

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
Jan 2021

Group/Service Area: **Claverley CE Primary**

Work Activity

Working in the Schools during Covid19 Pandemic

Workplace/Team: School

Date of Assessment: 3<sup>rd</sup> July 2020/updated Oct 2020/Updated Jan 2021

Date for Re-assessment Ongoing

Name of Assessors: Jo Derrer

Signature:

Manager: Governing Body

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low

1                      2                      3                      4                      5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

Updates from 28<sup>th</sup> August DfE Guidance

Updates from 17<sup>th</sup> September DfE Guidance

Updates from 12<sup>th</sup> October Government Tier Guidance

Updates from 5<sup>th</sup> Jan

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1. Unprevented spread of Covid 19 due to lack of social distancing	Staff, pupils	<p><b>Adhering to the following principles</b></p> <p>Essential measures include:</p> <ul style="list-style-type: none"> <li>• a requirement that people who are ill stay at home</li> <li>• robust hand and respiratory hygiene</li> <li>• enhanced cleaning arrangements</li> <li>• active engagement with NHS Test and Trace</li> <li>• formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably</li> </ul>	Med/High	Further actions will be determined through weekly review of Risk Assessment.	Low	JD/AP/JB	By 5.01.21

practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks (Year 1 onwards)
- staff maintaining distance from pupils and other staff as much as possible

**Specifically:**

**Prevention:**

1. 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

2. Face Coverings will be required indoors from any non-regular visitors e.g. social workers. Regular visitors may wear face mask should they so wish.

Regular visitors will be required to wear face coverings

3. Smaller, high traffic, rooms (e.g. staff room and

offices) will have room capacity limited to 5 persons and this is displayed. Adults are advised to stay out of the office as much as possible. Drop box placed outside the door. The intercom is used to speak to visitors when possible.

3. Clean hands thoroughly more often than usual. Hand sanitisers are available in all classrooms.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

6. Minimise contact between individuals and maintain social distancing wherever possible

7. Where necessary, wear appropriate personal protective equipment (PPE)

**Response to any infection**

8. Engage with the NHS Test and Trace process

9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

10. Contain any outbreak by following local health protection team advice

			<ul style="list-style-type: none"> <li>• Headteacher &amp; Lead Teachers available at all times.</li> <li>• Keep staffing arrangements / timetables as consistent as possible.</li> <li>• Children will not change classes for lessons (e.g. phonics, maths)</li> <li>• Where staff rotations are used, TAs, staff will move rather than children, unless a lesson is to be carried out in Hall or Outside.</li> <li>• Staff who rotate around multiple classes (e.g. for PPA) will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> </ul>					
2	<b>Catching or spreading Coronavirus – General considerations</b>	Staff, pupils Parents, carers, visitors	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>• Instruct all users of need to keep a social distance of 2 metres (reminder with signage)</li> <li>• Staff to wear face coverings in communal, non-teaching areas. Face coverings will be required to be worn by staff in corridors, the hall (if not eating), the staffroom (if not eating) and outside if not teaching.</li> <li>• Instruct all users (visitors) of need to wear a face mask around school site during drop-off and collection times. Teaching staff have visors for use with groups.</li> <li>• Teachers and Teaching Assistants can also wear a visor or face covering if they wish when teaching.</li> <li>• Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all</li> </ul>	Med/ High	<p>Updates to parents via Weekly Newsletter with reminders of procedures</p> <p>Regular reminders to staff.</p> <p>Further actions will be determined through</p>	Low	JD/JB/AP	By 5.01.21

