



# MODEL RISK ASSESSMENT RECORDING FORM

Location or address St Paul's Catholic Primary School	Date assessment Undertaken: 02/01/2021	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 DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

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

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

## Guidance

- <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

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

1) 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
<b>Communication</b> -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function</li> <li>• Behaviour policy revised with new rules and expectations and communicated with staff, parents &amp; pupils. Policy on website. Communicated to staff through e mail and also on shared drive. Communicated to pupils by staff in first week back</li> <li>• Whole staff re- induction held in September – INSET day 1<sup>st</sup> September 2020</li> <li>• Revised risk assessment shared with staff</li> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be</li> </ul>	2x2=4	

		<p>helpful to supplement mental health training already accessed and health and safety training already completed (July 2020)</p> <ul style="list-style-type: none"> <li>• Risk assessment published to school website as per HSE guidance.</li> <li>• A copy has been sent to all local trade unions.</li> <li>• A copy has been sent to the Local Authority.</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• School has involved parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a> This will be revisited regularly</li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary.</li> <li>• 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. Door handles, light switches and call points and other frequently touched surfaces are cleaned throughout the day.</li> </ul>		
<b>Failure of measures to prevent spread of Coronavirus (Covid 19) in school</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees</li> <li>• All training needs have been checked to ensure compliance.</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned</li> <li>• Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice</li> <li>• Risk assessment revised and shared with staff</li> </ul>		

<p><b>Unaware of steps to take in the event of suspected or confirmed case in school –</b></p> <p><b>a. Currently</b></p> <p><b>b. School informed pupil/staff member tested positive in last 7 days</b></p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19)</p>	<div data-bbox="996 108 1061 172" data-label="Image"></div> <p>Outbreak Guidance for Wirral Educational</p> <ul style="list-style-type: none"> <li>• School will ensure understanding of the NHS Test and Trace process and how to contact our local Public Health Protection Team: <b>0344 225 0562 (option 1)</b></li> <li>• School will contact local Health Protection Team &amp; follow their advice</li> <li>• The Health Protection team will provide definitive advice on who must be sent home</li> <li>• To support the Health Protection Team school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> <li>• The Health Protection team will provide a template letter to school to send to parents and staff if needed</li> <li>• School ensures that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> </li> <li>• School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ <b>if someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in</li> </ul> </li> </ul>	<p>2x2=4</p>	
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		<p>which case it is still best to avoid contact with other people until they are better.</p> <ul style="list-style-type: none"> <li>○ <b>if someone tests positive</b>, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste</li> </ul> <p><i>N.B. Schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school or, staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p>		
<b>Infection control – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• 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</li> <li>• Pupils, staff and other adults advised clearly not to come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days</li> <li>• 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 '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days - isolation period from the day they develop symptoms - and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across school.</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>• School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> <li>○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following <a href="#">the guidance on hand cleaning</a></li> <li>○ clean their hands: <ul style="list-style-type: none"> <li>▪ on arrival at school</li> <li>▪ return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating,</li> <li>▪ and after sneezing or coughing</li> </ul> </li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ promote the 'catch it, bin it, kill it' approach</li> <li>○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it')</li> <li>○ all the frequently touched surfaces are cleaned throughout the day.</li> <li>○ provide disposable tissues in each classroom</li> <li>○ provide each class with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</li> </ul> </li> <li>• ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them</li> <li>• encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• ensure that lidded bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces are well ventilated using natural ventilation (opening windows and outside doors)</li> <li>• 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</li> </ul>		
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		<p>and safeguarding), to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> <li>• Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly</li> <li>• Young pupils &amp; those with complex needs are supervised when using of hand sanitiser</li> <li>• Wipes are available</li> <li>• Hand cream e.g. E45 is available and pupils are encouraged to use it</li> <li>• assemblies are held via Zoom</li> <li>• no water fountains – parents to supply bottles of water.</li> <li>• 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.</li> <li>• 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.</li> <li>• Staff &amp; 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</li> <li>• 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</li> <li>• Satisfactory cleaning regime in place to decontaminate such objects – cleaning team clean all frequently touched surfaces throughout the day</li> <li>• Classroom cleaning &amp; disinfecting kits in place.</li> <li>• Pupil engagement encouraged to wipe down own surfaces. equipment &amp; toys</li> </ul>		
<b>Face coverings in school for staff pupils &amp; visitors – -risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings)</li> <li>• <b>Social distancing must still be followed at all times.</b></li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</li> <li>- where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</li> <li>Remind staff, pupils &amp; visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home</li> <li>School understands some individuals are exempt from wearing <a href="#">face coverings</a>.</li> <li>See DfE Face coverings in education: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> </ul>		
<b>Social distancing across school – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.</li> <li>This will be achieved by <ul style="list-style-type: none"> <li>keeping groups separate (in ‘bubbles’) and</li> <li>maintaining distance between individuals.</li> </ul> <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> <li><i>children’s ability to distance</i></li> <li><i>the lay out of the school</i></li> <li><i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i></li> </ul> <li>emphasis will be on separating groups for younger children</li> <li>social distancing will be emphasised for older children.</li> <li>children considered old enough will be supported to maintain distance and not touch staff where possible.</li> </li></ul>	2x2=4	



