemed clinically vulnerable	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school. Pregnant women can continue to attend school. While in school they should follow all measures in this risk assessment to minimise the risks of transmission 	3X2=6	<p>Risk assessment completed for pregnant member of staff.</p> <p>Pregnant member of staff currently not involved in teaching whole class.</p>

		<ul style="list-style-type: none"> • Pregnant women should follow the latest government guidance on staying alert and safe https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert and avoid anyone who has symptoms suggestive of coronavirus. I • If in third trimester (more than 28 weeks' pregnant) advised to be particularly attentive to social distancing. • Pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health • For those women who are 28 weeks pregnant and beyond, there is an increased risk of becoming severely ill should you contract COVID-19 (this is true of any viral illness contracted, such as flu). • Individual risk assessments will be carried out for this category of staff. See RA 09 (A) New & Expectant mother risk assessment • Follow guidance from GP and mid-wife. • Maintain high standards of hygiene • Inform line manager if circumstances change • Refer to this guidance- also for BAME expectant mothers https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ 		
Cleaning - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • A cleaning schedule is in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas • Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol • KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink 	3X2=6	

		<ul style="list-style-type: none"> • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . • If suspected case of COVID 19 follow the COVID-19: cleaning of non-healthcare settings guidance • If cohorts change, consider cleaning between class changes • Toys, fabrics, soft furnishings will have to be washed or replaced more frequently • Sanitiser stations located across site • Regular cleaning of toilets and supply of hand soap • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Communication - explain to contractors your concerns and come up with workable solutions • School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, this will be arranged • A record is kept of all visitors. • Request risk assessments from contractors which include their social distancing protocols. • Zero tolerance with contractors found to be not following PHE social distancing guidelines. 	3X2=6	

		<ul style="list-style-type: none"> Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups 		
PPE requirements - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> No requirement for face coverings/masks etc Most staff in school will not require PPE beyond what they would normally need for their work. PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained <ul style="list-style-type: none"> Within 2m PPE is available and staff will wear a mask, gloves and disposable apron Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. Risk assessment for pupils in place. PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use. Hand washing with soap and hot water for 20 secs minimum 2m social distancing maintained as far as possible School has sourced adequate supplies of PPE All staff completed 'PPE putting on & taking off' training School has/does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. Separate risk assessments have been carried out following specific guidance in https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and 	3X2=6	Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>

		disposed of as normal domestic waste unless the wearer has symptoms of coronavirus		
First aid provision – risk of school unable to provide First aid in the event of an emergency.	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Adequate numbers of first aiders on site in all categories: First aid certificates which expired during lockdown have been renewed First aid boxes located across site All staff completed 'PPE putting on & taking off' training <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> First aid provision with suspected symptoms of coronavirus : Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> Apron Gloves Fluid Resistant (IIR) surgical mask First aider will minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available All staff completed 'PPE putting on & taking off' training Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. CPR guidance: <ul style="list-style-type: none"> Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If in any doubt about confirming cardiac arrest start chest compressions until help arrives. Call ambulance. If COVID 19 is suspected, tell them when you call 999. 	3X2=6	Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>

		<ul style="list-style-type: none"> • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>		
Medical isolation room - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Disabled toilet- medical isolation room ideally hard floored to assist with cleaning • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs • Remove all non-essential items in the medical room. • Include one desk and one table. • A toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated 	3X2=6	More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

		<ul style="list-style-type: none"> After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from <u>COVID-19: cleaning of non-healthcare settings guidance</u> 		
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents School follows <u>Safeguarding and remote education during coronavirus (COVID-19)</u>, as well as statutory guidance on online safety in Annex C of <u>keeping children safe in education</u>. See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 	3X2=6	
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Site manager/ caretakers should have checked all ladders on site. If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. Check all ladders and step ladders on site prior to use. Record in the site ladder register 	3X2=6	Safe use of ladders toolbox talk available on website
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> Remind everyone to review their workstations if after a long absence. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. All staff should carry out the Display Screen Self-Assessment on return to school. If some staff are still home-working check with them that there are no issues with their set-up at home. 	3X2=6	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance See RA 028 Working from home COVID 19 	3X2=6	
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting	<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. 	3X2=6	Kitchen has been open throughout the lockdown period and therefore


	Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Deep clean the kitchen prior to reopening before food preparation resumes • Recommission all catering equipment. Check servicing and PAT testing • Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 		normal cleaning regime has been in place.
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> • The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. • Practice drill held within first week to ensure everyone knows their roles and responsibilities. • Social distancing is followed on evacuation and at assembly point. • The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. • The fire alarm and emergency lighting has been serviced in according to guidance • Alarm checked weekly • Enough staff know how to check the fire alarm and set and reset in an emergency • Emergency lighting tested monthly • All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied 	3X2=6	Practice drill held in first week back to school on 4.09.2020. Caretaker completes weekly check on the fire alarm system.
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> • Prior to opening fully every tap, shower, and toilet running/flushed for 2 mins. Records kept in water log book • Monthly water checks should have taken place 	3X2=6	Monthly water checks have taken place throughout the lockdown periods.
HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> • All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. • Caretaker carries out daily visual whole site checks 	3X2=6	
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> • All areas and equipment that have been taken out of use are checked • Teachers have checked their own classrooms to ensure all is in good condition .. 	3X2=6	See Form F10 Checklist for classrooms

		<ul style="list-style-type: none"> Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 		
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location 	3X2=6	Manual Handling Toolbox talk available on website
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm Secure reception Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	3X2=6	Caretaker, Headteacher, Deputy Headteacher and Senior member of staff all have keys and know how to set the alarm system.
Heating/Boilers failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> Boilers and heating systems been serviced through lock down as required 	3X2=6	
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> Trained staff available to administer medicines and records maintained. Secure medicines storage Inhalers and epipens available pupils in classrooms and for outdoor activities 	3X2=6	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> Review the school emergency plan to cover COVID 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	3X2=6	

<p>Out of school provision /Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Tier 2 - school has confirmed that providers operating in areas where local restriction tiers are in place can continue to care for children within the same bubbles as they are in during the school day. • Providers who cannot do this have assured school , pupils will be kept as far as possible, in small, consistent groups of no more than 15 children and at least one staff member • School has assessed the impact of all third parties onsite- clubs, sports activities • School has requested new risk assessments from all parties detailing how they will ensure their actions for social distancing, hygiene and how they will carry out activities in Tier 2 • School measures and/or risk assessments have been shared with them • Breakfast and after-school provision and school have considered the following: <ul style="list-style-type: none"> ○ where parents use multiple providers ○ childminders picking up/dropping off pupils. ○ keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small (no more than 15), consistent groups will be identified. ○ advise parents to limit the number of different wraparound providers they access, as far as possible. ○ See Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ○ School encourages parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. ○ Providers advise that particular care is taken to observe social distancing in the case of a sports activities because of the way in which people breathe more heavily and more rapidly during exercise. ○ Providers follow guidance form : 	<p>3X2=6</p>	<p>S4YC have been operating throughout.</p> <p>Before & after school clubs have not taken place with outside providers. However, will look at reviewing this for January 2021.</p>
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		<ul style="list-style-type: none"> ▪ indoor sports providers and guidance for providers of outdoor facilities, ▪ guidance from Sport England, as the Association for Physical Education ▪ and the Youth Sport Trust. <ul style="list-style-type: none"> • School has seen the out of school clubs /breakfast club risk assessments and is satisfied all measures to reduce transmission are in place 		
Physical activity in school - risk of transmission of Coronavirus (COVID 19).	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Pupils are kept in consistent groups, • Sports equipment thoroughly cleaned between each use by different individual groups. • PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls • Outdoor sports should be prioritised where possible, and large indoor spaces [school hall] used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) • Social distancing between pupils is maximised • Staff & pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities • School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so. • Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroot sport ○ Association for Physical Education ○ Youth Sport Trust ○ Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely 	3X2=6	Ideally PE activities will take place outside where possible. If the hall is being used, then all windows will be open to ensure a well-ventilated space.

		<ul style="list-style-type: none"> • School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so. • Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission 		
Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below. • Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below • Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance • School has carried out a risk assessment for music activities in school. • Playing instruments and singing in groups will take place outdoors wherever possible. • If indoors, numbers will be limited in relation to the space. • If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission. • If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance. • School will ensure good ventilation • Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) • Instrument sharing avoided, • Increased handwashing before and after handling equipment, especially if being used by more than one person. • Instruments cleaned by the pupils playing them, where possible. 	3X2=6	If singing is taking place this will take place either in the hall with one class only or will take place ideally outside.