			<p>parts of the hands are covered</p> <ul style="list-style-type: none"><li>• Clean hands more often than usual</li></ul>					
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			<ul style="list-style-type: none"> <li>○ On arrival at school</li> <li>○ After play</li> <li>○ Before and after food</li> <li>○ After using shared equipment</li> <li>○ Before leaving for home</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times (for details see below)</li> <li>• Review fire safety arrangements, including emergency evacuation routes to maintain social distancing where practicable.</li> <li>• Daily cleaning each day - All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day.</li> <li>• Daily clean Clean of touch points e.g. door handles, dinner tables, etc. at 1.00pm</li> <li>• Spot cleaning at lunchtime</li> <li>• Hand Sanitiser station in foyer and outside Blue/Orange class.</li> <li>• Children wash hands in toilets or classes</li> <li>• Handwashing facilities with Soap and water are available in all classes and toilet areas.</li> </ul>		<p>weekly review of Risk Assessment.</p>			
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- Each classroom is provided with lidded bins and tissues.
- Children cannot be expected to socially distance 2m apart. Staff have been reminded of need to maintain distance or wear a visor for group work.
- All tables for Year 1 to Year 6 pupils to face front. Tables for Year 1 to Year 6 children positioned to prevent face to face contact where possible.
- No whole school assemblies will take place (virtual via Teams)

**Avoiding contact with anyone with symptoms**

- Follow latest Guidance and **latest Flowchart**
- Guidance have been provided to parents in relation to this.
- Parents to be provided with reminders via newsletter and website – website page created
- School office hatch is remaining closed at all times.
- No visitor in the office at all unless with prior appointment. Only one parent/caller in the foyer



at a time.

- Appropriate signage displayed around site.

**Frequent handwashing and good respiratory practices**

- Children wash hands more frequently e.g. arrival, after play, before lunch, before home time (as mentioned above).
- Children taught about the need for good respiratory practice and of social distancing.
- Handwashing facilities are limited in class bases due to design of site.

**Regular Cleaning of Setting**

- Setting is subject to daily clean.
- Contact points cleaned at lunchtimes.
- Clean between lunchtime sitting.
- Shared IT devices cleaned.

**Minimising contact and mixing**

- Children and attached adults stay within cohort/s and groups “where possible”.
- Avoiding contact between groups
- Arranging classrooms with forward facing desks (Y1 to Y6)
- Staggered arrival, play, lunchtimes.

**Sharing of resources**

- A selection of playtime equipment is available for

each group. This will not be shared between groups.

- Daily wipe down of equipment (inc. playtime equipment) if shared.
- Equipment is quarantined for 72 hours if shared between classes where this can't be cleaned.
- Shared IT equipment subject to wipe down.

**Childcare**

- Before and After-School care returns.
- Children are kept in bubble groups.

**Social distancing for adults**

- Staff to have lunch at the same time as their teaching group if using the staffroom.
- Maximum number (of 5 members of staff) in the staffroom to allow for social distancing

**School events (assemblies, etc)**

- There will not be any 'whole school' gatherings.
- No Open the Book assemblies until further notice.

		<ul style="list-style-type: none"> <li>• Events which attract large gatherings will be suspended (Harvest, Parents Evening, etc.)</li> <li>• Virtual assemblies and events where/when possible</li> </ul> <p><b><u>Cashless System</u></b></p> <ul style="list-style-type: none"> <li>• Parents informed that they will need to make school purchases online via Parent Pay.</li> </ul> <p><b><u>Marking</u></b></p> <ul style="list-style-type: none"> <li>• Staff to keep marking brief (in line with the school's Marking Policy) and should be completed, where possible, in school.</li> </ul> <p><b><u>Uniform</u></b></p> <ul style="list-style-type: none"> <li>• Parents have been reminded of need to ensure that uniform is laundered regularly. Children to be allowed to wear PE/warmer clothing in classrooms.</li> </ul> <p><b><u>Clinacillay Vulnerable inc. Pregnant Women</u></b> Alerted staff to advice in relation to pregnancy.</p> <p>A separate risk assessment should be completed for all these staff.</p> <p>Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular Care.</p>		<p>Complete RA for staff who are clinically vulnerable pregnant.</p>			
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			Separate Guidance and advice for those who are clinically-vulnerable, including pregnant women is available.					
3	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>The school has carefully considered how we can make provision work alongside their wider protective measures, including keeping children within class bubbles where possible.</li> <li>These will be: <ul style="list-style-type: none"> <li>Classes</li> <li>Buses</li> <li>Before and After-school club</li> <li>Extra-curricular activities</li> <li>Peripatetic lessons</li> </ul> </li> </ul> <p><b>Records will be kept of membership of bubbles for the purpose of tracking and tracing.</b></p> <p><b><u>Drop-off</u></b></p> <ul style="list-style-type: none"> <li>Time - 8.45am – 9.00am (5mins stagger time)</li> <li>Parents wait with their child in separate spaces..</li> <li>Car park vehicle gate closed to vehicles from 8.40am to prevent the movement of cars to ensure safety of parents.</li> <li>2 metre markings (tape) on the paths to enable parents to observe social distancing measures.</li> <li>Parents and duty staff to wear face masks.</li> <li>Parents (Yellow, Red and Blue) drop their child off from carpark area. Green class parents take their children to the classroom door.</li> </ul>	Med/High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures.</p>	Low	JD/JB/AP	By 5.01.21

