



MODEL RISK ASSESSMENT RECORDING FORM

Location or address St Paul's Catholic Primary School	Date assessment Undertaken: 14/07/2020	Assessment undertaken by : Jeanne Fairbrother AND Chris Fenna Headteacher
Activity or situation Reopening school to all students	Review date : 7 days or as required	Signature: <i>C. Fenna</i>

Overview

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

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

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

Guidance


- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare->

[closures?utm_medium=email&utm_source=govdelivery#infection-prevention-and-control](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)	<ul style="list-style-type: none"> • School follows all DfE, PHE & Gov.uk guidance • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function • Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils. Policy on website. Communicated to staff through e mail and also on shared drive. Communicated to pupils by staff in first week back • Whole staff re- induction held in September – INSET day 1st September 2020 • Revised risk assessment shared with staff • Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful to supplement mental health training already accessed and health and safety training already completed (July 2020) • Risk assessment published to school website as per HSE guidance. • A copy has been sent to all local trade unions. • A copy has been sent to the Local Authority. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with 	2x2=4	

		<p>possible coronavirus infection)</p> <ul style="list-style-type: none"> • School has involved parents and children in education resources such as e-bug and PHE schools resources. This will be revisited in September • Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers • Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary. • Cleaner and caretaker clean site in the morning. Toilets cleaned again during lunchtime and an extra cleaner cleans areas of the school after 3 o'clock. Caretaker cleans door handles, light switches and call points and other frequently touched surfaces throughout the day. 		
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. • Regular monitoring and review of risk assessment and measures in place. • Risk assessment revised and shared with staff 		
Unaware of steps to take in the event of suspected or confirmed case in school – a. Currently b. School informed pupil/staff member tested positive in last 7 days	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> • School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health Protection Team: 0344 225 0562 (option 1) • School will contact local Health Protection Team & follow their advice • The Health Protection team will provide definitive advice on who must be sent home • The Health Protection team will provide a template letter on the advice of the health protection team, to send to parents and staff if needed (template letters included in Outbreak Guidance for Wirral Educational Settings – below) 	2x2=4	

		 <p>Outbreak Guidance for Wirral Educational</p>		
Infection control – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Pupils, staff and other adults advised clearly not to come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following <u>the guidance on hand cleaning</u> ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at school ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ promote the 'catch it, bin it, kill it' approach ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') 	2x2=4	

		<ul style="list-style-type: none"> ○ all the frequently touched surfaces are cleaned throughout the day. ○ provide disposable tissues in each classroom ○ provide each class with disinfectant and 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 • encourage young children to learn and practise these habits through games, songs and repetition • ensure that lidded bins for tissues are emptied throughout the day • where possible, all spaces are well ventilated using natural ventilation (opening windows and outside doors) • Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Adequate sanitiser 'stations' 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 • Wipes are available • Hand cream e.g. E45 is available and pupils are encouraged to use it • assemblies are held via Zoom • no water fountains – parents to supply bottles of water. • Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. • Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. • Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas 		
--	--	--	--	--

		<ul style="list-style-type: none"> • All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use – wipes placed at photocopier and available in classrooms where guillotine is used and staff rooms where phones are available • Satisfactory cleaning regime in place to decontaminate such objects – cleaning team clean all frequently touched surfaces throughout the day • Classroom cleaning & disinfecting kits in place. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys. 		
Social distancing across school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. • This will be achieved by <ul style="list-style-type: none"> ◦ keeping groups separate (in ‘bubbles’) and ◦ maintaining distance between individuals. • School will maintain consistent groups • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible • Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate • School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils – ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> • Staff & pupils maintain 2 m social distancing • Minimise time spent within 1 m of anyone 	2x2=4	