		<ul style="list-style-type: none"> <li>• School will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>• Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate</li> <li>• School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> </ul> <p><b>Reduce mixing within education or childcare setting by:</b></p> <p><b>Groups of pupils – ‘bubbles’</b></p> <p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• It is recommended schools implement smaller groups. Eg. the size of a full class if possible, to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</li> <li>• At St Paul’s we have vertically grouped classes with no more than 30 children in each group</li> <li>• consistent groups will be maintained where possible</li> <li>• All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups</li> <li>• Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</li> <li>• Staff &amp; pupils maintain 2 m social distancing</li> <li>• Minimise time spent within 1 m of anyone</li> <li>• Avoid face to face contact with pupils stand up, above and behind them</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Keep 2 m from colleagues</li> <li>• Understand very young or special needs this is not possible</li> <li>• All children encouraged to socially distance if possible</li> <li>• Children who are old enough will be supported to maintain distance and not touch staff and their peers.</li> <li>• Pupils sit side by side facing forward where possible</li> <li>• Teachers stay at the front of the class where possible</li> <li>• All furniture and equipment moved to ensure this seating</li> <li>• Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone</li> </ul> <p><b>A. Primary schools</b></p> <ul style="list-style-type: none"> <li>• Primary school groups will be a full class.</li> <li>• Older children will be told to maintain 2m distance within the group</li> <li>• Where younger pupils and staff cannot maintain distancing school will employ smaller class-sized groups</li> <li>• Siblings may also be in different groups.</li> <li>• Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for Breakfast Club and possibly for after school clubs</li> <li>• Rooms have been adapted and excess furniture &amp; equipment removed to support social distancing where possible.</li> </ul> <p><b>Class Bubbles</b></p> <ul style="list-style-type: none"> <li>• <b>Preschool/Bubble 1</b> - 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</li> </ul> <p><b>Foundation/Bubble 2</b> - 8 F2 children and 21 F1 children with 1 teacher, 2 TA3s and 1 TA2 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 within the room and will be labelled boys and girls. Pupils will use toilets one at a time</p>		
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		<p>F1 pupils have 15 hours of funding which will be taken as five mornings or as two and a half days. A small number of children have 30 hours funding</p> <p><b>Year 1/2 Bubble 3</b> - 9 children from Year 1 and 20 children from Year 2 in the KS1 room with 1 teacher, 1P/T TA3 and 1 P/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><b>Year 3/4 Bubble 4</b> - 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><b>Year 5/6 Bubble 5</b> – 11 children from Year 5 and 9 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. Boy's 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>		
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		<p>on to the playground. The playground has been marked with a line down the middle.</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Staff have access to three staffrooms – the main staffroom, the old Twos Room and the community room. Female staff can use the toilets in the admin block and the old Twos Room. The male staff toilets in the admin block can be unisex allowing for extra female toilets.</li> <li>• Tissues, hand gel and disinfectant are available in each staffroom. There are cleansing wipes and disinfectant in each set of staff toilets.</li> <li>• Sanitiser is located at the entrance.</li> <li>• These arrangements will be reviewed on a weekly basis and are subject to change as the situation develops.</li> <li>• Staff will collect their group from designated entrance and hand them back to parents in the same way.</li> <li>• When collecting children at the start of the session staff should ensure that they take hand sanitiser for each child. Staff must wear a mask at the gate and insist that parents wishing to speak to them wear a mask also. Children should then wash their hands thoroughly as they enter the classroom</li> <li>• Signs above all sinks reminding about how to wash hands thoroughly</li> <li>• No parents on site. Staggered start and finish times on gates</li> <li>• Signs are on the railings reminding parents about the 2m distance rule</li> <li>• Lunch will be eaten in the classroom for Twos, FS and KS1 and in the hall for KS2. All groups have their own play area</li> <li>• 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</li> <li>• Teachers to try and maintain social distancing keep out of pupils' sneeze/breath/cough zone</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Avoid face to face contact with young pupils stand up, above and behind,</li> <li>• Minimise touching frequently touched surfaces and contact points</li> <li>• Older pupils maintain 2 m social distancing.</li> <li>• All groups can access rooms directly from outside apart from the KS2 Bubbles</li> <li>• Desks have been set forward facing where possible and there is signage in every room reminding about 2m is in every room</li> </ul> <p>DfE guidance <a href="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">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</a> states:</p> <p><b><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></b></p> <ul style="list-style-type: none"> <li>• 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, the hall and the outside area</li> <li>• Lunch breaks - children will clean their hands beforehand. Kitchen will supply lunch for all eligible children. Lunch will be brought to the classrooms for KS1, FS and Twos. Staff transporting meals to classrooms must wear gloves and face covering. KS2 children will collect their own dinner from the hatch and eat in the hall. 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</li> <li>• All bubbles will use their own set of toilets.</li> <li>• Younger children who need additional support in toileting or hygiene of hands will be helped by staff in the bubble.</li> </ul> <p><b>Use of outside space:</b></p>		
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		<ul style="list-style-type: none"> <li>• Each bubble has its own play area. Bubble 1 has an enclosed free flow garden at the back of the building. 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Fixed outdoor equipment will only for used by the bubble using that play area</li> </ul> <p><u>Read COVID-19: cleaning of non-healthcare settings</u></p> <p><b>For shared rooms:</b></p> <ul style="list-style-type: none"> <li>• Hall will be used for KS2 lunches and for PE if the weather is inclement. 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</li> <li>• <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>• Three staffrooms/ rest rooms have been allocated for staff use. The existing staffroom in the admin block, the old Twos Room 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 each staffroom at one time.</li> </ul> <p><b>Reduce the use of shared resources:</b></p> <ul style="list-style-type: none"> <li>• Homework books will not be sent home. Parents will be directed towards the online learning on the school website. Each child has a login to their class page. Reading books sent home will be cleaned before sending and on their return</li> <li>• Each desk has its own supply of pens, pencils, ruler, rubber, sharpener etc so that resources will not be shared</li> </ul>		
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<b>Pupils &amp; relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</li> <li>• School will maintain capacity for the delivery of the school aged flu vaccination programme.</li> <li>• School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils.</li> <li>• The Immunisation Team contact details are 0151 514 2509/0151 514 2510.</li> <li>• See also: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf</a></li> </ul>	2x2=4	
<b>Shared resources - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Staff &amp; pupils have individual pens and equipment where possible and these are not shared</li> <li>• Equipment is not shared with other cohorts without cleaning</li> </ul>	2x2=4	