**Signage**

- Information provided to guide parents to drop-off and pick-up arrangements.

**Breaktimes and Playtimes**

- Playtimes organised as follows:

Time	Who	Where
10.10-10.25	Green Class	Back playground
10.10- 10.25	Yellow Class	Main playground
10.30-10.45	Red Class	Back playground
10.30-10.45	Blue Class	Main playground

- Attached staff supervise their own groups.
- Afternoon daily dash is arranged by teachers to avoid groups mixing.
- Staff to limit the use of toilets between cohorts
- Individual Class first aid records to be issued

**Assembly**

- Virtual whole school assembly will take place

JD/JM on duty daily to monitor drop off arrangements.

on Monday and Friday at 10.50am

**Lunchtimes**

- Lunch sittings operate as follows:

	11.50-12.20	12.35-1.00	12.40-12.55
IN HALL	Green class Yellow class	Red class	Blue class
OUTSIDE (rota for playgrounds)	12.00pm- Blue class 12.05- Red class	12.20 Green and Yellow outside	

- Hall will be divided into two with a 2 metre gap between classes.
- Children will sit facing from a distance and back-to-back from the other class.
- To limit congestion in the corridor, each class will enter and exit the hall through the following routes:
  - Green will enter via the corridor and exit the hall via orange room
  - Yellow will enter and exit via the corridor.
  - Red class will enter and exit via the corridor and Blue through orange room.

- Staff to wear a face covering in the Hall (unless eating)
- A system (if required) to be put in place by individual classes e.g. Coloured Bands to limit the use of toilets between cohorts
- First Aid to be carried out outside as much as possible. However, incidents requiring close contact and close attention will occur in the library and treated with the staff member (on duty – on rota) wearing PPE, if required.
- First Aid guidance issued in the staffroom

**End of Day**

- Parents distanced space to collect children from the locked carpark area.
- Parents encouraged to social distance outside
- Order of release from Classrooms:
  1. Bus and after school children to the Hall
  2. Pupils being picked up by parents/carers through staggered times. Siblings are sent with family groups.
  3. Children participating in an Extra-curricular club

**Transport**

- The school has liaised with Passenger Transport and school transport providers in relation to

transport

- Latest guidance from Government and DfE to be adhered to
- Parents have been encouraged to drive their children to school.

Arrival at school:

Taxi drivers will supervise children from the taxi to the entrance. Children wait in the hall in groups – supervised by a member of staff

Departure from school:

Children travelling on a taxi will meet in the school hall

Children will line up in taxi order against each 'bus stop' - socially distanced with buses separated.

Duty members of staff will accompany each taxi through the library door to the taxi.

