



RA 029 v2 18.05.20

I have completed my risk assessment to support decision-making and planning to open our school. The schools' risk assessment pulls together insight from PHE, DfE, and HMG COVID-19 guidance and wider considerations around legal compliance and employee welfare. We have worked in collaboration with our consultants to support children returning safely back to school.

MODEL RISK ASSESSMENT RECORDING FORM

Location or address	St Paul's Catholic Primary School	Date assessment undertaken	25/06/2020	Assessment undertaken by	: Chris Fenna, St Paul's Catholic Primary School
Activity or situation	Reopening school after lockdown	Review date	: 29 th June and weekly thereafter	Signature:	C. Fenna.

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
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Overview

- This risk assessment is to assist schools think about all the main hazards on their sites when reopening their schools after lockdown
- As events unfold and change it will require modification and review.
- New BAME section
- Social distancing is being amended to 1m from 04/07/2020, however St Pauls have decided that for the time being 2m will be the aim for social distancing to help reduce cross contamination in a school environment.


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

The following is a list of topics you will need to consider as you start to think about reopening your school, even if on a limited basis. Schools will need to recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

Staff shortages a) Illness due to Covid 19 related (short term absence) Illness due to an unrelated health issue Other Covid health	Staff and pupils	<ul style="list-style-type: none"> • Bring additional teachers in to help, who may be supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by your trust or local authority (considering the guidance in <u>section 2</u> about consistent staffing across the week • Ask suitably experienced teaching assistants who are willing to do so to work with groups under the supervision of a teacher 	2X2 = 4	
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categories i.e. staff who unlikely to be able to attend work in the medium to long term i.e. Shielded employee / live in household with shielded person./ employee who is clinically vulnerable		<ul style="list-style-type: none"> Use SLT to support group issues considering social distancing at all times. 		
b) Staff who wish to remain at home due to childcare responsibilities		<ul style="list-style-type: none"> Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school place in their children's school. Re-assure staff that the phased opening of the school will only happen when the steps outlined in the Council statement have been met Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction 	2X2 = 4	
c) Staff who wish to remain at home due to having another person in their household who is 'clinically vulnerable' NB <i>not extremely clinically vulnerable – shielded</i>)		<ul style="list-style-type: none"> Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school place in their children's school. <p><i>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> Reassure staff that the phased opening of the school will only happen when the steps outlined in the Council statement have been met Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction 	2X2 = 4	.

d) Staff who state that they are not attending school on the advice of their union		<ul style="list-style-type: none"> • Remind staff that as a key worker they can reasonably be expected to come into work, as they have a protected school place in their children's school. • Re-assure staff that the phased opening of the school will only happen when the steps outlined in the Council statement have been met. • Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction • Request staff to liaise with TU and obtain written explanation of why they cannot return and any additional measures recommended to assist with the return. 	2X2 = 4	.
Staff member wishing to return to work who falls within the 'high risk' category but has not been issued with a shielding letter.		<ul style="list-style-type: none"> • If the staff member can work for home this should be considered to minimise risk. • Complete the M34 Part one document and ensure this is regularly reviewed. Include all individual controls to manage risk for the employee. If the controls added for the employee do not appropriately manage the risk, then the employee should not return to work but can still work from home. • If staff member wishes to return Social distancing should be ensured. • Consider amending job role to enable the employee to maintain social distancing more easily • Consider access to rest areas, toilets etc to minimise contact with others where possible. • Consider any additional PPE requirements that may be suitable for the employee such as face visors, masks, sanitisers – this will depend on job role. • Consider if the role can be done at different times when there are less or no children on the premises. • Consider the working location. Can the employee be placed in a different office or area that is allocated just to them? • Consider cleaning and sanitation to ensure shared areas are kept clean. • It would be advisable to have a trail of communication, 	2X2 = 4	

		Including the M34 part 1 that confirms the strict conditions set within the M34 part 1 document.		
Communication -to staff, parents, pupils and all parties on site	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Follow PHE guidance for schools 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 Clear communication sent to parents and pupils with a link on the school website. Parents have received e mails and personal phone calls. All parents who have requested a place from 29th June have received a letter explaining school expectations. All parents will sign this contract as they arrive on 29th June. See embedded letters. An example Bubble letter is also on the website Hold staff re- induction or an email to all site staff. All staff are sent regular e mails and updates as the plan and risk assessment is reviewed Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Weekly Zoom meetings will be held each Monday at 3.30 in order to update staff if necessary Staff can enter the building directly into the room in which they will be working that day Parents and young people have been advised their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) The staggered times for children coming into the school are outlined in the letter to parents Session times are as follows Group 1 – 9.30 – 12.30 Group 2 – 9.15 – 12.00 Group 3 - 7.45 – 3.15 with Breakfast Club or 9.00 – 3.15 without Breakfast Club. Group 4 – 9.00 – 3.15. Group 5 9.00 – 3.15 Signs reminding parents of the 2 metre distance rule are on 	2X2=4	 Bubble 1 - 5 letters from 29th June.doc See letters above