		<ul style="list-style-type: none"> <li>• Shared classroom materials can be shared within the bubble and will be cleaned regularly</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit – trigger bottle of disinfectant, handwipes, sanitiser, paper towels, tissues, lidded bin</li> <li>• Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development.</li> <li>• Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>• Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books. Bags are discouraged.</li> <li>• No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources</li> </ul>		
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<b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school</li> <li>School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> </ul> <div data-bbox="1272 331 1335 395" data-label="Image"> </div> <p data-bbox="1205 403 1406 451"> September opening - main school.doc </p> <ul style="list-style-type: none"> <li>Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li><b>Face coverings</b> - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <a href="#">safe working in education, childcare and children's social care</a> for more advice.</li> <li>encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>schools, parents and young people following the government guidance on how to travel safely</li> </ul>	2x2=4	
<b>Transport to school – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>School will stagger start times to enable more journeys to take place outside of peak hours.</li> <li>School has encouraged parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>Families using public transport advised to refer to the <a href="#">safer travel guidance for passengers</a></li> </ul>	2x2=4	
<b>Dedicated school transport, including statutory provision – risk of</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>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</li> </ul>	2x2=4	

<b>transmission of Coronavirus (Covid 19)</b>		<p>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.</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Use of hand sanitiser upon boarding and/or disembarking</li> <li>• Additional cleaning of vehicles</li> <li>• Organised queuing and boarding where possible</li> <li>• Distancing within vehicles wherever possible</li> <li>• 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</li> </ul>		
<b>Staff visiting families in their own homes</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School may need to send a member of staff to make face to face visits</li> <li>• A separate risk assessment must be undertaken.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> <li>• If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the <a href="#">children's social care services guidance</a> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>○ risks to children and young people</li> <li>○ risks to families</li> <li>○ risks to the workforce</li> <li>○ national guidance on social distancing and hygiene</li> <li>○ statutory responsibilities, including safeguarding</li> </ul> </li> <li>• If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>• Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.</li> <li>• If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to <a href="#">book a test</a>.</li> <li>• If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants</li> <li>○ taking PPE &amp; sanitiser as a precautionary measure</li> </ul> </li> </ul>		
<b>Safeguarding – risk of breach</b>	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• School has revised the child protection policy to reflect the return of more pupils.</li> <li>• Schools follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> <li>• Staff safeguarding refresher training Dec 2020</li> </ul>	2x2=4	
<b>Pupil with an EHCP – risk of not following specialist guidance</b>	Pupils - injury or ill-health	<ul style="list-style-type: none"> <li>• Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.</li> <li>• Ongoing contact and discussion with parents of EHCP and PFA children</li> </ul>	2x1=2	
<b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b>	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> <li>• Behaviour policy updated and shared with staff, parents, governors and pupils</li> <li>• Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. 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</li> </ul>		
<b>Clinically extremely vulnerable pupils</b> - due to pre-existing medical conditions	Pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Pupils who remain in the clinically extremely vulnerable group should return to school from 2 December at all local restriction tiers</li> <li>School understands there may be a very small number of pupils or students under paediatric or NHS care who have been advised specifically by their GP or clinician not to attend an education setting.</li> <li>Pupils can return to school, even if they have family members who are shielding.</li> <li>If the area moves into Tier 3 government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. And the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</li> <li>See <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> <li>Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.</li> <li>School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school.</li> </ul> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p>	2x2=4	

