




Location or School Address: Gayton Primary School, Gayton Road, CH60 8PZ	Date assessment Undertaken 10th February 2021	Assessment undertaken by : Jeanne Fairbrother & Jennie McAleny
Activity or situation: Schools /Settings – National Lockdown	Review date: Weekly review	Signature: 

These are a set of measures for the National Lockdown which have necessitated complete revision of RA 029 Full Opening of Schools.

Background

The Government announced a [national lockdown](#) commencing 5th January 2021 until advised of a date by the DfE and instructed people to stay at home to control the virus, protect the NHS and save lives.

The decision follows a rapid rise in infections, hospital admissions and case rates across the country, and our hospitals are now under more pressure than they have been at any other point throughout the pandemic. The increase in cases has been attributed to the new variant of COVID-19, which is between 50 and 70 per cent more transmissible.

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

The DfE has published [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)

This guidance applies to all schools in England, including:

- schools maintained by local authorities
- academies
- alternative provision schools including pupil referral units
- special schools, including non-maintained special schools
- independent schools

This guidance is for schools during the national lockdown period. Where this guidance refers to “schools”, that does not include maintained nursery schools or pre-reception classes.

The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

This document makes reference to all DfE guidance for [education & childcare](#)

1) Hazard / Activity	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
Schools open to all pupils – lack of social distancing for staff and pupils	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will remain open only for vulnerable children and the children of key workers. If children of critical workers can remain at home, they should remain at home. All other children will learn remotely until February half term. Remote learning in place from beginning of national lockdown via Google Classroom. School have contacted parents to reinforce the National Lockdown message- National Lockdown restrictions to be reinforced with parents. 	3X2=6	Reduce number of requests from families so that social distancing is possible within classrooms.
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School follows latest 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 during National Lockdown. Behaviour policy communicated to staff, parents & pupils – behaviour mini booklet provided for pupils in relation to specific issues linked to COVID-19. Whole staff briefings held to cover all new arrangements School has shared with all staff the measures in place and involved staff in that process. RA 029 National Lockdown published to website shared with unions, LA, governors. 	3X2=6	<p>Behaviour update for covid-19 on our school website.</p> <p>Risk assessment shared with staff and also available for all parents via the school website. RA to be shared with all governors.</p> <p>Email communication with staff regarding risk assessment changes 10.01.2021.</p>

Failure of measures to prevent spread of Coronavirus (COVID 19) in school	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • All control measures are adequately resourced, circulated to employees. • All training needs have been checked to ensure compliance. e.g. First aid, manual handling, EVC, evac chairs etc • Regular monitoring and review of risk assessment and measures in place are effective and working as planned. • Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice. • School follows advice from HS advisers. • Risk assessment revised and shared with staff • Staff and pupils –follow <u>Hands, Space, Face</u> 	3X2=6	
Unaware of steps to take in the event of suspected or confirmed case in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<p>School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance and the NHS test and trace process</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If staff or pupils have any of the wider symptoms below, they are advised to get a test at a testing sites and then self-isolate if the result is positive.</p> <ul style="list-style-type: none"> • Diarrhoea • A persistent headache • Fever and chills • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Sore throat • Congestion or runny nose 	3X2=6	<p>Updated guidance for schools to be available for all SLT members to ensure that all SLT aware of what needs to happen in response to a confirmed case in school.</p> <p>PPA to be revised from week commencing 11th Jan to prevent staff having to move bubbles.</p> <p>Lunchtime arrangements to be reviewed so that where possible staff facilitate the lunchtime of one bubble.</p>

