



Location or address	Gayton Primary School	Date assessment Undertaken: <b>Updated 20.10.2020</b>	Assessment undertaken Jeanne Fairborough & Mrs McAleny
Activity or situation	Reopening school to all pupils.	Review date : Weekly as required.	Signature: JMcAleny (Signed version available in school.)

### 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 will 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/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/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <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?utm\\_source=92589537-ea94-48b9-9a6b-c5a0fea6d6d1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=92589537-ea94-48b9-9a6b-c5a0fea6d6d1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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
<b>Communication</b> -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"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function-</li> <li>• Behaviour policy revised with new rules and expectations and communicated with staff, parents &amp; pupils (to be sent via email to all parents.)</li> <li>• Whole staff re- induction held in September- Inset day on 20<sup>th</sup> July &amp; 1<sup>st</sup> September 2020 to be used for this purpose.</li> <li>• Revised risk assessment shared with staff- will be emailed out prior to the inset day and then opportunity for staff to clarify any issues/points as necessary.</li> </ul>	3X2=6	<p>Return to school booklet for parents to be sent prior to school returning. (sent- 28.08.2020)</p> <p>Risk assessment to be published to school website under the COVID-19 section if parents wish to read. (Published 28.08.2020)</p>

		<ul style="list-style-type: none"> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>• Risk assessment published to school website as per HSE guidance.</li> <li>• A copy has been sent to all local trade unions.</li> <li>• A copy has been sent to the Local Authority.</li> <li>• 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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• School has involved parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary.</li> <li>• Toilets to be cleaned regularly during the school day. Classroom tables to be wiped down at lunchtime and high contact points e.g. door handles/light switches to be cleaned throughout the day.</li> </ul>		<p>Risk assessment to be sent to all unions prior to school recommencing.</p> <p>Risk assessment requested to be sent to the LA by 31<sup>st</sup> of July 2020.</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>
<b>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees</li> <li>• All training needs have been checked to ensure compliance.</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned</li> <li>• Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice</li> <li>• Risk assessment revised and shared with staff</li> </ul>	3X2=6	<p>Risk assessment being reviewed regularly with staff. Updates provided 8<sup>th</sup> September &amp; 16<sup>th</sup> September (see document)</p> <p><a href="#">Risk assessment updated again 20.10.2020</a></p>
<b>Unaware of steps to take in the event of suspected or confirmed case in school –</b> a. Currently b. School informed pupil/staff member tested positive in last 7 days	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• <a href="#">School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance Section and the NHS test and trace process</a></li> <li>• If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on <b>0800 046 8687 option 1</b> ( <a href="mailto:alisonsimpson@wirral.gov.uk">Wirral schools contact email Alison Simpson (alisonsimpson@wirral.gov.uk)</a> ) or Jane Harvey</li> </ul>	3X2=6	.

		<p>(<a href="mailto:janeharvey2@wirral.gov.uk">janeharvey2@wirral.gov.uk</a>) who will get in touch with you as soon as possible.)</p> <ul style="list-style-type: none"> <li>• School will ring <b>DfE Helpline on 0800 046 8687 and selecting option 1</b> for advice on the action to take in response to a positive case.</li> <li>• <b>Special schools</b> must contact Alison Simpson or Jane Harvey (above)</li> <li>• If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. To help reduce the numbers of pupils who need to self-isolate &amp; assist decisions as to who was physically close to the confirmed case.</li> <li>• School Coronavirus (COVID-19) test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</li> <li>• School ensures that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> </li> <li>• School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ <b>if someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</li> <li>○ <b>if someone tests positive</b>, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-</li> </ul> </li> </ul>		
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<b>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.</li> <li>• This will be achieved by               <ul style="list-style-type: none"> <li>◦ keeping groups separate (in ‘bubbles’) and</li> <li>◦ maintaining distance between individuals.</li> </ul> <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"> <li>◦ <i>children’s ability to distance</i></li> <li>◦ <i>the lay out of the school</i></li> <li>◦ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i></li> </ul> </li> <li>• emphasis will be on separating groups for younger children</li> <li>• social distancing will be emphasised for older children.</li> <li>• children considered old enough will be supported to maintain distance and not touch staff where possible.</li> <li>• 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</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>• 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</li> <li>• 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</li> </ul>	3X2=6	