<p><b>Clinically extremely vulnerable staff (CEV)</b></p> <p><a href="#">clinically extremely vulnerable</a></p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Employees who are clinically extremely vulnerable (CEV) will previously have received a letter from the NHS or from their GP telling them this and may have been advised to shield in the past.</li> <li>• All staff who cannot work from home, can still go to work in all tiers. School has reviewed each case.</li> <li>• Risk assessments have been carried out on all staff who have been shielding See RA 026 Return to work – COVID 19. These will be reviewed.</li> <li>• Check the <a href="#">COVID alert level</a> of your local area or <a href="#">search by postcode</a>. And follow the guidance at the appropriate level</li> <li>• See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></li> </ul>	<p>2x2=4</p>	
<p><b>Clinically vulnerable or staff who are at higher risk of severe illness</b> (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>)</p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school. While in school they should follow all measures in this risk assessment to minimise the risks of transmission.</li> <li>• They are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing</li> <li>• They have been advised they should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others</li> <li>• They are advised they should continue to take care to socially distance from other adults including older children and adolescents.</li> <li>• Employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> <li>• See <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce</a></li> </ul>	<p>2x2=4</p>	

		<ul style="list-style-type: none"> <li>Individual risk assessment have been carried out on clinically vulnerable employees <b>See RA 026 Return to work – COVID 19</b></li> </ul>		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including</p> <p><b>BAME staff &amp; pupils</b></p> <p>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-mitigation-of-risks-in-occupational-settings-with-a-focus-on-ethnic-minority-groups/mitigation-of-risks-of-covid-19-in-occupational-settings-with-a-focus-on-ethnic-minority-groups-consensus-statement-from-phe-hse-and-fom">https://www.gov.uk/government/publications/covid-19-mitigation-of-risks-in-occupational-settings-with-a-focus-on-ethnic-minority-groups/mitigation-of-risks-of-covid-19-in-occupational-settings-with-a-focus-on-ethnic-minority-groups-consensus-statement-from-phe-hse-and-fom</a></p>	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Have comprehensive conversations with these members of staff</li> <li>Identify existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.</li> <li>Keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>O.H. advice will be sought where appropriate.</li> <li>EAP &amp; counselling will be offered where appropriate</li> <li>See <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ul>	2x2=4	
<b>New and/or expectant mothers</b> – deemed clinically vulnerable	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school.</li> <li>Pregnant women can continue to attend school. While in school they should follow all measures in this risk assessment to minimise the risks of transmission</li> <li>Pregnant women should follow the latest government guidance on staying alert and safe <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert</a> and avoid anyone who has symptoms suggestive of coronavirus. I</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>• If in third trimester (more than 28 weeks' pregnant) advised to be particularly attentive to social distancing.</li> <li>• Pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health</li> <li>• For those women who are 28 weeks pregnant and beyond, there is an increased risk of becoming severely ill should you contract COVID-19 (this is true of any viral illness contracted, such as flu).</li> <li>• Individual risk assessments will be carried out for this category of staff. <b>See RA 09 (A) New &amp; Expectant mother risk assessment</b></li> <li>• Follow guidance from GP and mid-wife.</li> <li>• Maintain high standards of hygiene</li> <li>• Inform line manager if circumstances change</li> <li>• Refer to this guidance- also for BAME expectant mothers <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>		
<b>Cleaning - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• A cleaning schedule is in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas &amp; dining areas</li> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Regular visits by Prokill</li> <li>• Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</li> <li>• <b>KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.</b></li> </ul>	2x2=4	