		<ul style="list-style-type: none"> • Avoid face to face contact with pupils stand up, above and behind them • Keep 2 m from colleagues • Understand very young or special needs this is not possible • All children encouraged to socially distance if possible • 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 where possible • Teachers stay at the front of the class where possible • All furniture and equipment moved to ensure this seating • Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone <p>A. Primary schools</p> <ul style="list-style-type: none"> • Primary school groups will be a full class. • Older children will be told to maintain 2m distance within the group • Where younger pupils and staff cannot maintain distancing school will employ smaller class-sized groups • Siblings may also be in different groups. • Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for Breakfast Club and possibly for after school clubs • Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible. <p>Class Bubbles</p> <ul style="list-style-type: none"> • Preschool/Bubble 1 - Up to twelve 2 year olds in the Twos Room with three staff. The room has its own entrance and garden as well as its own toilets and changing area. There is also a staff toilet available. Pupils will use toilets one at a time. Pupils have 15 hours of funding which will be taken as five mornings or as two and a half days • Foundation/Bubble 2 - 10 F2 children and 16 F1 children with 1 teacher and 2 TA3s in the Foundation Unit. Entrance to the room is via the main gate and into the classroom via the free flow Foundation garden. Toilets are 		
--	--	---	--	--

		<p>within the room and will be labelled boys and girls. Pupils will use toilets one at a time</p> <p>F1 pupils have 15 hours of funding which will be taken as five mornings or as two and a half days</p> <p>Year 1/2Bubble 3 - 6 children from Year 1 and 20 children from Year 2 in the KS1 room with 1 teacher, 1P/T TA3 and 1 F/T TA2.</p> <p>Entrance to the room is via the gate at the top of reception steps and the fire door into the room. Boy's toilets are within the room. Girl's toilets are in the area outside the room. Pupils will use toilets one at a time.</p> <p>This group will use the top yard for breaktime and will access it by leaving the room through the fire doors and going round the outside of the building and the edge of the grass in the bottom playground to the steps giving access to the top yard.</p> <p>Year 3/4/Bubble 4 - 15 children from Year 3 and 11 children from Year 4 in the Year 3/4 room on the KS2 corridor with 1 teacher and 1 TA2.</p> <p>Entrance to the room is via the main gate and the KS2 corridor. Boy's and girls' toilets are in the corridor. Numbers of children using the toilet facilities will be limited and supervised.</p> <p>The group will share the bottom yard with Year 5/6 and playtimes will be staggered. They will access the yard by leaving through the fire door at the end of the KS2 corridor on to the playground. The playground has been marked with a line down the middle</p> <p>Bubble 5 – 9 children from Year 5 and 8 children from Year 6 with 1 F/T teacher and 1 P/T TA3 in the Year 5/6 classroom.</p> <p>Entrance to the room is via the church car park gate, through the fire exit into the hall and across to the KS2 corridor. Boys and girl's toilets are in the corridor. Numbers of children using the toilet facilities will be limited and supervised.</p> <p>The group will share the bottom yard with Year 3/4 and playtimes will be staggered. They will access the yard by leaving through the fire door at the end of the KS2 corridor</p>		
--	--	---	--	--

		<p>on to the playground. The playground has been marked with a line down the middle.</p> <ul style="list-style-type: none"> • Children will only be accessing the classroom in which they are working and their outdoor space. Pupils will not be in the main part of the building or in any of the staff areas • Staff have access to two staffrooms – the main staffroom and the community room. Female staff can use the toilets in the admin block and the community room toilet. The male staff toilets in the admin block will be unisex allowing for extra female toilets. (When the building work is completed in the new Twos room the second staff room may move from the Community Room to the existing Twos Room as that room will then be vacant. This will also give access to an extra staff toilet) • Tissues, hand gel and disinfectant are available in each staffroom. There are cleansing wipes and disinfectant in each set of toilets. • Sanitiser is located at the entrance. • These arrangements will be reviewed on a weekly basis and are subject to change as the situation develops. • Staff will collect their group from designated entrance and hand them back to parents in the same way. • When collecting children at the start of the session staff should ensure that they take hand sanitiser for each child. Children should then wash their hands thoroughly as they enter the classroom • Signs above all sinks reminding about how to wash hands thoroughly • No parents on site. Staggered start and finish times or gates • Signs are on the railings reminding parents about the 2m distance rule • Lunch will be eaten in the classroom and all groups have their own play area • Each pupil has individual pens/pencils and equipment and only iPads and laptops will be shared with other bubbles but will be cleaned thoroughly before being used by another group • Teachers to try and maintain social distancing keep out of 		
--	--	---	--	--