		<p><b>Reduce mixing within education or childcare setting by:</b></p> <p><b>Groups of pupils and ‘bubbles’</b></p> <p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• if class-sized groups are not compatible with managing the practical logistics within and around school, year group sized ‘bubbles’ will be implemented. [School will be adopting 3 bubbles across school – F2/Y1 &amp; Y2) Y3&amp; 4 bubble &amp; Y5 &amp; 6 bubble.]</li> <li>• consistent groups will be maintained where possible</li> <li>• All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups</li> <li>• Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</li> <li>• Staff &amp; pupils maintain 2 m social distancing where possible.</li> <li>• Minimise time spent within 1 m of anyone</li> <li>• Avoid face to face contact with pupils stand up, above and behind them</li> <li>• Keep 2 m from colleagues</li> <li>• Understand very young or for SEN children this may not be possible</li> <li>• All children encouraged to socially distance if possible</li> <li>• Children who are old enough will be supported to maintain distance and not touch staff and their peers.</li> <li>• Pupils sit side by side facing forward</li> <li>• Teachers stay at the front of the class where possible</li> <li>• All furniture and equipment moved to ensure this seating</li> <li>• Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone</li> </ul>		
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		<p>Primary school groups will be a full class.</p> <ul style="list-style-type: none"> <li>• Older children will be told to maintain 2m distance within the group where possible.</li> <li>• Where younger pupils and staff cannot maintain distancing school will employ smaller class-sized groups</li> <li>• Siblings may also be in different groups.</li> <li>• Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport.</li> <li>• Rooms have been adapted and excess furniture &amp; equipment removed to support social distancing where possible.</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene.</li> <li>• <i>N.B primary schools may not find this possible with younger children and teachers can still work across groups if necessary</i></li> <li>• Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised – rota so that staff know when they can access the staff room.</li> </ul> <p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Movement around school is kept to a minimum</li> <li>• Timetables adjusted to keep groups apart and movement around school kept to a minimum. Separate playtimes and lunchtimes for different bubbles and also separate areas of the playground to be used.</li> <li>• No large assemblies or gatherings involving more than one bubble. Initially all assemblies will take place in the classroom and the hall will only be used at lunchtimes or for PE sessions.</li> <li>• Breaks staggered facilitating 3 bubbles across school.</li> <li>• Lunch breaks staggered, 11:45am-12:15pm/ KS1 &amp; F2 in the dinner hall whilst Y3/4 &amp; Y5/6 bubble play outside separately.</li> <li>• Swap over at 12:15pm- 12:45pm with F2 &amp; KS1 playing outside and KS2 in the dinner hall but in two different separate seating areas so that 2 bubbles are separate.</li> </ul>		<p>Week commencing 14.09.2020 – staff room limited to 6 staff at a time.</p> <p>Virtual assemblies taking place on a Friday for celebration assembly.</p>
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		<ul style="list-style-type: none"> <li>• Pupils will clean their hands beforehand and enter in the groups they are already in.</li> <li>• Groups kept apart as much as possible and surfaces and tables cleaned between each group.</li> <li>• <b>Cloakrooms in use – as all bubbles have separate cloakroom spaces.</b></li> <li>• Minimise touching of frequently touched surfaces and contact points</li> <li>• Rooms accessed directly from outside where possible</li> <li>• Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time.</li> <li>• Bubbles will have separate toilets to use in school. Pupils will be reminded to use these toilets consistently throughout the school day. (This will be reviewed to see whether this is feasible for our younger pupils (F2 &amp; Y1)</li> <li>• School will maximise the use of outdoor space for exercise, breaks outdoor education</li> </ul>		Bubble toilets are manageable during the school day.
<b>Pupils &amp; relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• School will maintain capacity for the delivery of the school aged flu vaccination programme.</li> <li>• 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.</li> <li>• The Immunisation Team contact details are 0151 514 2509/0151 514 2510.</li> <li>• See also: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf</a></li> </ul>	3X2=6	Immunisation programme for Gayton is booked in for November 20 <sup>th</sup> 2020.