		<ul style="list-style-type: none"> <li>• Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</li> <li>• Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</li> <li>• Encourage pupils to clean – to teach them about safety.</li> <li>• Classrooms - cleaners carry out regular, enhanced cleaning once daily as long as the above is adhered to .</li> <li>• If suspected case of Covid 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• If cohorts change, consider cleaning between class changes</li> <li>• Toys, fabrics, soft furnishings will have to be washed or replaced more frequently</li> <li>• Sanitizer stations located across site</li> <li>• Regular cleaning of toilets (x2 per day) and supply of hand soap</li> <li>• Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products – completed by cleaning team throughout the day</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</li> <li>• Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.</li> </ul>		
<b>Contractors on site -risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Communication - explain to contractors concerns and come up with workable solutions</li> <li>• School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, this will be arranged</li> </ul>	2x2=4	


		<ul style="list-style-type: none"> <li>• A record is kept of all visitors.</li> <li>• Request risk assessments from contractors which include their social distancing protocols.</li> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>• Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups</li> <li>• Contractors asked to make appointments before and after school where possible</li> <li>• All contractors asked to wear gloves and masks – available in foyer if they come without</li> </ul>		
<b>PPE requirements - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• No requirement for face coverings/masks etc</li> <li>• The majority of staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained</li> <li>• Within 2m PPE is available and staff will wear a mask, gloves and disposable apron</li> <li>• Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.</li> <li>• Risk assessment for pupils in place.</li> <li>• Hand washing with soap and hot water for 20 secs minimum</li> <li>• 2m social distancing maintained as far as possible</li> <li>• School has sourced adequate supplies of PPE</li> <li>• All staff have completed 'PPE putting on &amp; taking off' training</li> <li>• School does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff</li> </ul>	2x2=4	<b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>

		<p>performing AGPs follow PHE's <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE.</p> <ul style="list-style-type: none"> <li>• Separate risk assessments will be carried out as necessary following specific guidance in <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies</a></li> <li>• Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus</li> </ul>		
<b>First aid provision – risk of school unable to provide first aid in the event of an emergency.</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Adequate numbers of first aiders on site in all categories:</li> <li>• First aid certificates which expired during lockdown have been renewed. 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</li> <li>• First aid boxes located across site</li> <li>• All staff have completed 'PPE putting on &amp; taking off' training</li> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u></b></li> <li>• <b>First aid provision with suspected symptoms of coronavirus :</b> Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (IIR) surgical mask</li> </ul> </li> </ul>	2x2=4	<p><b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task</i></p>

		<ul style="list-style-type: none"> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste</li> <li>• Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient's mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>• If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</li> </ul> <p>See: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>		<i>being carried out and can be worn on a sessional basis.</i>
<b>Medical isolation room - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Medical isolation room is situated in the small meeting room in the admin block</li> <li>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</li> <li>• Ideally, a window should be opened for ventilation.</li> <li>• If unable to isolate a child move them to an area 2m away from others.</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs</li> <li>• Remove all non-essential items in the medical room.</li> <li>• Include one desk and one table.</li> <li>• Child awaiting collection will be supervised</li> </ul>	2X2=4	


		<ul style="list-style-type: none"> <li>• The disabled toilet has been identified to be used if required whilst awaiting collection.</li> <li>• 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 by someone with suspected COVID and when they are cleaned</li> <li>• Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate</li> <li>• After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</li> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning &amp; waste disposal guidance from <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		
<b>Remote Learning – risk to staff and pupils by abuse of systems</b>	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents</li> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, , as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• See National Crime Agency at the following websites:<a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a></li> </ul>	2x2=4	
<b>Working at height - risk of falling from height</b>	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> <li>• Site manager/ caretaker regularly checks all ladders on site and records are kept.</li> <li>• If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</li> <li>• Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> <li>• All staff have completed training - Safe use of ladders</li> </ul>	2x2=4	