		<p>pupils' sneeze/breath/cough zone</p> <ul style="list-style-type: none"> • Avoid face to face contact with young pupils stand up, above and behind, • Minimise touching frequently touched surfaces and contact points • Older pupils maintain 2 m social distancing. • All groups can access rooms directly from outside apart from the KS2 Bubbles • Desks have been set forward facing where possible and there is signage in every room reminding about 2m is in every room <p>DfE guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>states:</p> <p><i>We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.</i></p> <ul style="list-style-type: none"> • Children will access outdoor areas without moving into the main part of the building. Only the KS2 Bubbles will be moving up and down the KS2 corridor for toilets and the outside area • Lunch breaks - children will clean their hands beforehand. Kitchen will supply lunch for all eligible children. Lunch will be brought to the classrooms. Children bringing own lunch must bring it in a disposable plastic bag so everything can be binned after lunch. Children wash their hands after lunch • All bubbles will use their own set of toilets. • Younger children who need additional support in toileting or hygiene of hands will be helped by staff in the bubble. <p>Use of outside space:</p> <ul style="list-style-type: none"> • Each bubble has its own play area. Bubble 1 has an enclosed garden at the bottom of the driveway or free flow from the 		
--	--	---	--	--

		<p>new room when it is completed. Bubble 2 has its own enclosed garden Bubble 3 will use the top playground. Bubble 4 and 5 will share the bottom yard but breaktimes will be staggered</p> <ul style="list-style-type: none"> • All play areas will be accessed by going round the outside of the building and not by going through any of the staff areas or main parts of the school • For exercise and breaks each group will have their own basket of PE equipment to use outside for outdoor education, as this can limit transmission and more easily allow for distance between children and staff • Bubble PE basket of equipment will be cleaned at the end of a session. Children should be encouraged to wipe down what they have used • Fixed outdoor equipment will only for used by the bubble using that play area <p>Read COVID-19: cleaning of non-healthcare settings</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> • Hall will not be used for lunches but will be used for PE if the weather is inclement. Only one group a day to use the hall so that it can be thoroughly cleaned afterwards. The hall will also be used for Breakfast Club each morning and will be cleaned before being used for PE. Access to Breakfast Club will be through the reception gate at the top of the steps starting at 7.45 • COVID-19: cleaning of non-healthcare settings guidance • Two staffrooms/ rest rooms have been allocated for staff use. The existing staffroom in the admin block and the Community Room on the other side of the hall. Break times for staff will be staggered so that no more than 4 – 6 people will be in either staffroom at one time. • Male staff toilets have been designated as unisex for the time being. Once the building work is completed in the new Twos room male staff toilets will be just for male staff as there will be another available staff toilet in the existing Twos Room which will then be vacant. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • Homework books will not be sent home. Parents will be directed towards the online learning on the school website. 		
--	--	---	--	--

		<p>Each child has a login to their class page. Reading books sent home will be cleaned before sending and on their return</p> <ul style="list-style-type: none"> • Each desk has its own supply of pens, pencils, ruler, rubber, sharpener etc so that only siblings will share resources • Shared materials and surfaces will be cleaned and disinfected more frequently and children will be encouraged to do this in an age appropriate way • Most parents walk to the school. Those who live further away travel by car. One set of parents will be bringing their child to school on public transport. Remind parents about the guidance when travelling on public transport <p>See https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Teachers</p> <ul style="list-style-type: none"> • Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable e.g for PPA or for PE etc • 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 and breaks staggered so that no more than 4-6 staff are using the rooms at any one time. Cleaning kits are available in all staff areas and are regularly replenished <p>Measures elsewhere</p> <ul style="list-style-type: none"> • Movement around school is kept to a minimum • Timetables adjusted to keep groups apart moving around school by 		
--	--	--	--	--