**Meetings**

- All governors meetings have been agreed to be held online until further notice.
- Staff meetings take place in a classroom/room which allows for social distancing and ventilation each week, or virtually.
- Staff and other meetings will be carried out in the hall to allow for greater social distancing and staff to wear face coverings unless meetings can be carried out virtually.
- The school council is suspended until further notice



			<p><b><u>Music Lessons</u></b></p> <ul style="list-style-type: none"> <li>• DCMS/Music Mark guidance to be followed when music lessons are delivered and taught.</li> </ul> <p><b><u>Individual Music Lessons</u></b></p> <ul style="list-style-type: none"> <li>• Peripetetic Techers can engage with school</li> </ul>					
4	Reduce mixing within education or childcare setting by:	Staff, pupils, visitors	<p><b>Controlling movement around the school</b></p> <ul style="list-style-type: none"> <li>• School operates a 'one-way system' around the corridors. The space limits the possibility of physical barriers as implementing these would create further hazards. (e.g. fire escape routes).</li> <li>• To reduce corridor traffic, group times have been staggered in relation to <ul style="list-style-type: none"> <li>○ Drop-off time</li> <li>○ Breaktime</li> <li>○ Lunchtime</li> <li>○ Hometime</li> </ul> </li> <li>• Staff room limited to 5 at a time.</li> </ul>	Med/High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of</p>	Low	JD/JB/AP	By 5.01.21

			<p><b>Controlling access to the school:</b></p> <ul style="list-style-type: none"><li>• The school office is closed.</li><li>• Visitors to the school is by appointment only and only where meetings cannot be held in other forms.</li><li>• Where visitors are in the foyer, only one person is in the office at a time.</li><li>• The school office glass panel will remain closed at all times</li><li>• The school has suspended the use of visitor badges. A record is kept of all visitors</li></ul> <p><b>For shared play space:</b></p> <ul style="list-style-type: none"><li>• Playground Rota in place. Groups move to one side if another has to go through the main playground to enter the school.</li></ul> <p><b>For shared rooms:</b></p> <ul style="list-style-type: none"><li>• Shared areas: orange and hall to be sprayed down after use.</li><li>• Staff meetings held in classroom or virtually</li></ul> <p><b>Reduce the use of shared resources:</b></p> <ul style="list-style-type: none"><li>• iPads cleaned after use.</li><li>• Play Equipment limited to each cohort.</li></ul>		procedures			
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			<ul style="list-style-type: none"> <li>Follow AFPE guidelines in relation to decontamination <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a> shared with key staff</li> <li>Children use a clear, named pencil cases of individual everyday stationery items</li> <li>Children are discouraged from bringing unnecessary items to school (toys and items from home etc.)</li> <li>Shared materials and surfaces cleaned and disinfected more frequently.</li> <li>Tubs of resources for individuals if needed – e.g. maths cubes, etc</li> <li>Items to be cleaned after use. Where this is not possible, they should be quarantined for 72 hours.</li> <li>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> <li>Food Tech is suspended</li> </ul>					
5	<b>Managing Customers, Contractors and visitors</b>	Staff including cleaning and catering staff, pupils, Visitors. contractor	<b>Contractors</b> <ul style="list-style-type: none"> <li>School encourages visits via remote connection/working where this is an option.</li> <li>Where site visits are required, site guidance on social distancing and hygiene is explained to visitors on or before arrival.</li> <li>Hand Sanitiser is available in school office</li> <li>Limit to 2, the number of visitors at any one time.</li> </ul>	Med/High	No further action at this point.  Further actions will be determined through	Low	JD/JB/AP	By 5.01.21

		S	<ul style="list-style-type: none"> <li>• Limit visitor times to a specific time windows and access restricted to required visitors only.</li> <li>• Schedules determined for essential services and contractor visits can be revised to reduce interaction and overlap between people. (e.g. PHS)</li> <li>• School maintains record of all visitors.</li> <li>• Use of visitor badges is suspended.</li> </ul> <p><b>Parents, Visitors and Meetings</b></p> <ul style="list-style-type: none"> <li>• School has provided clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</li> <li>• Entry and exit routes for visitors and contractors to minimise contact with other people established.</li> <li>• Where meetings have to take place, this will occur in the hall or orange room</li> <li>• Have established drop-off/collection to reduce congregation where one way is not possible.</li> <li>• <b>Parents to contact teachers via email/phonecall or make an appointment to see Teachers</b> if required</li> </ul>		<p>weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures.</p>			
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			<ul style="list-style-type: none"> <li>All governors meetings are held online until further notice.</li> <li>Staff meetings take place in a classroom or virtually each week.</li> <li>The school council does not meet.</li> </ul>					
6	<b>Workplace and furniture contamination</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>High touch items are cleanable (e.g. iPads/Laptops). These are sanitised after use.</li> <li>Items should be cleaned after each use</li> <li>Where items cannot be easily cleaned, they should be quarantined for 72 hours.</li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>Posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency up around the school</li> <li>ensure that all adults and children: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> </ul>	Med/High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment</p> <p>Communicate to staff.</p>	Low	JD/JB/AP	By 5.01.21