		<ul style="list-style-type: none"> • Nausea or vomiting <p>Pupils with some of the common winter symptoms above (e.g. congestion or runny nose), can wait until the end of the day and then school will advise parents to take their child for a symptomatic test.</p> <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>School has ensured staff and parents/carers understand that they must be ready & willing to:</p> <ul style="list-style-type: none"> • Book a PCR test if they or their child is displaying symptoms. • Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test & Trace. • Self-isolate if they have been in close contact with anyone who tests positive, or of someone in their household has symptoms, or if they or someone in their household has travelled from abroad. <p>If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) Cheshire & Merseyside PHE contact 0344 225 0562</p> <p>PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</p> <p>Primary schools Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff must maintain 2m social distancing</p>		
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<p>Failure to manage confirmed cases in school (See page 22)</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) • School understands close contact is: <ul style="list-style-type: none"> -anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for Covid-19. -anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test. face- to face contact including being coughed on or having face-to-face conversation within one metre -being within one metre for one minute or longer without face-to-face contact -sexual contacts -being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) -travelled in the same vehicle or a plane. 	<p>3X2=6</p>	<p>Parental reminders to be sent in relation to how to inform school of a positive confirmed case of COVID-19. Office email to be utilised. Headteacher can access at anytime outside of school hours and regularly checks during the weekend.</p>
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Infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<p>Prevention - Minimise contact</p> <ul style="list-style-type: none"> • School will ensure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should arrange to have a test <p>Prevention – hand & respiratory hygiene</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School will use hand driers and paper towels. • School has built hand and respiratory hygiene into school culture and ensures that pupils <ul style="list-style-type: none"> ○ Are encouraged 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. 	3X2=6	<p>Additional cleaning taking place in the school day- hours increased for member of current cleaning team.</p>
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		<ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> • 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. • Adequate sanitiser located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Anti-bacterial wipes are available in classrooms for staff to use. <p>Prevention - enhanced cleaning</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. • Contact points and frequently touched surfaces are being cleaned more frequently. • All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use. (Antibacterial wipes available around the photocopier area). Wipes available in office area & staff room for phones to be wiped down. • Satisfactory cleaning regime in place to decontaminate equipment & toys. – Milton cleaning fluid available 		
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		<p>within Reception/F2 area for use with toys and frequently touched items.</p> <ul style="list-style-type: none"> • Classroom cleaning & disinfecting kits in place. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys • Toilets are cleaned regularly. • Separate toilets to different 'bubbles'. • Toilets for Y5/6. • Toilets for Y3/4 and Toilets for Y1/2. • F2 children access toilets in their own classroom throughout the school day. • Water fountains – not available at the current time. All children to bring a water bottle to school. 		
<p>Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<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 and staff and other adults on site. • This will be achieved by <ul style="list-style-type: none"> ○ Reducing pupil number -KW & V only ○ 15 pupils per class/bubble maximum at any one time. (ideally less in order to facilitate greater social distancing of pupils.) ○ keeping groups separate (in 'bubbles') and ○ maintaining 2m social distancing between individuals. (separate tables for pupils in Years 1-6) • 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 small consistent groups to reduce the risk of transmission. • School will use available space to maximise distance between pupils and between staff & other adults on site. • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible. 	<p>3X2=6</p>	<p>New updated seating plans to be provided to JMc.</p> <p>Children to be socially distanced within the dinner hall.</p>

		<ul style="list-style-type: none"> 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’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> School has identified small consistent class groups – ‘bubbles’ Where possible the integrity of the bubble is maintained. 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. Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. School recognises that younger children & those with SEND will not be able to maintain social distancing and it is acceptable for them not to distance within their group. Bubbles in school: <ul style="list-style-type: none"> Y5/6 bubble Y3/4 bubble F2/Y1/2 bubble General Measures in the classroom Teachers & staff can operate across groups or ‘bubbles’. but they must keep 2m away from other staff & pupils to preserve ‘bubble’ integrity . Where possible, we will try and ensure that staff do not move across bubbles. Staff & older pupils maintain 2 m social distancing. Minimise time spent within 1 m of anyone. Avoid face to face contact with pupils stand up, above and behind them. And other staff. Keep 2 m from colleagues. All children encouraged to socially distance if possible. 		
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		<ul style="list-style-type: none"> • Children who are old enough will be supported to maintain distance and not touch staff and their peers. • Pupils sit side by side facing forward. • Teachers stay at the front of the class where possible- this will be reinforced with all staff. • All furniture and equipment moved to ensure this seating. • Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils. • School has made small adaptations to classrooms where necessary to support social distancing. e.g. moving unnecessary furniture to make more space. <p>A. Primary schools</p> <ul style="list-style-type: none"> • Primary school groups will be small class groups • Older children will be told to maintain 2m distance within the group • Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for wraparound care and transport. • Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible. <p>Teachers</p> <ul style="list-style-type: none"> • 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. • Staff spaces are set up and used to help staff to distance from each other. • Use of the staff room minimised -Staff room out of use- only to be used for purpose of PPA. No more than 2 members of staff to be working in the staff room at any one time. Staff can enter for access to milk/drinks/fridge etc. Windows to be open in the staff room at all times. 		
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		Measures elsewhere <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 • School has planned routes to avoid creating busy corridors, entrances and exits. • No large assemblies or gatherings involving more than one group- assemblies all taking place remotely at this time. • Breaks are staggered- playground is split into bubble sections. • 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. • 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. • School will maximise the use of outdoor space for exercise, breaks outdoor education. 		
School workforce – reducing contact with all other adults	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will follow National Lockdown Stay at Home guidance where possible. • Those staff not attending school will work from home. • All staff attending school /setting follow the measures set out in this RA 029 School - National Lockdown to minimise the risks of transmission. • School aims to reduce contact between all adults - <ul style="list-style-type: none"> ○ Staffrooms – Staffroom not available for all staff currently. ○ F2/Y1/2 coffee/tea making facilities outside their area. ○ Y3/4- use of the Pineapple Room ○ Y5/6 & office staff use of the staff room. 	3X2=6	