		<ul style="list-style-type: none"> • No large assemblies or gatherings involving more than one group. School assemblies will take place via Zoom • Breaks staggered • Lunch breaks staggered. Pupils will clean their hands beforehand, eat in the classroom and play with their own bubble peers • Groups kept apart as much as possible and surfaces and tables cleaned regularly throughout the day. • Cloakrooms not in use - chair backs for coats/bags • Minimise touching of frequently touched surfaces and contact points • Rooms accessed directly from outside where possible • Signage reminding about 2m social distancing in place • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time • School will maximise the use of outdoor space for exercise, breaks outdoor education 		
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. • Equipment is not shared with other cohorts without cleaning • Shared classroom materials can be shared within the bubble and will be cleaned regularly • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit – trigger bottle of disinfectant, handwipes, sanitiser, paper towels, tissues, lidded bin • Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided. • Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) • Pupils will limit the amount of equipment they bring into 	2x2=4	

		<p>school each day to lunch boxes, hats, coats, books. Bags are allowed.</p> <ul style="list-style-type: none"> • No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources 		
--	--	---	--	--

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. <div data-bbox="1144 188 1355 306" data-label="Image"> <p>Arrival and Departure details Sep</p> </div> <ul style="list-style-type: none"> 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 <div data-bbox="1176 753 1382 842" data-label="Image"> <p>September 2020.doc</p> </div> <ul style="list-style-type: none"> Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children's social care for more advice. encouraging parents and children and young people to walk or cycle to their education setting where possible schools, parents and young people following the government guidance on how to travel safely 	2x2=4	
Public transport to school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> School will stagger start times to enable more journeys to take place outside of peak hours. School has encouraged parents, staff and pupils to walk or 	2x2=4	

		<p>cycle to school if at all possible.</p> <ul style="list-style-type: none"> Families using public transport advised to refer to the safer travel guidance for passengers 		
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"> Pupils on dedicated school services do not mix with the general public on those journeys and groups tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school (This will apply to the use of our minibus) Use of hand sanitiser upon boarding and/or disembarking Additional cleaning of vehicles Organised queuing and boarding where possible Distancing within vehicles wherever possible Where appropriate the use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	2x2=4	
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> School has revised the child protection policy to reflect the return of more pupils. Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	2x2=4	
Pupil with an EHCP – risk of not following specialist guidance	Pupils - injury or ill-health	<ul style="list-style-type: none"> Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. Parents have been contacted and will be involved in 	2x1=2	

		planning for their child's return to their setting from September. Child has already returned to school and parent was contacted and involved in this return from 29 th June		
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. Recovery plan includes lots of PSHE lessons plus PE, Art, Drama, Music in order to rebuild self esteem, stamina and resilience. Pastoral care lessons during the first term will concentrate on friendships, feelings and emotions 	2x2=4	
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). • Pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the current advice on shielding • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent (see below). • Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health. • Pupils unable to attend because they are complying with clinical and/or public health advice will have access to 	2x2=4	

		<p>remote education.</p> <ul style="list-style-type: none"> School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. 		
Shielded staff	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Risk assessments will be carried out on all staff who have been shielding Government policy advises those who can work from home to do so. School will review each case. See guidance the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 	2x2=4	
Clinically vulnerable or extremely clinically staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance)	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible, Advice for those who are clinically-vulnerable, including pregnant women, is available. School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk 	2x2=4	
BAME staff & pupils Evidence from the Office for	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils in your establishment. 	2x2=4	