<b>Shared resources - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Staff &amp; pupils have individual pens and equipment where possible and these are not shared. (Pencil cases to be brought into school for Years 1-6).</li> <li>• Equipment is not shared with other cohorts without cleaning</li> <li>• Shared classroom materials can be shared within the bubble and will be cleaned regularly</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning equipment which can be used when required.</li> <li>• 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.</li> <li>• Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>• 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.</li> <li>• 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</li> </ul>	3X2=6	Homework has been reviewed to try and reduce the amount that is coming into school on a weekly basis from home.
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<b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. [8:40am-8:55am arrival at school across 3 separate entrances: AM session: F2, Y1 &amp; Y2 enter via the car park entrance. Y3 &amp; 4 enter via the Infant gate on the playground and Y5 &amp; 6 enter via the Junior playground.</li> <li>• At the end of the day- Infants to leave at 3:15pm (via Infant gate on the playground). Siblings to leave via Junior gate. 3:25pm- Junior children to leave. (Y3/4 via Infant gate) &amp; Y5/6 via the Junior gate).</li> <li>• 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)</li> <li>• 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)</li> <li>• Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• <b>Face coverings</b> - 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 <a href="#">safe working in education, childcare and children's social care</a> for more advice.</li> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• schools, parents, and young people following the government guidance on how to travel safely</li> </ul>	3X2=6	End of day arrangements have been tightened up and this is now working well.
<b>Public transport to school – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will aim to stagger start times to enable more journeys to take place outside of peak hours.</li> <li>• Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>• Pupils over 11 years reminded that coverings are always required on public transport. These face coverings should be removed on arrival at school.</li> <li>• Families using public transport advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>	3X2=6	

<b>Staff visiting families in their own homes</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School may need to send a member of staff to make face to face visits</li> <li>• A separate risk assessment must be undertaken.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> <li>• 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 <u>children's social care services guidance</u> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>○ risks to children and young people</li> <li>○ risks to families</li> <li>○ risks to the workforce</li> <li>○ national guidance on social distancing and hygiene</li> <li>○ statutory responsibilities, including safeguarding</li> </ul> </li> <li>• If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.</li> <li>• 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.</li> <li>• 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 <u>book a test</u>.</li> <li>• 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"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants</li> <li>○ taking PPE &amp; sanitiser as a precautionary measure</li> </ul> </li> </ul>	3X2=6	No member of staff to visit family home without consent from headteacher. Ensure that all staff are aware of this – add section in staff handbook for September.
<b>Safeguarding – risk of breach</b>	Staff, pupils, parents, volunteers- experience harm	<ul style="list-style-type: none"> <li>• Schools has revised the child protection policy to reflect the return of more pupils.</li> </ul>	3X2=6	

	or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>Schools follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>		
<b>Pupil with an EHCP – risk of not following specialist guidance</b>	Pupils - injury or ill-health	<ul style="list-style-type: none"> <li>Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers <b>or</b></li> <li>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.</li> <li>Parents have been contacted and will be involved in planning for their child's return to their setting from September</li> </ul>	3X2=6	Not applicable currently
<b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b>	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> <li>Behaviour policy updated and shared with staff, parents &amp; pupils</li> <li>Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced</li> <li>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.</li> </ul>	3X2=6	Recovery curriculum to be in place with significant emphasis on rebuilding of relationships key to supporting behaviour management.
<b>Clinically vulnerable pupils -</b> classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children paused 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</li> <li>Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> </ul>		

		<ul style="list-style-type: none"> <li>• Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.</li> <li>• 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 <a href="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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>		
<b>Shielded staff</b>	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Shielding measures will therefore be paused from the 1 August 2020, except for areas where local lockdown means that shielding will continue.</li> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>• Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>• Risk assessments will be carried out on all staff who have been shielding See RA 026 Return to work – COVID 19</li> <li>• Government policy advises those who can work from home to do so. School will review each case.</li> <li>• See guidance the <a href="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">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>• If you live or work in an area where formal shielding advice has been put in place, and you have received a new shielding notification informing you of this, we advise that you do not go to work. <a href="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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>	3X2=6	Gayton currently has no staff who were required to shield.