		<p>the fence. No parents are allowed onsite</p> <ul style="list-style-type: none"> • 2 m distance signs are also in every room. • The playground has been marked with 2 m distance markers for fire drill. It has also been marked so that Groups 4 and 5 have designated areas within the playground – their breaks will be staggered. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Engage parents and children in education resources such as e-bug and PHE schools resources • Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). • Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers (See Visitor's Protocol) • Notices in reception. Only adults from essential services allowed on site. 		
Infection control	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools, or colleges • Where possible Parents should be encouraged to take the 	2X2=4	

		<p>temperature of the pupil(s) before leaving home as raised temperature is an indication of illness including COVID-19 and take necessary steps_</p> <ul style="list-style-type: none"> • Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • Ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach – lidded bins in each room being used • Tables in classrooms have been set at 2m apart. Siblings will sit on the same table. Each child or sibling pair has their own tray in which they have their own stationery, white board, marker, scissors, glue etc. iPads and laptops will have to be shared but will be cleaned thoroughly after each use • Each room has their own entrance – mostly directly into the classroom - and their own play area. Each group has their own play equipment • Hand dryers have been switched off and replaced with paper towels. • Handwashing facilities are available in each classroom. Hand sanitiser is available in classrooms and other learning environments • ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <u>guidance on hand cleaning</u> ○ clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') - lidded bins in each room being used ○ disposable tissues available in every room including staffrooms ○ each class has disinfectant, disposable gloves and paper towels in case someone coughs or sneezes 		
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		<p>onto surfaces.</p> <ul style="list-style-type: none"> • At least two staff in each room so that help is available for children who have trouble cleaning their hands independently • Within the Twos room staff will encourage the children to learn and practise good hand hygiene habits through games, songs and repetition • Ensure that bins for tissues are emptied throughout the day • Staff must open windows and doors to ensure ventilation in the rooms. Fans are available for all teaching areas • Exterior doors can also be left open as the site is secure • Prop doors open, staff will be reminded about fire safety and safeguarding, to limit use of door handles and aid ventilation • School is well stocked with supplies of soap, anti-bacterial gel and cleaning products • Assemblies have been suspended • Parents have been asked to supply bottles of water for their child • Staff assured there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. • Parents advised to wash pupils clothing daily where possible (see letter to parents) • Parents requested to ensure pupils change clothes daily (see letter to parents) • Contact points and frequently touched surfaces <ul style="list-style-type: none"> ○ clean frequently touched surfaces often using standard products, such as simple detergents – e.g. Fairy liquid ○ Surfaces – paper /cloth/carpet virus lasts less time ○ Shiny hard surfaces or laminated surfaces e.g books virus lasts for days ○ No books or homework will go home. Instead parents will be asked to encourage their child to access the online learning provided ○ Contact points- taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys - 		
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		<p>highly used areas</p> <ul style="list-style-type: none"> ○ good cleaning regime in place to decontaminate such objects. Cleaner hours have been increased and include cleaning of all toilets at lunchtime as an addition to the daily clean ○ encourage pupil engagement and teach to wipe down own surfaces and equipment toys ○ each child has own supply of equipment – eg pencil, ruler, scissors etc so this equipment will only be shared by siblings ○ inform Parents of the above 			
Social distancing	Staff, pupils, parents, visitors everyone.	<p>(Social distancing with very young children will be harder to maintain. Staff should implement measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.)</p> <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • reducing group sizes, (maximum 15 in a group and in most cases smaller) keeping pupils in a cohort or ‘bubble’ with the same teacher / staff member who stay together all-day including play and lunch. • all entrances to be used so that only one group using each entrance/exit at a time. Details of the arrangement for bubbles have been sent in the letter to parents • Bubble 1 – 6 part time 2 and 3 year olds in the Twos Room with three staff. Room has its own entrance from the main drive, its own garden and own toilets and changing area. There is also a staff toilet in this room Pupils will use toilets one at a time. • Bubble 2 – 6 children from Twos and F1 with 1 teacher and 1 TA in the Foundation Unit. Entrance to the room is via the main gate and into the classroom via the Foundation garden. Toilets are within the room and will be labelled boys and girls. Pupils will use toilets one at a time • Bubble 3 – 10 children from F1 to Yr 4 in the Yr 5/6 room with 5 children accessing Breakfast Club. 1 teacher and 2 TA’s. The movable wall between the two classrooms has been opened so that this group can also use the Year 3/4 	3X1=3		