		<ul style="list-style-type: none"> ○ Fridge available for staff to access with no more than 2 people accessing the room at a time. ○ Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) ○ Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. ○ Corridors – staff will wear masks outside of their classrooms. • 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 will take place outside.) 		
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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. (Staggered arrivals in the morning- anytime from 8:40am-8:55am.) End of day- KS1 & siblings at 3:15pm. KS2 at 3:25pm. Carpark entrance used in the morning to ensure that not all children are entering via the same gate- cones put out to ensure that children can enter the school site safely. 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) Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Email reminder sent to staff about this 4.01.2021. 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	
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	Does not apply currently to any pupils at Gayton.
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, 	3X2=6	Remind all parents/carers that children must have a pencil case in school which remains in school.

		<p>consistent group; these should be cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit (wipes, antibacterial spray, clothes, gloves, hand sanitiser) Table surfaces are washed down at lunchtimes. 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. These items subject to cleaning & rotation. 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. 		
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 equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Trim trail currently out of action and not to be used by the children. Caretaker visually inspects play equipment daily. Caretaker carries 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. 	3X2=6	

		<ul style="list-style-type: none"> Pupils reminded of playground rules Staff reminded they must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches etc prior to every session. 		
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- is identified as the medical isolation room. Hard floored to assist with cleaning. (this should have a closed door or minimum 2m away from people) If a child is awaiting collection, they will be moved, to the medical isolation room. 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. A toilet has been identified to be used if required whilst awaiting collection. (Toilet is available within the disabled toilet) 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 Wirral PHE. 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 	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.

		follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance		
PPE requirements - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School has identified that most staff in school will not require PPE beyond what they would normally need for their work. PPE is required where: <ul style="list-style-type: none"> 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. contact 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 assessments in place for pupils with complex needs. (currently no children with complex needs identified at Gayton). 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 used. Hand washing with soap and hot water for 20 secs minimum All staff completed 'PPE putting on & taking off' training. 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 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- 	3X2=6 Review this score as the more measures in place will reduce it	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>

		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 <ul style="list-style-type: none"> 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. 		
Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19)	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> The school is kept well ventilated, via all windows in communal areas being open all day. Hall windows open all day. poorly ventilated areas <ul style="list-style-type: none"> school has identified all poorly ventilated areas: <ul style="list-style-type: none"> with no windows or mechanical ventilation Rooms with ventilation that is recirculating only and do not have an outdoor air supply, areas that feel stuffy or smell mechanical ventilation systems – <ul style="list-style-type: none"> School can continue using most types of mechanical ventilation as normal and these are set to maximise fresh air and minimise recirculation. School has extended the operating times of HVAC systems to before and after people use work areas All mechanical systems are maintained in line with manufacturers' instructions Recirculating air <ul style="list-style-type: none"> School will continue to operate mechanical systems supplying individual rooms where recirculation modes allow higher rates of supply of fresh air to be provided to an area 	2X2=4	Staff ventilating classrooms with open windows during the school day and doors to classrooms being opened at regular intervals to increase ventilation.

		<ul style="list-style-type: none"> ○ Centralised ventilation system that circulates air to different rooms, will be turned off recirculation and fresh air introduced instead. ○ Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open. ● natural ventilation – <ul style="list-style-type: none"> ○ by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space. ○ School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation. ○ 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) ● 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 : <ul style="list-style-type: none"> ○ opening high level windows in preference to low level to reduce draughts. ○ 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 		
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		<ul style="list-style-type: none"> ○ rearranging furniture where possible to avoid direct drafts ○ Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • See for detailed information <i>Chartered Institution of Building Services Engineers (CIBSE)</i> 		
Face coverings – failure of visitors, staff to wear a face covering according to guidance	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>Primary schools and education settings teaching year 6 and below,</p> <ul style="list-style-type: none"> • no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. • In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), staff will wear face coverings. • Pupils & 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 <i>safe working in education, childcare and children's social care</i> for more advice. 	3X2=6	Reminder to all staff to wear face coverings in communal areas.