		<a href="#">on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>		
<p><b>Clinically vulnerable or extremely clinically staff</b> who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>)</p>	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible,</li> <li>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk See RA 026 Return to work – COVID 19</li> </ul>	3X2=6	Individual risk assessments to be completed for individual members of staff with health needs which means they are clinically vulnerable.
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including <b>BAME staff &amp; pupils</b></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>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Assess the risks to staff in this category including BAME staff and pupils in your establishment.</li> <li>Have comprehensive conversations with these members of staff</li> <li>Identify existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.</li> <li>Keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	3X2=6	



		<ul style="list-style-type: none"> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> <li>• See <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ul>		
<b>New and/or expectant mothers</b> – deemed clinically vulnerable.  <a href="https://www.gov.uk/coronavirus?gclid=CjwKCAjww5r8BRB6EiwArcckC-o9uvalCNnV-Jz7SKEJtyPpmkGrO9hyto3JStopPN8Q7TboWiMHDRoCXNcQAvD_BwE">https://www.gov.uk/coronavirus?gclid=CjwKCAjww5r8BRB6EiwArcckC-o9uvalCNnV-Jz7SKEJtyPpmkGrO9hyto3JStopPN8Q7TboWiMHDRoCXNcQAvD_BwE</a>	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Pregnant women are in the 'clinically vulnerable' category and are advised to follow advice for the 'clinically vulnerable, and measures which apply to all staff in school.</li> <li>• Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus.</li> <li>• If in third trimester (more than 28 weeks pregnant (advised to be particularly attentive to social distancing.)</li> <li>• School follows the Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</li> <li>• Individual risk assessments will be carried out for this category of staff.</li> <li>• See RA 09 (A) New &amp; Expectant mother risk assessment.</li> <li>• Follow guidance from GP &amp; mid-wife.</li> <li>• Maintain high standards of hygiene.</li> <li>• Inform line manager if circumstances change.</li> <li>• Refer to this guidance- also for BAME expectant mothers <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>	3X2=6	Individual risk assessment to be completed for necessary staff.
<b>Cleaning - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• 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</li> <li>• Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</li> </ul>	3X2=6	

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

		<ul style="list-style-type: none"> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>• Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff <b>on site who may be working throughout the school and across different groups</b></li> </ul>		
<b>PPE requirements - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• No requirement for face coverings/masks etc. However, if individual members of staff wish to wear a mask this will be permitted if it means they feel comfortable in the work place.</li> <li>• Most staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• 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"> <li>○ Within 2m PPE is available and staff will wear a mask, gloves and disposable apron</li> <li>○ 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.</li> </ul> </li> <li>• Risk assessment for pupils in place.</li> <li>• 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.</li> <li>• Hand washing with soap and hot water for 20 secs minimum</li> <li>• 2m social distancing maintained as far as possible</li> <li>• School has sourced adequate supplies of PPE</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• School 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</li> </ul>	3X2=6	<b>Eye Protection &amp; Masks</b> <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>

		<p>performing AGPs follow PHE's <u>personal protective equipment (PPE) guidance on aerosol generating procedures</u>, and wear the correct PPE.</p> <ul style="list-style-type: none"> <li>• Separate risk assessments have been carried out following specific guidance in <a href="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">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</a></li> <li>• Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus</li> </ul>		
<p><b>First aid provision – risk of school unable to provide First aid in the event of an emergency.</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Adequate numbers of first aiders on site in all categories:</li> <li>• First aid certificates which expired during lockdown have been renewed School now has 7 paediatric first aiders and 4 first at work trained first aiders.</li> <li>• First aid boxes located across site</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u></b></li> <li>• <b>First aid provision with suspected symptoms of coronavirus :</b> 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.</li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (IIR) surgical mask</li> </ul> </li> <li>• First aider will minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible.</li> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> </ul>	<p>3X2=6</p>	<p><b>Eye Protection &amp; Masks</b>  <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></p>

		<ul style="list-style-type: none"> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste.</li> <li>• Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient's mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>• 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</li> </ul> <p>See: <a href="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">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</a></p>		
<b>Medical isolation room - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Disabled toilet to be used as the medical isolation room if suspected case of coronavirus on site. Has a hard- floor to assist with cleaning.</li> <li>• 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.</li> <li>• As there is no window in this room for ventilation purposes the door will be kept open.</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• 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 with SEN needs.</li> <li>• Remove all non-essential items in the medical room.</li> <li>• A toilet is included within this room which can be used if required whilst awaiting collection.</li> <li>• If used this will cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• 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</li> </ul>	3X2=6	More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.