			<ul style="list-style-type: none"><li>• Have ensured that sufficient handwashing facilities are available.</li><li>• Clear use and cleaning guidance for toilets shared with all to ensure they are kept clean and social distancing is achieved as much as possible.</li><li>• Enhanced cleaning for busy areas (after lunch clean).</li><li>• More waste facilities and more frequent rubbish collection through lidded bins</li><li>• <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> shared</li><li>• Clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, more regularly than normal</li><li>• KS1 children are taught to learn and practice these habits through games, songs and repetition</li><li>• Bins for tissues are emptied throughout the day (after lunch clean)</li><li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li><li>• Doors propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li><li>• Cleaner-in-charge monitors supplies of soap, hand san etc.</li></ul>					
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7	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is <b>not recommended</b>. However, staff have been instructed by the Headteacher to wear face coverings in communal, non -teaching areas due to increased risk of the new variant of Covid19 being transmitted more easily.</li> <li>The schools and other education or childcare settings does not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. However, Teachers and Teaching Assistants can also wear a visor or face covering whilst teaching if they wish to do so.</li> <li>Staff are not prevented from wearing PPE</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li><b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work</b>, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:             <ul style="list-style-type: none"> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul> </li> </ul> <p>If a child, young person or other learner</p>	Med/High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment</p> <p>Additional training needed for staff in use of PPE</p> <p>Caretaker to monitor PPE stocks daily.</p>	Low	JD/JB/AP	By 5.01.21
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			becomes unwell with symptoms of coronavirus while in their setting and needs direct personal					
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			<p>care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>School liaises with LA in relation to procurement of replacement PPE.</p>					
8	<b>Catering facilities</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Dinner Registers to be completed via Parent Pay</li> <li>• Social distancing achieved in the kitchen</li> <li>• Sittings separated for reduced numbers</li> <li>• Lunchtime supervisor cleans between sittings</li> <li>• Further risk assessment (Kitchen specific) completed by Catering Manager.</li> <li>• Hot trolley provided for each group has a cling film cover to ensure children do not breath on the food.</li> <li>• Compliance with 'Guidance for Food Business' by liaising with WL&amp;P.</li> </ul>	Med/ High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Communicat</p>	Low	Cook-in Charge /JD	By 5.01.21

					ion of RA to kitchen team			
9	<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• <b>Desinated first aider</b> (not on supervising rota) to remain 'on call' outside during Lunchtimes with PPE available.</li> <li>• <b>HSE Guidance</b> available in staffroom and adhered to when administering first aid. <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> <li>• PPE available for those administering First Aid</li> <li>• Library designated as isolation space for pupils exhibiting Covid19 symptoms</li> <li>• Children with other illnesses requiring transfer to home wait in foyer.</li> <li>• First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>• Adequate PPE is provided for use of staff in all emergencies including first aid and fire</li> <li>• Necessary means of cleaning equipment following any type of emergency is available.</li> <li>• PPE is clearly signed</li> <li>• All occasions when CPR is required is carried out in accordance with current protocols from the Resuscitation Council the First Aid needs assessment will identify any additional equipment and training needs</li> <li>• Where there is a possible risk of infection all necessary precautions is be followed: <ul style="list-style-type: none"> <li>○ Face protection</li> </ul> </li> </ul>	Low/Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Further training for staff on use of PPE is required.</p> <p>Regular updates needed</p> <p>JD to monitor stocks of PPE each day.</p>	Low	JD/JB/AP/JM	By 5.01.21