		<ul style="list-style-type: none"> • Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils • Peripatetic teachers provide a risk assessment to school • See Bulletin: Music & Performing Arts v2 Dec 2020 in line with Local restriction tiers: what you need to know for specific guidance.  <p>Bulletin Music and performing arts v2 2n</p>		
Educational visits – risk of Coronavirus (COVID 19) whilst on visit	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Educational visits for non-overnight domestic educational visits have resumed if for the purpose of education or childcare . • Schools will consult the health and safety guidance on educational visits when considering visits. • School will make use of outdoor spaces in the local area to support the delivery of the curriculum • School can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, • The EVC or staff in charge of the trip will conduct a risk assessment in advance. Upload to EVOLVE (if used) • the risk assessment demonstrates: <ul style="list-style-type: none"> ○ that the group can remain socially distant (2 metres) from other people and keep children within their consistent group groups, wherever possible ○ good hygiene is maintained throughout ○ thorough handwashing happens before and after the trip ○ the trip is carried out in line with relevant local restriction tier guidance and coronavirus (COVID-19) secure measures on transport and at the destination ○ appropriate insurance arrangements are in place • School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place 	3X2=6	Government not permitting any residential visits at the current time. This will be reviewed by the government in February 2021.
Ventilation & air conditioning – lack of increases risk of	Staff, pupils and visitors lack of ventilation to	<ul style="list-style-type: none"> • The school is kept well ventilated, via windows being opened constantly to ensure adequate ventilation as well as fire doors in classroom that open out onto the playground. 	2X2=4	

transmission of Coronavirus (COVID 19))	disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • mechanical ventilation systems – <ul style="list-style-type: none"> ○ adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance ○ where possible systems adjusted to full fresh air or, if not, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks for 5 minutes to purge the air in the space. <ul style="list-style-type: none"> ○ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) ○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ○ If fire doors are required to be held open DorGuards will be installed • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. • School will balance the need for increased ventilation while maintaining a comfortable temperature, by : • opening high level windows in preference to low level to reduce draughts <ul style="list-style-type: none"> • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		Doorguards to be fitted on identified fire doors to increase ventilation
Playground equipment and activities -risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Outdoor playground equipment & resources should be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for: <ul style="list-style-type: none"> ○ playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames 	3X2=6	

		<ul style="list-style-type: none"> ○ semi enclosed playhouses or huts for small children ○ enclosed crawl through 'tunnels' or tube slides ○ exercise bars and machine handles on outdoor gym equipment ○ entry and exit points such as gates ○ seating areas such as benches and picnic tables ○ refuse areas/bins <ul style="list-style-type: none"> ● Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. ● Breakfast & After school clubs' clean indoor & outdoor equipment between groups and after use. ● Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection. ● An annual service and maintenance identified has been carried out prior to reinstatement. ● The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 ● It has been formally shared with all middays & staff supervising. ● Site manager/caretaker has attended Routine Inspectors Course ● Site manages/caretaker visually inspects play equipment daily ● Site manages/caretaker has reinstated weekly formal checks of play equipment ● Pupils reminded of playground rules ● Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session. 		
Visitors to school- working across multiple 'bubbles' and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.	Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing	<ul style="list-style-type: none"> ● Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection ● Visitors made aware of all measures in place in school to reduce risk of spread of virus. ● Visitors told wash hands on arriving or use hand sanitiser located at entrance. 	3X2=6	<p>Guidance document produced for visitors on the school premises.</p> <p>Any meetings with parents are taking place outside. If they can't take place outside they will</p>

	bubble and cross-contamination of 'bubbles'	<ul style="list-style-type: none"> • Visitors will be required to use sanitiser before and after each different pupil session. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice • Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting • Visitor has own PPE or PPE will be provided for each session • 2m social distancing rules in place • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser in room • Tissues in room and lidded bin emptied after each session. • Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. • Any equipment brought into school must be able to be wiped down pre and post each pupil session. • Any school equipment used must be wiped down pre and post session. • Use of staff toilets. • Visits arranged for outside of school hours, where possible • A record is kept of all visitors. 		take place via Google Meet or via telephone.
Pupils routinely attending more than one setting - risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors-contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • A risk assessment will be carried out with other setting to ensure all controls are in place. 	3X2=6	
Recruitment – risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • School will continue to recruit as usual bearing in mind the need to limit visitors to the site • Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. 	3X2=6	

		<ul style="list-style-type: none"> Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the 'system of controls' that are in place. School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed School will write a risk assessment for any recruitment activities 		
Supply staff and students – increased risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> School will continue to engage agency staff and students whilst always trying to minimise the number of visitors to the setting where possible. Supply staff and other temporary workers can move between settings Supply staff and students, are expected to comply with school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff. School will prioritise longer assignments with students & supply staff to minimise visitors 	3X2=6	
Insert school specific hazards here	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Insert identified measures to reduce the risks her 	3X2=6	



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of

<u>Likelihood:</u>	<u>Consequence:</u>
5 – Very likely	5 – Catastrophic
4 – Likely	4 – Major
3 – Fairly likely	3 – Moderate
2 – Unlikely	2 – Minor
1 – Very unlikely	1 – Insignificant

(5) ACTION PLAN

Action required:	Responsible person	Completion date
<p>No outstanding actions at the current time.</p>		
<p>Action plan agreed with (signature)</p>		
<p>Date</p>		