<p>National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>		<ul style="list-style-type: none"> • Have comprehensive conversations with BAME staff • identify existing underlying health conditions that may increase the risks for them in undertaking their role • Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns. • keep ongoing contact with staff particularly about their safety and their mental health. • School will try as far as practically possible to accommodate additional measures where appropriate. • Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • O.H. advice will be sought where appropriate. • EAP & counselling will be offered where appropriate • See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 		
<p>New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance</p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable, including pregnant women, • A pregnant member of staff who can work from home should do so, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. • Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. See RA 029 New & Expectant mother risk assessment • Follow guidance from GP and mid-wife. • Maintain high standards of hygiene • Inform line manager if circumstances change • Refer to this guidance- also for BAME expectant mothers https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus- 	<p>2x2=4</p>	


		infection-and-pregnancy/		
Cleaning - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Regular visits by Prokill • Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol • KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners 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 • Sanitizer stations located across site • Regular cleaning of toilets (x2 per day) and supply of hand soap • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products – completed by cleaning team throughout the day • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than 	2x2=4	


		<p>normal</p> <ul style="list-style-type: none"> • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Contractors on site -risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Communication - explain to contractors your concerns and come up with workable solutions • Request risk assessments form contractors which include their social distancing protocols. • Zero tolerance with contractors found to be not following PHE social distancing guidelines. • Contractors asked to make appointments before and after school where possible • All contractors asked to wear gloves and masks – available in foyer if they come without 	2x2=4	
PPE requirements - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • No requirement for face coverings/masks etc • The majority of staff in school will not require PPE beyond what they would normally need for their work. • PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained • Within 2m PPE is available and staff will wear a mask, gloves and disposable apron • Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. • Risk assessment for pupils in place. • Hand washing with soap and hot water for 20 secs minimum • 2m social distancing maintained as far as possible • School has sourced adequate supplies of PPE • All staff have completed 'PPE putting on & taking off' training 	2x2=4	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>

<p>First aid provision – risk of school unable to provide first aid in the event of an emergency.</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Adequate numbers of first aiders on site in all categories: • First aid certificates which expired during lockdown have been renewed. All staff have one day Paediatric certificates valid until Oct 2021. TAs and MDAs have completed first part of Paeds First Aid online and will complete the practical part in September so that they will all have a full Paeds certificate • First aid boxes located across site • All staff have completed 'PPE putting on & taking off' training • <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> • First aid provision with suspected symptoms of coronavirus : Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask • 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 • Must be discarded in clinical waste • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-</p>	<p>2x2=4</p>	<p>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></p>
--	--	---	--------------	--


		responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov		
Medical isolation room - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Medical isolation room is situated in the small meeting room in the admin block • If unable to isolate a child move them to an area 2m away from others. • 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 complex needs • Remove all non-essential items in the medical room. • Include one desk and one table. • Child awaiting collection will be supervised • The disabled toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. There are record sheets outside the disabled toilet and the medical room so that staff can record when the room or toilets are used and when they are cleaned • 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 • 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. Following COVID-19: cleaning of non-healthcare settings guidance 	2X2=4	
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents 	2x2=4	

		 e-safety policy.doc <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. See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 		
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Site manager/ caretaker regularly checks all ladders on site and records are kept. 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 All staff have completed training - Safe use of ladders 	2x2=4	
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> Remind everyone to review their workstations after the long absence. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. All staff should carry out the Display Screen Self-Assessment on return to school. If some staff are still home-working check with them that there are no issues with their set-up at home. 	2x2=4	
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 	2x2=4	
Kitchens - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes Recommission all catering equipment. Check servicing and PAT testing 	2x2=4	