<b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b>	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> <li>Remind everyone to review their workstations after the long absence.</li> <li>Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>If some staff are still home-working check with them that there are no issues with their set-up at home.</li> </ul>	2x2=4	
<b>Lone working- risk of accident, injury or emergency</b>	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> <li>Carry out a risk assessment for staff who remain working from home following guidance</li> <li>See RA 028 Working from home Covid 19</li> </ul>	2x2=4	
<b>Kitchens - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>Deep clean the kitchen prior to reopening before food preparation resumes</li> <li>Recommission all catering equipment. Check servicing and PAT testing - all up to date</li> <li>Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	2x2=4	
<b>Fire – failure of systems and fire evacuation plans</b>	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> <li>The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>Practice drill held within first week to ensure everyone knows their roles and responsibilities.</li> <li>Social distancing is followed on evacuation and at assembly point.</li> <li>The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out.</li> <li>The fire alarm and emergency lighting has been serviced in according to guidance</li> <li>Alarm checked weekly from a different call point</li> <li>Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>Emergency lighting tested monthly</li> </ul>	2x2=4	


		<ul style="list-style-type: none"> <li>All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul> <div style="text-align: center;">  <p><b>Fire Safety and evacuatuion proced</b></p> </div>		
<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms, respiratory condition	<ul style="list-style-type: none"> <li>Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book</li> <li>Monthly water checks have taken place – Hertel. Records kept in staff room</li> </ul>	2x2=4	
<b>HS Checks - failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.</li> <li>Caretaker carries out daily visual whole site checks</li> </ul>	2x2=4	
<b>Equipment- failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All areas and equipment that have been taken out of use are checked</li> <li>Teachers have checked their own classrooms to ensure all is in good condition. F10 checklists completed for classrooms</li> <li>Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> </ul>	2x2=4	
<b>Manual handling – risk of staff injured by moving and handling heavy items</b>	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> <li>Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location</li> <li>All staff have completed online Manual Handling training</li> </ul>	2x2=4	
<b>Security – Opening and locking up procedures</b>	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> <li>Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>Secure reception</li> <li>Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>	2x2=4	
<b>Heating/Boilers failure of equipment leading to loss of heating</b>	Staff, pupils, parents, visitors- lack of heating, becoming unwell, cold	<ul style="list-style-type: none"> <li>Boilers and heating systems been serviced through lock down as required</li> </ul>	2x2=4	

<b>Medication – lack of training</b>	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> <li>• Trained staff available to administer medicines and records maintained.</li> <li>• Secure medicines storage</li> <li>• Inhalers and epipens available pupils in classrooms and for outdoor activities</li> </ul>	2x2=4	
<b>Emergency plan</b>	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> <li>• School emergency plan to cover Covid 19 issues has been reviewed and agreed by Governors</li> <li>• Contingency plans for an outbreak are in place</li> <li>• Shared with staff and relevant parties e.g. Governors</li> </ul>	2x2=4	
<b>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> <li>○ New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities</li> <li>○ School measures and/or risk assessments have been shared with them</li> <li>○ Risk assess impact of third party on school.</li> </ul> </li> <li>• Breakfast and after-school provision, where possible, will restart from the start of the autumn term. For Breakfast Club, pupils will enter school through the reception gate at 7.45 and will meet in the hall seated in their class bubbles. Equipment will be assigned to each group and carefully cleaned after use and rotated. 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 who have provided their risk assessment <ul style="list-style-type: none"> <li>○ support across year groups,</li> <li>○ where parents use multiple providers</li> <li>○ childminders picking up/dropping off pupils.</li> <li>○ 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.</li> </ul> </li> </ul>	2x2=4	





		<ul style="list-style-type: none"> <li>○ advise parents to limit the number of different wraparound providers they access, as far as possible.</li> <li>○ 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.</li> <li>○ No contact sports</li> <li>○ School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> <li>○ Risk assessments will be requested from all sports providers to ensure all activities are inline with measures adopted by school to reduce the risk of transmission</li> </ul>		
		 <p><b>PE and Physical Activity Delivery Risk</b></p>		
<b>Physical activities in school - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Pupils are kept in consistent groups,</li> <li>• sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls</li> <li>• Outdoor sports should be prioritised where possible, and the hall used where it is not, maximising natural ventilation flows (through opening windows and doors)</li> <li>• Social distancing between pupils is maximised</li> <li>• Staff and pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> </ul>	2x2=4	