		<p>room. This will enable us to integrate the two Keyworker bubbles fully by 6th July. (The moveable wall was serviced on 25th June 2020 with no issues)</p> <p>Entrance to the room is via the main gate and the KS2 corridor. Boy's and girls' toilets are in the corridor Pupils will use the toilet one at a time The group will play on the top</p> <p>Bubble 4 – 6 children from F1 – Yr 2 in the Yr 2 room. 1 teacher and 1 TA. Entrance to the room is via the gate at the top of reception steps and the fire door into the room. Boys toilets are within the room. Girls toilets are in the area outside the room. Pupils will use toilets one at a time. The group will share the bottom yard with Bubble 5 and playtimes will be staggered. They will access the yard by leaving through the fire door and moving round the outside of the building to the playground gate. The playground has been marked with a line down the middle</p> <p>Bubble 5 – 10 children from F1 – Yr 6 in the hall with 1 F/T teacher, 1 P/T teacher and 1 TA. Entrance to the room is via the church car park gate and through the fire exit into the hall. Children will use the disabled toilet. The group will share the bottom yard with Bubble 5 and playtimes will be staggered. The playground has been marked with a line down the middle.</p> <ul style="list-style-type: none"> • Children will only be accessing the classroom in which they are working and their outdoor space. Pupils will not be in the main part of the building or in any of the staff areas • Staff have access to two staffrooms – the main staffroom and the community room. Female staff can use the toilets in the admin block and the community room toilet. Male staff will use the toilet in the sacristy. Tissues, hand gel and disinfectant are available in each staffroom. There are cleansing wipes and disinfectant in each set of toilets. (Until the building work begins staff can also use the Victoria Suite as an extra staffroom. • Sanitiser is located at the entrance. • These arrangements will be reviewed on a weekly basis and are subject to change as the situation develops. 			
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		<ul style="list-style-type: none"> • Staff will collect their group from designated entrance and hand them back to parents in the same way. • When collecting children at the start of the session staff should ensure that they take hand sanitiser for each child. Children should then wash their hands thoroughly as they enter the classroom • Signs above all sinks reminding about how to wash hands thoroughly • No parents on site. Staggered start and finish times or gates • Signs are on the railings reminding parents about the 2m distance rule • Lunch will be eaten in the classroom and all groups have their own play area • Each pupil has individual pens/pencils and equipment and only iPads and laptops will be shared with other bubbles but will be cleaned thoroughly before being used by another group • Teachers to try and maintain social distancing keep out of pupils' sneeze/breath/cough zone • Avoid face to face contact with young pupils stand up, above and behind, • Minimise touching frequently touched surfaces and contact points • Older pupils maintain 2 m social distancing. • All groups can access rooms directly from outside apart from Bubble 4 but they will be the only bubble using the KS2 corridor • Desks have been set 2m apart and signage reminding about 2m distancing is in every room <p>DfE guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>states:</p> <p><i>We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart</i></p>			
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		<p><i>from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.</i></p> <ul style="list-style-type: none"> • Children will access outdoor areas without moving into the main part of the building. Only Bubble 4 will be moving up and down the KS2 corridor for toilets and the outside area • Lunch breaks - children will clean their hands beforehand. Kitchen will supply lunch for all eligible children. Lunch will be brought to the classrooms. Children bringing own lunch must bring it in a disposable plastic bag so everything can be binned after lunch. Children wash their hands after lunch • All bubbles will use their own set of toilets. • Younger children who need additional support in toileting or hygiene of hands will be helped by staff in the bubble. <p>Use of outside space:</p> <ul style="list-style-type: none"> • Each bubble has its own play area. Bubble 1 has an enclosed garden at the bottom of the driveway. 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 • All play areas will be accessed by going round the outside of the building and not by going through any of the staff areas or main parts of the school • For exercise and breaks. Each group will have their own basket of PE equipment to use outside for outdoor education, as this can limit transmission and more easily allow for distance between children and staff • Bubble PE basket of equipment will be cleaned at the end of a session. Children should be encouraged to wipe down what they have used • Fixed outdoor equipment will only for used by the bubble using that play area <p>Read COVID-19: cleaning of non-healthcare settings</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> • Hall will now be used as a bubble classroom but not for any other activity • COVID-19: cleaning of non-healthcare settings guidance • Two staffrooms/ rest rooms have been allocated for staff use. The existing staffroom in the admin block and the 			
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		<p>Community Room on the other side of the hall. The Victoria Suite at the church carpark end of the building can also be used for the time being and until conversion work starts. Break times for staff will be staggered so that no more than 4 – 6 people will be in either staffroom at one time.</p> <ul style="list-style-type: none"> Male staff have been redirected to use the toilet in the sacristy and appropriate signage has been added. This gives two extra toilets for female staff in the admin area plus the toilet in the Community Room. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> Homework and reading 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 Each desk has its own supply of pens, pencils, ruler, rubber, sharpener etc so that only siblings will share resources Shared materials and surfaces will be cleaned and disinfected more frequently and children will be encouraged to do this in an age appropriate way Most parents walk to the school. Those who live further away travel by car. One set of parents will be bringing their child to school on public transport. Remind parents about the guidance when travelling on public transport <p>See https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>			
<p>Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<ul style="list-style-type: none"> Follow instructions to stay at home during isolation period. School to maintain contact School to supply materials suitable for continuing education or meaningful work at home. School to consider remote teaching option. School to monitor PHE/HMG updates Teacher/Staff member / pupil to maintain contact with GP 	<p>1X1 =1</p>		