		<p>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 have been requested to do so by NHS Test and Trace <b>or the PHE advice service or PHE local health protection team if escalated.</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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 &amp; waste disposal guidance from <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		
<b>Remote Learning – risk to staff and pupils by abuse of systems</b>	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents</li> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• See National Crime Agency at the following websites: <a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a></li> </ul>	3X2=6	
<b>Working at height - risk of falling from height</b>	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> <li>• Site manager/ caretakers should have checked all ladders on site.</li> <li>• 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.</li> <li>• Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> </ul>	3X2=6	Safe use of ladders toolbox talk available on website- all staff have had the training from this.
<b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b>	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> <li>• Remind everyone to review their workstations after the long absence.</li> <li>• Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>• All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>• If some staff are still home-working check with them that there are no issues with their set-up at home.</li> </ul>	3X2=6	

<b>Lone working- risk of accident, injury or emergency</b>	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> <li>• Carry out a risk assessment for staff who remain working from home following guidance</li> <li>• See RA 028 Working from home COVID 19</li> </ul>	3X2=6	
<b>Kitchens - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Deep clean the kitchen prior to reopening before food preparation resumes</li> <li>• Recommission all catering equipment. Check servicing and PAT testing</li> <li>• Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	3X2=6	Kitchen has been open throughout the lockdown period & therefore normal cleaning regime has been in place.
<b>Fire – failure of systems and fire evacuation plans</b>	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Practice drill held within first week to ensure everyone knows their roles and responsibilities.</li> <li>• Social distancing is followed on evacuation and at assembly point.</li> <li>• 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.</li> <li>• The fire alarm and emergency lighting has been serviced in according to guidance</li> <li>• Alarm checked weekly</li> <li>• Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>• Emergency lighting tested monthly</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul>	3X2=6	Fire drill took place on 4.09.2020
<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> <li>• Prior to opening fully every tap, shower, and toilet running/flushed for 2 mins. Records kept in water log book</li> <li>• Monthly water checks should have taken place</li> </ul>	3X2=6	All monthly water checks have taken place during lockdown. School has been open throughout and has not been closed.

<b>HS Checks - failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.</li> <li>Caretaker carries out daily visual whole site checks</li> </ul>	3X2=6	
<b>Equipment- failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All areas and equipment that have been taken out of use are checked</li> <li>Teachers have checked their own classrooms to ensure all is in good condition ..</li> <li>Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> </ul>	3X2=6	See Form F10 Checklist for classrooms
<b>Manual handling – risk of staff injured by moving and handling heavy items</b>	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> <li>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</li> </ul>	3X2=6	Manual Handling Toolbox talk available on website
<b>Security – Opening and locking up procedures</b>	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> <li>Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>Secure reception</li> <li>Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>	3X2=6	
<b>Heating/Boilers failure of equipment leading to loss of heating</b>	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> <li>Boilers and heating systems been serviced through lock down as required</li> </ul>	3X2=6	
<b>Medication – lack of training</b>	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> <li>Trained staff available to administer medicines and records maintained.</li> <li>Secure medicines storage</li> <li>Inhalers and epipens available pupils in classrooms and for outdoor activities</li> </ul>	3X2=6	All staff aware of children in their class with medical conditions.



<b>Emergency plan</b>	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> <li>• Review the school emergency plan to cover COVID 19 issues</li> <li>• Contingency plans for an outbreak are in place</li> <li>• Shared with staff and relevant parties e.g. Governors</li> <li>• Remote education plans are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li> </ul>	3X2=6	Emergency plan was reviewed in the light of COVID- 19 in the summer term 2020.
<b>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> <li>○ New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities</li> <li>○ School measures and/or risk assessments have been shared with them</li> <li>○ Risk assess impact of third party on school.</li> </ul> </li> <li>• Breakfast and after-school provision, where possible, will restart from the start of the autumn term – S4YC will be running the provision (private provider) See separate risk assessment.</li> </ul>	3X2=6	Before and after school clubs will not take place in the autumn term this will be reviewed during the autumn term.
<b>Sports activities - risk of transmission of Coronavirus (COVID 19) whilst on visit.</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Pupils kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports avoided.</li> <li>• Outdoor sports prioritised where possible, and e.g. hall space used where it is not, to maximise distancing between pupils</li> <li>• Pupil reminded about hand and respiratory hygiene</li> <li>• 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</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• Schools refers to the following advice: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a></li> <li>○ <a href="#">Sport England</a> for grassroots sport</li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> </ul>	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 well- ventilated space.