		<ul style="list-style-type: none"> <li>• If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities eg swimming pool</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• Schools refers to the following advice: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a></li> <li>○ <a href="#">Sport England</a> for grassroots sport</li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> <li>○ Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a> <a href="#">using changing rooms safely</a></li> </ul> </li> <li>• School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> <li>• Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission</li> </ul>		
<b>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below.</li> <li>• Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below</li> <li>• Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance</li> <li>• School has carried out a risk assessment for music activities in school.</li> <li>• Playing instruments and singing in groups will take place outdoors wherever possible.</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>• If indoors, numbers will be limited in relation to the space.</li> <li>• If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission.</li> <li>• If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance.</li> <li>• School will ensure good ventilation</li> <li>• Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced.</li> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences)</li> <li>• Instrument sharing avoided,</li> <li>• Increased handwashing before and after handling equipment, especially if being used by more than one person.</li> <li>• Instruments cleaned by the pupils playing them, where possible.</li> <li>• Peripatetic teachers can attend school &amp; are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils</li> <li>• Peripatetic teachers provide a risk assessment to school</li> <li>• See Bulletin: Music &amp; Performing Arts v2 Dec 2020 in line <b>with Local restriction tiers: what you need to know</b> for specific guidance.</li> </ul>  <p>Bulletin Music and performing arts v2 2n</p>		
<b>Educational visits – risk of Coronavirus (Covid 19) whilst on visit</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Educational visits for non-overnight domestic educational visits have resumed if for the purpose of education or childcare.</li> <li>• Schools will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>School will make use of outdoor spaces in the local area to support the delivery of the curriculum</li> <li>School can take groups of children on trips to outdoor public places and do not need to be <a href="#">limited to 6 people</a>,</li> <li>The EVC or staff in charge of the trip will conduct a risk assessment in advance. Upload to EVOLVE (if used)</li> <li>the risk assessment demonstrates: <ul style="list-style-type: none"> <li>that the group can remain socially distant (2 metres) from other people and keep children within their consistent group groups, wherever possible</li> <li>good hygiene is maintained throughout</li> <li>thorough handwashing happens before and after the trip</li> <li>the trip is carried out in line with relevant <a href="#">local restriction tier</a> guidance and coronavirus (COVID-19) secure measures on transport and at the destination</li> <li>appropriate insurance arrangements are in place</li> </ul> </li> <li>School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</li> </ul>		
<b>Ventilation &amp; air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</b>	Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>The school is kept well ventilated,</li> <li><b>natural ventilation</b> – by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks for 5 minutes to purge the air in the space. <ul style="list-style-type: none"> <li>School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>If fire doors are required to be held open DorGuards will be installed</li> </ul> </li> <li>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</li> </ul>	2X2=4	

		<ul style="list-style-type: none"> <li>• School will balance the need for increased ventilation while maintaining a comfortable temperature, by :</li> <li>• opening high level windows in preference to low level to reduce draughts <ul style="list-style-type: none"> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul> </li> <li>• Heating is be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>		
<b>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Outdoor playground equipment &amp; resources should be cleaned more frequently</li> <li>• Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously.</li> <li>• Breakfast and after school clubs - clean indoor &amp; outdoor equipment between groups and after use.</li> <li>• Prior to reinstating use of play equipment which has been put out of use caretaker has carried out formal recorded inspection.</li> <li>• An annual service and maintenance identified has been carried out prior to reinstatement. Equipment maintenance completed Dec 2020</li> <li>• The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>• It has been formally shared with all middays and staff supervising.</li> <li>• Site manager/caretaker to attend Routine Inspectors Course</li> <li>• Site manager/caretaker visually inspects play equipment daily</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>Site manager/caretaker has reinstated weekly formal checks of play equipment</li> <li>Pupils reminded of playground rules</li> <li>Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc <b>prior to every session.</b></li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>Heatwave and sun safety.docx</b> </div> <div style="text-align: center;">   <b>Sun safety policy.docx</b> </div> </div>		
<b>Visitors to school-</b> working across multiple 'bubbles' and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.	Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of 'bubbles'	<ul style="list-style-type: none"> <li>Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</li> <li>Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</li> <li>Visitor has own PPE or PPE will be provided for each session</li> <li>2m social distancing rules in place</li> <li>PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>Room has ventilation – windows and door open whilst the room is occupied.</li> <li>Sanitiser in room</li> <li>Tissues in room and lidded bin emptied after each session.</li> <li>Disinfecting kit in room – trigger bottle of disinfectant, cloths, wipes</li> </ul>	2x2=4	