		<ul style="list-style-type: none"> Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 		
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. Practice drill held within first week to ensure everyone knows their roles and responsibilities. Social distancing is followed on evacuation and at assembly point. The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. The fire alarm and emergency lighting has been serviced in accordance to guidance Alarm checked weekly from a different call point 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. <div style="text-align: center;">  <p>Fire Safety and Evacuation Procedure</p> </div>	2x2=4	
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms, respiratory condition	<ul style="list-style-type: none"> Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book Monthly water checks have taken place – Hertel. Records kept in staff room 	2x2=4	
HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. Caretaker carries out daily visual whole site checks 	2x2=4	
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. F10 checklists completed for classrooms Other pieces of equipment such as dining sets which have not 	2x2=4	


		been used have been inspected, checking smooth operation of opening and wheeling.		
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location All staff have completed online Manual Handling training 	2x2=4	
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm Secure reception Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	2x2=4	
Heating/Boilers failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating, becoming unwell, cold	<ul style="list-style-type: none"> Boilers and heating systems been serviced through lock down as required 	2x2=4	
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 	2x2=4	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> School emergency plan to cover Covid 19 issues has been reviewed and agreed by Governors Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors <div style="text-align: center;">  <p>Fire Safety and Evacuation Procedure</p> </div>	2x2=4	
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 has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities School measures and/or risk assessments have been shared with them Risk assess impact of third party on school. 	2x2=4	

		<ul style="list-style-type: none"> • Breakfast and after-school provision, where possible, will restart from the start of the autumn term. For Breakfast Club, pupils will enter school through the reception gate at 7.45 and will meet in the hall. The hall will then be cleaned before PE lessons take place. Breakfast Club is run in house and not by third party providers. After school sports clubs are run by Edsential <ul style="list-style-type: none"> ○ support across year groups, ○ where parents use multiple providers ○ childminders picking up/dropping off pupils. ○ keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small, consistent groups will be identified. ○ advise parents to limit the number of different wraparound providers they access, as far as possible. ○ Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. ○ No contact sports <div data-bbox="1227 995 1290 1056" data-label="Image"> </div> <p>PE and Physical Activity Delivery Risk</p>		
Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Pupils kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports avoided. • Outdoor sports prioritised where possible, or the hall used where it is not, to maximise distancing between pupils • The areas will be cleaned between groups – surfaces wiped down 	2x2=4	

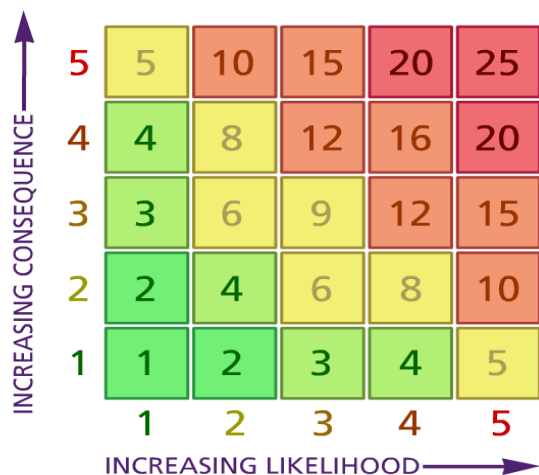
		<ul style="list-style-type: none"> • Pupil reminded about hand and respiratory hygiene • If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities • School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so. • School refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroots sport ○ Association for Physical Education ○ Youth Sport Trust <div style="text-align: center;">  PE and Physical Activity Delivery Risk </div>		
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 playing will not take place in larger groups such as school choirs and ensembles, or school assemblies • Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced. • Instrument sharing to be avoided, • Good ventilation if held indoors but holding the session outside will be considered 	2x2=4	
Educational visits – risk of Coronavirus (Covid 19) whilst on visit	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Educational visits for non-overnight domestic educational visits resume September. • When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing & hygiene will be adhered to, to ensure they can be done safely. • School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place • School will make use of outdoor spaces in the local area to 	2x2=4	