<p>Increased risk of COVID 19 new strain transmission during the current period when social distancing cannot be followed to the letter</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to <i>consider whether that activity needs to continue for school to operate.</i> • If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff. • Staff reminded to increase the frequency of hand washing and surface cleaning • To keep the activity time as short as possible • using screens or barriers to separate people from each other • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) 	<p>3X2=6</p>	
<p>Cleaning - risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas. • All areas & surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. • School follows PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink 	<p>3X2=6</p>	

		<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 or when school is closed to pupils/staff • 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 • Hand Sanitiser is located across the 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.(anti bacterial wipes available for this.) • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Clinically extremely vulnerable Children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare. 	3X2=6	Currently no children deemed as clinically extremely vulnerable at Gayton.

		<ul style="list-style-type: none"> Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice. 		
Clinically extremely vulnerable Staff at increased risk of contracting Covid 19 Employees who have been identified as clinically extremely vulnerable .	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Those who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend work Employees will provide the letter from the NHS or from their GP advising them to shield. School will review existing or carry out a risk assessment for these staff. School will complete risk assessments for staff who are working from home shielding. Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. 	3X2=6	Currently no staff identified as clinically extremely vulnerable.
Clinically vulnerable staff and children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school where it is not possible to work from home. School will carry out a risk assessment on each member of staff identified as clinically vulnerable. Staff should stringently follow all measures in place in school for their safety See RA 029 National Lockdown latest version Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents. Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. 	3X2=6	Risk assessments to be revised for clinically vulnerable staff.
Pregnant employees at increased risk of contracting COVID 19 Pregnant women are considered 'clinically vulnerable' or in some cases	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. 	3X2=6	

<p>'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p>		<ul style="list-style-type: none"> The risk assessment will support the employee to continue working Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. Pregnant women are not advised to be vaccinated against COVID-19. 		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020</p>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Risk assessment have been carried out for staff in this category including BAME staff and pupils in your establishment. Where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school latest edition 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 where it is not possible to work from home. O.H. advice will be sought where appropriate. EAP & counselling will be offered where appropriate 	3X2=6	
Staff mental health - Anxiety and stress	Staff – anxiety and stress	<ul style="list-style-type: none"> EAP available for staff as required. 	3X2=6	

Employee's with potential stress / anxiety caused by COVID-19 lockdown		<ul style="list-style-type: none"> Review individual staff /pupil risk assessments and monitor. Regular one-to ones with staff Reasonable adjustments if required. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 		
Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	<ul style="list-style-type: none"> See Wellbeing for Education Return programme. Regular reminders to parents regarding the importance of ensuring wellbeing for pupils. Regular breaks/walks and activity for pupils at home to be encouraged. Pastoral support for identified individual pupils – possibly to take place remotely during this time. Signposting parents to mental health resources to support pupils during this time. CAMHS resources and crisis line information for parents if required. 	3X2=6	
First aid – increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff will treat any casualty immediately. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands Adequate numbers of first aiders on site in all categories: 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> If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves apron or other suitable covering 	3X2=6	

		<ul style="list-style-type: none"> • First aider will try to assist from 2m and 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. <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly • Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> • 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. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p>		
Transport	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Children, young people and staff can continue to use public transport where necessary. • School will everyone to walk, cycle or scoot wherever possible and safe. • Where children, young people and staff need to use public transport, they should follow the safer travel guidance. 	3X2=6	


		<ul style="list-style-type: none"> children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. This does not apply to people who are exempt from wearing a face covering on public transport 		
Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Parents reminded that their child or young person must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19) 	3X2=6	
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 bubble and cross-contamination of 'bubbles'	<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. Visitors will be required to use sanitiser before and after each different pupil session. School will continue to engage supply & temporary staff during National Lockdown Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school's measures for minimising risk School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed. 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 available. 	3X2=6	Visitors are being kept to a minimum at the current time.