		<ul style="list-style-type: none"> <li>School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> <li>Risk assessments will be requested from all sports providers to ensure all activities are inline with measures adopted by school to reduce the risk of transmission</li> </ul>		Initially external clubs before and after school will not take place. This will be reviewed depending on the circumstances.
<b>Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li><b>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies</b></li> <li><b>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, school will limit the numbers in relation to the space.</b></li> <li><b>Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced.</b></li> <li><b>Wind and brass players positioned so that the air from their instrument does not blow into another player.</b></li> <li><b>Instrument sharing avoided,</b></li> <li><b>Good ventilation if held indoors but holding the session outside will be considered</b></li> <li><b>Increased handwashing before and after handling equipment, especially if being used by more than one person.</b></li> <li><b>Instruments cleaned by the pupils playing them, where possible.</b></li> <li><b>Peripatetic teachers can attend school &amp; 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</b></li> <li><b>Peripatetic teachers provide a risk assessment to school</b></li> <li><b>See Bulletin :Music &amp; Performing Arts for specific guidance.</b></li> </ul> <div style="text-align: center;">  <p>Music%20%20Performing%20Arts%20Sep</p> </div>	3X2=6	If singing is taking place this will have to take place outdoors.

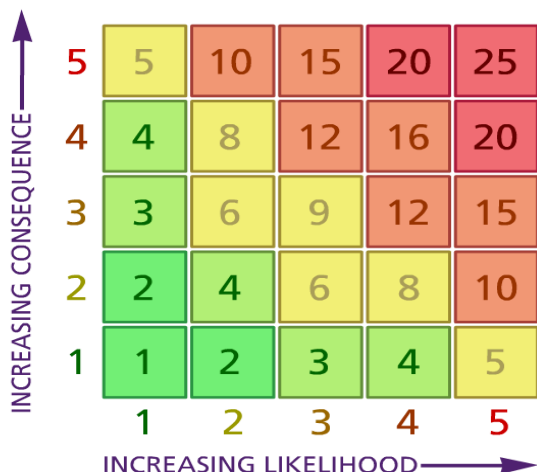
<b>Educational visits – risk of Coronavirus (COVID 19) whilst on visit</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Educational visits for non-overnight domestic educational visits resume September. See <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>• When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing &amp; hygiene will be adhered to, to ensure they can be done safely.</li> <li>• School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</li> <li>• School will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• Schools will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>	3X2=6	Educational visits overnight are not permitted currently. Day trips only permitted if can be staffed internally.
<b>Ventilation &amp; air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will ensure an adequate supply of fresh air into building(s).</li> <li>• Where possible windows &amp; doors will be opened to increase the supply of fresh air (unless fire doors).</li> <li>• Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended</li> <li>• School will prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows</li> <li>• <b>See</b> Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low</li> </ul> <p><b>Ventilation</b> <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation</a></p> <ul style="list-style-type: none"> <li>• All systems to remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal.</li> <li>• Where possible, occupied room windows should be open.</li> <li>• External doors are opened to boost ventilation</li> </ul>	2X2=4	<p>All staff to have windows and doors open within classrooms during the autumn term to ensure adequate ventilation in the building.</p> <p>Pupils and teachers may need to wear coats in colder weather when windows are open.</p>

		<ul style="list-style-type: none"> <li>School will actively use openable windows and vents much more than normal.</li> <li>If possible, windows should be open at least 15 minutes prior to room occupation.</li> </ul> <p>If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort.</p> <p>During cooler weather, it may be necessary to have the room heating on more than normal.</p>		
<b>Playground equipment and activities -risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Outdoor playground equipment &amp; resources should be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for:</li> <li>Playground equipment for children, usually up to the age of 14, such as slides, monkey bars and climbing frames.</li> <li>Semi enclosed playhouses or huts for small children.</li> <li>Enclosed crawl through 'tunnels' or tube slides.</li> <li>Exercise bars and machine handles on outdoor gym equipment.</li> <li>Entry and exit points such as gates.</li> <li>Seating areas such as benches and picnic tables.</li> <li>Refuse areas/bins.</li> <li>Breakfast &amp; After school clubs' clean indoor &amp; outdoor equipment between groups and after use.</li> <li>Main playground trim trail to remain out of use at the current time.</li> <li>An annual service and maintenance identified has been carried out prior to reinstatement.</li> <li>The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>It has been formally shared with all middays &amp; staff supervising.</li> <li>Site manager/caretaker has attended Routine Inspectors Course</li> <li>Site manages/caretaker visually inspects play equipment daily</li> <li>Site manages/caretaker has reinstated weekly formal checks of play equipment</li> </ul>	3X2=6	Trim trail will not be used initially.