		<p>support delivery of the curriculum.</p> <ul style="list-style-type: none"> Schools will consult the health and safety guidance on educational visits when considering visits. 		
<p>Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</p>	<p>Staff, pupils and visitors lack of ventilation to disperse Coronavirus (Covid 19) - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> School will ensure an adequate supply of fresh air into building(s). Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors). Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended To prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows See Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low 	2X2=4	
<p>Airconditioning systems that do not introduce fresh air but recycle air within a room - able to spread the COVID-19 Virus. Entering/working in Server room</p>	<p>Staff, pupils and visitors, because the use of split air conditioning system that only circulates room air and does not introduce fresh air</p>	<ul style="list-style-type: none"> No air conditioning systems in school Hand hygiene maintained Bottle of cool water to avoid dehydration Working in isolation Access restricted to one person only at a time Sign on door warning of changes to access permissions. Ensure door is locked and keys controlled Face coverings available when working inside server room 		
<p>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Breakfast and after school clubs - clean equipment between groups and after use. Prior to reinstating use of play equipment which has been put out of use caretaker has carried out formal recorded inspection. All servicing and maintenance identified has been carried out prior to reinstatement. 	2x2=4	<p>Caretaker to attend Play Inspectors training Course in October 2020</p>

		<ul style="list-style-type: none"> 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 and staff supervising. Site manager/caretaker has attended Routine Inspectors Course Site manages/caretaker visually inspects play equipment daily Site manager/caretaker has reinstated weekly formal checks of play equipment Pupils reminded of playground rules Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Heatwave & sun safety June 2020.doc </div> <div style="text-align: center;">  Sun safety policy.docx </div> </div>		
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. Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting Visitor has own PPE or PPE will be provided for each session 2m social distancing rules in place PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask 	2x2=4	

		<ul style="list-style-type: none"> Room has ventilation – windows and door open whilst the room is occupied. Sanitiser in room Tissues in room and lidded bin emptied after each session. Disinfecting kit in room – trigger bottle of disinfectant, cloths, wipes All hard surfaces wiped down before and after each separate appointment /meeting with pupils. Any equipment brought into school must be able to be wiped down pre and post each pupil session. Any school equipment used must be wiped down pre and post session. Designated visitor toilet in Annexe Visits arranged for outside of school hours, where possible A record is kept of all visitors <div style="text-align: center;">  Protocol for outside agencies.doc </div>		
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 (Not applicable at this time) 		
Anxiety and stress returning to work post lockdown Employee's & pupils returning to school with potential stress / anxiety caused by return to school post CIVID-19 lockdown and associated contact	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Support from Caritas will continue to be available to pupils A daily PSHE slot has been timetabled in for each Bubble Staff have access to resources from Place2Be, Red Cross, NSPCC as well as past Pastoral Care planning to use with their group Counselling service available including bereavement Refer employee to EAP Review individual staff /pupil risk assessments and monitor Regular one-to ones between SLT and staff via Zoom or by telephone or face to face depending on preference Reasonable adjustments as required. 	2x2=4	

Cleaning – EYFS FROM 20/07/2020	Staff, pupils, parents, visitors	<p>From the 20th July 2020 the protective measures introduced as a result of the Covid-9 outbreak will be reduced. It will remove the need for small groups or bubbles but still requires minimal mixing of where possible.</p> <p>As a result, the risk assessment has been reviewed to ensure that all activities have been assessed, removing the requirement to keep children in small consistent groups within settings but still minimising mixing where possible</p> <ul style="list-style-type: none"> • Cleaning will remain enhanced and includes: <ul style="list-style-type: none"> ▪ more frequent cleaning of rooms that are used by different group ▪ frequently touched surfaces being cleaned more often than normal • No requirements for dedicated toilets for groups. ○ Toilets will need to be cleaned regularly • Children must be encouraged to clean their hands thoroughly after using the toilet. 	2x2=4	
--	----------------------------------	---	-------	--



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

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

- (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 column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) **ACTION PLAN**

Action required:	Responsible person	Completion date
Book Play Inspectors Training Course for caretaker with Fairbrother Associates on 27 th October 2020	CF	Oct 2020
Action plan agreed with (signature) <i>C. Fenna.</i> Date:21.7.2020		