		or specialist			
Shielded and clinically extremely vulnerable adults Clinically extremely vulnerable individuals are advised not to work outside the home. Advised by clinician or by letter	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Identified staff rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. 	1x1=1	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools	
Clinically vulnerable adults who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance)	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Staff to take extra care in observing social distancing and should work from home where possible. e.g. support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Carry out individual risk assessments for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk 	2x2=4		
New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Carry out individual risk assessments for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk Pregnant staff will be instructed not to return. Can take part in online learning with children in classrooms Follow guidance from GP and mid-wife. Maintain high standards of hygiene Inform line manager if circumstances change 	2x2=4		
Home to school transport		<ul style="list-style-type: none"> Not applicable at this time 	N/A		



Cleaning	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas • Cleaner hours have been increased • Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol • KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Cleaner and caretaker clean all areas and toilets each day using recommended cleaning materials. Throughout the day the caretaker will spray door handles and door plates in all areas around the school • MDAs will use their hours to clean toilets in the middle of the day • Disinfectant spray is available in each room so that staff can wipe down surfaces or shared resources. Children will also be encouraged to do this • In the first week all staff will complete Covid19- social distancing and hygiene training presentation supplied by Jeanne Fairbrother Associates and all cleaners will complete Cleaners Update Covid 19 health and safety guidance • Edsential gave a training presentation to all staff on 2nd June re: hygiene and PPE. • Encourage pupils to clean (own desk and equipment, door handles etc – to teach them about safety. • In the week beginning 1st June staff reinforced the washing hands message and lessons to children. This will be repeated for children who join the bubbles on 29th June. 	2x2=4		
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		<ul style="list-style-type: none"> Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to 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 If suspected case of Covid 19 follow the COVID-19: cleaning of non-healthcare settings guidance Toys, fabrics, soft furnishings will have been removed Sanitizer stations located across site All toilets to be cleaned twice a day and kept supplied with hand soap Cleaners clean and disinfect regularly touched objects and hard surfaces more often than usual using standard cleaning products – Super Professional Antviral disinfectant (Tested to BS EN 144476, BS EN 1276 & BS EN 13697) Cleaning takes place before school, at lunchtime and after school. Cleaners also spray handles, door plates, taps etc throughout the day. All toilets are cleaned again at lunchtime. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class 			
Contractors on site	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Communication - explain to contractors your concerns and come up with workable solutions Request risk assessments form contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. All contractors to make an appointment before trying to come on site. Briefing of expectations to be given to all 	2X1 =2	 Covid -19 Protocol for Outside Agencies.	