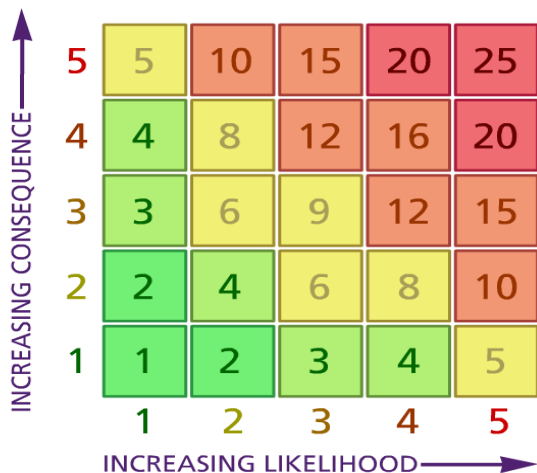
		<ul style="list-style-type: none"> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet in Annexe</li> <li>• Visits arranged for outside of school hours, where possible</li> <li>• A record is kept of all visitors</li> </ul>  <p><b>Protocol for outside agencies.doc</b></p>		
<b>Recruitment – risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> <li>• School will continue to recruit as usual bearing in mind the need to limit visitors to the site</li> <li>• Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.</li> <li>• Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the <a href="#">‘system of controls’</a> that are in place.</li> <li>• School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed</li> <li>• School will write a risk assessment for any recruitment activities</li> </ul>	2x2=4	
<b>Supply staff and students – increased risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> <li>• School will continue to engage agency staff and students whilst always trying to minimise the number of visitors to the setting where possible.</li> <li>• Supply staff and other temporary workers can move between settings</li> <li>• Supply staff and students, are expected to comply with school’s arrangements for managing and minimising risk,</li> </ul>	2x2=4	

		<p>including taking particular care to maintain distance from other staff.</p> <ul style="list-style-type: none"> <li>School will prioritise longer assignments with students &amp; supply staff to minimise visitors</li> </ul>		
<b>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19))</b>	Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>A risk assessment will be carried out with other setting to ensure all controls are in place (Not applicable at this time)</li> </ul>		
<b>Anxiety and stress returning to work post lockdown</b> Employee's & pupils returning to school with potential stress / anxiety caused by return to school post COVID-19 lockdown and associated contact	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> <li>Support from Caritas will continue to be available to pupils</li> <li>A daily PSHE slot has been timetabled in for each Bubble</li> <li>Staff have access to resources from Place2Be, Red Cross, NSPCC as well as past Pastoral Care planning to use with their group</li> <li>Counselling service available including bereavement</li> <li>Refer employee to EAP</li> <li>Review individual staff /pupil risk assessments and monitor</li> <li>Regular one-to ones between SLT and staff via Zoom or by telephone or face to face depending on preference</li> <li>Reasonable adjustments as required.</li> </ul>	2x2=4	
<b>EYFS Cleaning - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> <li>In order to facilitate cleaning, all unnecessary items have been removed from learning environments where there is space to store them elsewhere.</li> <li>In line with PHE advice all soft toys, and any toys that are hard to clean, such as those with intricate parts have been removed.</li> <li>Where practicable, soft furnishings, e.g. example pillows, bean bags and rugs have been removed.</li> <li>Cleaning will remain enhanced and includes: <ul style="list-style-type: none"> <li>more frequent cleaning of rooms that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>No requirements for dedicated toilets for groups although our two Early years Rooms have their own toilets within the setting</li> </ul>	2x2=4	



		<ul style="list-style-type: none"> <li>○ Toilets will be cleaned regularly</li> <li>○ Children must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>○ EYFS recognises it is challenging to reduce contact between young children in early years settings, therefore regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, will take place.</li> </ul> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• in line with the risk assessment and timetabling of the day, putting in place our cleaning schedule ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings</li> <li>• The setting will follow PHE revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul> </li> </ul>		
<b>EYFS</b> <b>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</b> <b>Minimising contact</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• The setting will manage risks by keeping children in small groups and trying, as far as possible, to keep the same children and staff members together from day to day.</li> <li>• Mixing within settings by bubbles or groups should be minimised.</li> <li>• Where bubbles or groups use different rooms for different age groups, keeping those groups apart as much as possible.</li> <li>• All other protective measures must remain in place.</li> <li>• Different groups now do not need to be allocated their own toilets</li> </ul>	2x2=4	

		<ul style="list-style-type: none"> <li>The setting will consider staggering mealtimes</li> <li>Parents and carers are discouraged from gathering at setting entrances. As far as possible, parents and carers should not enter early years premises.</li> <li>Staff, parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.</li> </ul>		
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Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

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

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

(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 a place for caretaker on Routine Inspection of Play Equipment	CF	Dec 2020

Action plan agreed with (signature)	Date: 31/8/2020		
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