			<ul style="list-style-type: none"> <li>○ Eye protection</li> <li>○ Contact with the casualties airway must be avoided</li> <li>○ Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care</li> </ul> <ul style="list-style-type: none"> <li>● For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival</li> </ul>					
10	<b>Accidents\ incidents</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>● School will act swiftly with respect to children/staff exhibiting symptoms and/or positive tests and/or contact from NHS Test and Trace</li> <li>● Created ‘bubble register’ for Test and Trace and Health Protection Teams. (See appendix)</li> <li>● Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>● Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> </ul>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JD/JB/A P/JM	By 5.01.21

			<ul style="list-style-type: none"> <li>School visits are not taking place until review of risk assessment deems it is appropriate to do so.</li> </ul>		Regular communication with staff.			
11	<p><b>Emotional distress of the staff - including anxiety</b></p> <p><b>Emotional distress of the pupils</b></p>	Staff, pupils	<ul style="list-style-type: none"> <li>At least one SLT member of staff is on site every day for staff to share concerns with</li> <li>Staff are included with the decision making, review of risk assessments.</li> <li>Staff work and rest rooms have been reviewed to ensure social distancing can be adhered to.</li> <li>Details of employee counselling service is available (EPS service) and other contacts/sources of information such as MIND</li> <li>Mental health, including anxiety is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced</li> <li>Mental health to be included within RSE lessons.</li> <li>Regular briefings to discuss phased returns and changes to processes take place. Consultation with staff to address concerns</li> <li>Review staff work and rest rooms to ensure social distancing can be adhered to has taken place.</li> <li>Staff are provided with an allocated space where they can go for break times. A safe space for staff to relax and rest between sessions should be made available.</li> <li>Staff break and lunchtimes are rotated into the school day</li> </ul>	Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JD/JB/AP	By 5.01.21

			<ul style="list-style-type: none"> <li>• Referral to Occupational Health for clarity on circumstances someone in school should be working under depending on health</li> <li>• Staff have access to a designated member of staff (JD) to address concerns with. Where possible work place adaptations should be considered to support staff member</li> <li>• Mental health, including anxiety is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced.</li> <li>• Pupils are supported by staff</li> <li>• SENCo/Head shares resources from EPS. This provides ways of being able to support a child if in need of comfort.</li> <li>• School to liaise with external agencies, including the school nursing team where appropriate.</li> <li>• Extra-curricular activities to resume to promote physical and mental wellbeing.</li> </ul>					
12	<b>Transport arrangements</b>	Staff, pupils, parents, carers, Transport Operators	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• Latest Transport guidance to be adhered to</li> <li>• Parents and children and young people to walk or cycle to their education setting where possible</li> <li>• Shared <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> with parents/carers when planning their travel</li> <li>• School has liaised with passenger transport to ensure that transport arrangements cater for any</li> </ul>	Med/High	No further action at this point.  Further actions will be determined through weekly	Low	JD/JB/AP	By 5.01.21

			<p>changes to start and finish times</p> <ul style="list-style-type: none"> <li>• School has liaised with passenger transport operator to ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• School has liaised with passenger transport operator to ensure that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>• School has liaised with passenger transport operator in relation to 'double tripping'. This have been communicated to parents in relation to pick up/drop off time.</li> <li>• School has communicated revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> <li>• School has implemented arrangements (see above) with respect to arrival/departure from school.</li> </ul>		<p>review of Risk Assessment involving transport operator.</p>			
13	<p><b>Use of Car park for cars, and other forms of transport</b></p>	<p>Staff, Parents, Carers, Visitors</p>	<ul style="list-style-type: none"> <li>• Car park is closed at 8.40 and from 3.20 to facilitate parent access to site.</li> </ul>	<p>Low</p>	<p>No further action at this point.</p> <p>Further actions will be determined through weekly</p>	<p>Low</p>	<p>JD/JB/A P/JM</p>	<p>By 5.01.21</p>