		<ul style="list-style-type: none"> <li>• Pupils reminded of playground rules</li> <li>• Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc <b>prior to every session.</b></li> </ul>		
<b>Visitors to school-</b> 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 bubble and cross-contamination of 'bubbles'	<ul style="list-style-type: none"> <li>• Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>• Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>• Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>• Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</li> <li>• Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</li> <li>• Visitor has own PPE or PPE will be provided for each session</li> <li>• 2m social distancing rules in place</li> <li>• PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>• Room has ventilation – windows and door open whilst the room is occupied.</li> <li>• Sanitiser in room</li> <li>• Tissues in room and lidded bin emptied after each session.</li> <li>• Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet – disabled toilet in the main entrance.</li> <li>• Visits arranged for outside of school hours, where possible</li> </ul>	3X2=6	<p>Guidance document produced for visitors on the school premises. Visitors are being kept to an absolute minimum.</p> <p>Any meetings with parents are now taking place outside. If they can't take place outside will take place via telephone or Google Meet if more people are required to attend.</p>

		<ul style="list-style-type: none"> <li>A record is kept of all visitors.</li> </ul>		
<b>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors- contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>A risk assessment will be carried out with other setting to ensure all controls are in place.</li> </ul>	3X2=6	
<b>Stress and mental health issues for staff.</b>	Staff, pupils, parents, visitors everyone.	<p>Complete or update the schools stress work assessment to remind all staff of support available. Ensure 1 to 1 strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation (If required).</p> <ul style="list-style-type: none"> <li>Thoughts on returning, fears, concerns about returning.</li> <li>What will be easy to accomplish and what will be hard</li> <li>Fatigue (staff have continued to work throughout)</li> <li>Changes in circumstances, e.g. retirement, pregnancy, bereavement.</li> <li>Additional worries about members of their family and friends.</li> <li>Remind them of any internal support plan/system that is in place.</li> <li>Address/discuss and provide support.</li> </ul>		Use of Occupational Health if required for individual members of staff.
Masks in school for staff pupils & visitors – -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> <li>Parents and carers are required to wear a face covering at school pick-up/drop-off points ( certain individuals are exempt form wearing face coverings)</li> <li>Social distancing must still be followed at all times.</li> <li>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</li> <li>Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in communal areas), all staff will wear a face covering in these circumstances. Face coverings will also be worn at lunchtime when in the dinner hall by all staff as social distancing is harder in this area.</li> <li>Ensure all staff wear face coverings correctly.</li> <li>Clear instructions have been provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u> , to avoid inadvertently increasing the risks of transmission. (See Putting on &amp; taking off PPE presentation for staff)</li> </ul>		<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>

		<ul style="list-style-type: none"> <li>Wearers of face coverings reminded to clean hands before and after touching to remove or put them on</li> <li>Face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</li> </ul>		
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Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

**Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely

**Consequence:**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

- List hazards **something with the potential to cause harm** here
- List groups of people who are especially at risk from the significant hazards which you have identified
- 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 persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

## (5) ACTION PLAN

Action required:	Responsible person	Completion date
Update behaviour expectations (Behaviour addendum to policy) and send to all families prior to returning to school.	JMcAleny	28.08.2020
Send out updated risk assessment to all staff	JMcAleny	27.08.2020
Send out updated risk assessment to unions.	JMcAleny	28.08.2020
Risk assessment to be submitted to the local authority	JMcAleny	31.07.2020
Upload copy of school risk assessment to school website as per PHE guidelines.	JMcAleny	28.08.2020
Ensure adequate supplies of cleaning materials are available in school for the autumn term.	JMcAleny	26.08.2020
Frill drill to take place in the 1 <sup>st</sup> week of term to remind pupils of where to line up and how to evacuate the building safely.	JMcAleny	4.09.2020 .
Email all parents to inform them of the need to wear face coverings when dropping off and picking up their children from school.	JMcAleny	18.09.2020
<div> <div>Action plan agreed with (signature)</div> <div>Date</div> </div>		