		<ul style="list-style-type: none"> 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. 		
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.Decided on a case by case basis and with Headteacher approval only. A separate risk assessment must be undertaken each time. 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 	3X2=6	

		<p>(COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to:</p> <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. • 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"> • School has Safeguarding policy and staff are trained. • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6	
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	
Recruitment – risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<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. • 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 	3X2=6	

		<ul style="list-style-type: none"> School will write a risk assessment for any recruitment activities 		
Educational visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> School has cancelled all educational visits at this time 	0X0=0	
Out of school provision /Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people). School will work closely our external wraparound providers to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. If this is impractical to group children in the same bubbles as they are in during the school day - school and external provider may need to group children with others from outside their school day bubble Providers will work with school, pupils will be kept as far as possible, in small, consistent groups If ratios are met one member of staff can supervise up to two small groups, 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 wraparound and before & after clubs Schools will consult the guidance produced for providers who run, after-school clubs, tuition and other out-of-school provision for children, 	3X2=6	S4YC are the only private provider operating on school premises. They have provided a copy of their risk assessment to school.
Lettings - increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of	<ul style="list-style-type: none"> School not available for hire at the current time other than to S4YC (third party provider). 	3X2=6	School restricting hire at the current time. No lettings currently taking

	transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> See working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 		place. Other than S4YC use.
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. No instrument lessons from outside agencies are taking place on site. 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. Not face-to-face 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) 	3X2=6	No instrumental tuition taking place on school premises at the current time.

		<ul style="list-style-type: none"> • 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. • 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>		
<u>Performing Arts & performances</u>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • grassroots music venues and entertainment venues must close. • amateur choirs and orchestra, have ceased • Indoor and outdoor performances with an audience will not take place • School may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission. • 	3X2=6	
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"> • School will provide physical education, sport & physical activity for pupils by following all the measures to reduce the risk of transmission in RA 029 Full opening of school • 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 (Hall) where it is not, maximising natural ventilation flows (through opening 	3X2=6	

		<p>windows and doors or using air conditioning systems wherever possible)</p> <ul style="list-style-type: none"> • 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. • Team sports will be limited .School will only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • Competition between different schools has been cancelled. • 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 		
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"> • 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. • Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff 	3X2=6	

		on site who may be working throughout the school and across different groups		
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"> School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education. 	3X2=6	<p>Google meet guidelines to be shared with all staff and pupils.</p> <p>Pupils in assembly on 8th January 2021 & parents via email on 8th January 2021.</p>
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Only staff trained to use ladders are allowed to use them. 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 JFA 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"> All staff should carry out the Display Screen Self-Assessment on return to school. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. If some staff are still home-working check with them that there are no issues with their set-up at home. Complete RA 028 Home working RA COVID 19 with them 	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 Coronavirus (COVID 19)	<ul style="list-style-type: none"> Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	3X2=6	
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. 	3X2=6	Fire drill to be completed in week commencing 11 th January 2021 for critical workers and vulnerable

		<ul style="list-style-type: none"> • 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 		children attending school.
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 logbook • Monthly water checks must take place 	3X2=6	
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 reminded to carry out pre-use visual checks of their areas, playground, equipment. • 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. • Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 	3X2=6	See Form F10 Checklist for classrooms
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 JFA 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 	3X2=6	Headteacher, Deputy Headteacher and Senior leader all have keys as well as caretaker.

		<ul style="list-style-type: none"> Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 		
General servicing maintenance & statutory inspection - failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance with legislation. e.g HSL water checks, fire alarms, gas, intruder alarm, IT, 	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	



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 persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this

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

(5) ACTION PLAN

Action required:	Responsible person	Completion date
1. Headteacher to reduce applications for critical worker places to ensure that social distancing can be facilitated within the classrooms. Critical worker families can access on a part time basis in order to ensure that social contact is reduced as much as possible.	J.McAleny	11.01.2021
2. Staffing arrangements and timetabling to be reviewed for week commencing Monday 11 th January to prevent staff having to cross bubbles or classes as much as possible.	JMcAleny	11.01.2021
3. Staff to provide updated seating plans in relation to the children accessing school (critical workers and vulnerable children)	JMcAleny	14.01.2021
4. Review arrangements in the dinner hall to move to 3 sittings to reduce the number of children in the dinner hall at any one time.	JMcAleny	8.01.2021
5. Google Meet guidelines to be shared with all children and parents.	JMcAleny	By 11.01.21
6. Risk assessment to be shared with all staff, governors and unions.	JMcAleny	By 15.01.21
7. Fire drill to take place in week commencing 11 th January 2021	JMcAleny	12.02.21
8. Share wider symptoms with all parents/carers to ensure that they are aware of these.		

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