					review of Risk Assessment.			
14	<b>When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b>		<ul style="list-style-type: none"> <li>• See appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</li> <li>• School has very clear system of routine maintenance, inspections etc.</li> <li>• School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures.</li> <li>• Fire Risk Assessment was last updated and approved by Premises, H&amp;S Governors in Jan 2020.</li> </ul>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Weekly/daily checks by Cleaner-in-Charge</p>	Low	JD/JB/AP	By 5.01.21
15	<b>Consideration of the Equality of Opportunity and the school's responsibilities under the Equalities Act 2010.</b>	All	<p>The school is mindful of its responsibilities under the Equalities Act 2010. HSE Ref: <a href="https://www.hse.gov.uk/diversity/index.htm">https://www.hse.gov.uk/diversity/index.htm</a> The school has had regard to the requirements of this legislation in the completion of this risk assessment. Home Learning continues for all year groups. Home Learning, where required will be integrated into school curriculum planning</p> <p>The school will plan to ensure any pupils educated at home for some of the time are given the support they</p>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of</p>	Low	JD/JB/AP	By 5.01.21

		<p>need to master the curriculum and so make good progress.</p> <p>Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, the schools will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading and writing. (e.g. Foundation subject will be biased towards literacy and numeracy-based activity).</p> <p>The school may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. In this case, the school should be able to show that this is in the best interests of these pupils and be subject to discussion with parents during the autumn term. The school will develop a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</p>		Risk Assessment.			
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**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of



recent government advice, identifying protective measures (such as the things listed above)

- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

### **Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- make clear to parents 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)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

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**E. Circulation List**

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Jo Derrer	Headteacher		
Jill Benson	Senior Lead		
Amy Pinches	Senior Lead		
Rachael Bernasconi	Teacher		
Helen Harper-Jones	Teacher (SENDCo		
Sarah Pullinger	Teacher		
Jane Mottram	Teaching Assistant/ First Aid		
Lynn Wade	Teaching Assistant		
Alison Colin-Stokes	Teaching Assistant		
Rosemary Langley	Teaching Assistant		
Clare Summerfield	Teaching Assistant		
Sarah Davies	HLTA		

Debbie Richardson	Teaching Assistant		
Caroline Smillie	Teaching Assistant		
Laura Aguayo			
Sandra Webb	Administrator		
Lisa Cox	Administrator		
Amanda Holding	Catering Manager		
Ruth Claybrook	Kitchen Assistant		
Lydia Bradley	Kitchen Assistant and Cleaner-in-Charge		
Maxine Davis	Cleaner		

## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"><li>• Perimeter fencing, hedges, gates etc.</li><li>• Trees</li><li>• Waste storage areas and waste bins</li></ul>	<ul style="list-style-type: none"><li>• Boundary integrity</li><li>• Risk assessments up-to-date; no damage</li><li>• Secure – waste collection still occurring</li></ul>		
<b>Building:</b> <ul style="list-style-type: none"><li>• Roof (inc. chimneys)</li><li>• Facias, gutters, downpipes</li><li>• Walls</li><li>• Windows</li><li>• Exterior doors</li><li>• Door canopies</li><li>• Paths</li><li>• Roads, car park, gates / barriers</li></ul>	<ul style="list-style-type: none"><li>• Defects or damage</li><li>• Doors opening properly with no restrictions</li><li>• No defects or damage; in working order</li><li>• Slip or trip hazards (uneven, holes etc.)</li><li>• </li></ul>		
<b>Interior:</b> <ul style="list-style-type: none"><li>• Ceilings</li><li>• Walls</li></ul>	<ul style="list-style-type: none"><li>• No defects or damage likely to affect building users</li></ul>		

<ul style="list-style-type: none"> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Doors checked for fit and opening</li> <li>• No slip or trip hazards</li> </ul>		
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Ensure rooms are ventilated as much as possible.</li> <li>• Check system operation; change filters</li> </ul>		

<ul style="list-style-type: none"> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles,</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if</li> </ul>		

<p>microwaves etc.</p> <ul style="list-style-type: none"> <li>• Lifts (see below) / lifting equipment</li> </ul>	<p>required</p> <ul style="list-style-type: none"> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> <li>• Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>		