		<p>contractors prior to being allowed on site. Where possible contractors to visit once children have left.</p> <ul style="list-style-type: none"> Contractors will be expected to wear gloves and a mask. Supplies of same kept in reception 			
<p>PPE requirements Staff teaching well pupil/children with no Covid19 symptoms working in cohorts</p>	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> No requirement for face coverings/masks etc except if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. Hand washing with soap and hot water for 20 secs minimum 2m social distancing maintained as far as possible use local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, approach their nearest <u>local resilience forum</u> All staff to complete PPE -putting on and taking off – training presentation 	2X2=4		
<p>PPE requirements Staff carrying out activities within 2m of children with no possible/confirmed Covid19 where there is a risk of coming into contact with body fluids of the child /service user:</p> <ul style="list-style-type: none"> one-to-one within the shielded group washing toileting /nappy changing first aid provision (see below) pupils being sick 	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Risk assessments carried out determine that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn or if requiring staff to provide care closer than 2m Temporary and supply staff are made aware of children where PPE will need to be worn. Staff provided with: <ul style="list-style-type: none"> disposable gloves disposable plastic apron sessional use of a fluid repellent (type II R) surgical mask with or without eye protection is also recommended if the individual pupil risk assessment identifies likelihood of an additional splash risk (e.g. a spitting child), Masks should be well fitted Eye Protection & Masks <i>The need for a mask and eye</i> 	2X2=4		


<ul style="list-style-type: none"> any restraint of challenging pupils 		<p><i>protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p> <ul style="list-style-type: none"> Ensure staff know how to safely don and remove PPE Must be discarded in clinical waste Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. Staff to complete Covid 19 -social distancing & hygiene training presentation and PPE- putting on and taking off presentation <p>Nappy changing</p> <ul style="list-style-type: none"> Approach nappy changing from side or out of line of pupil <u>or from head end.</u> Position to be adopted nearer pupil's head Wipe away from you Ensure nappy changing areas are well ventilated. Gloves, aprons, face masks and visors available for staff <p>Pupils who spit</p> <ul style="list-style-type: none"> Provide eye protection e.g. visor/safety glasses 		
Staff providing first aid	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Follow updated first aid guidance - where possible maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can casualty help themselves, run wound under water, apply plaster. If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> Apron Gloves Fluid Resistant (IIR) surgical mask – all available in school Eye protection should be worn if there is risk of exposure to blood and bodily fluids or if available Ensure staff know how to safely don and remove PPE by completing Covid 19 -social distancing & hygiene training presentation and PPE- putting on and taking off presentation Signs re: putting on and taking off PPE in all staff areas Must be discarded in clinical waste 	2X2=4	



		<ul style="list-style-type: none"> • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. • Staff to complete PPE -putting on and taking off – training presentation • See 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 <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>		
Working at height		<ul style="list-style-type: none"> • Caretaker checks all ladders on site regularly and this is recorded in the H&S file countersigned by HT • If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. • Check all ladders and step ladders on site prior to use. Record in the site ladder register • Staff will complete Toolbox Talk Safe Use of Ladders & Manual Handling presentation 	3X1=3	
DSE		<ul style="list-style-type: none"> • Remind everyone to review their workstations after the long absence. • Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. • All staff should carry out the Display Screen Self-Assessment on return to school. • If some staff are still home-working check with them that 	1X2 = 2	

		there are no issues with their set-up at home.		
Emergency procedures & lockdown		<ul style="list-style-type: none"> Fire evacuation plan has been reviewed and updated  <p>Fire Safety and Evacuation Procedure</p> <ul style="list-style-type: none"> Fire drill carried out 4/6/2020. Procedures reviewed following drill and shared with staff  <p>Review following Fire Drill 04062020.docx</p> <ul style="list-style-type: none"> Groups of children may crossover when leaving the building to access the playground. If this happened during a real evacuation then the safe exit of pupils would take priority over social distancing. The guidance for Primary children evacuating a building is 2.5 minutes. This is easily achievable (as previous whole school recorded evacuations prove) Therefore during the fire drill on 4/6/2020 the staff member leading the children from Bubble 2 to the evacuation point held their group at the gate at the edge of Foundation until the last pupil from Bubble 3 passed. This allowed all children to exit in the prescribed time without losing the social distancing. At all other times the staff would presume the fire bell was signalling a real emergency so would prioritise safety over social distancing. 	2x2=4	
Kitchens		<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, Prokill make regular visits. Last checked utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes (Edsential) Recommission all catering equipment. Check servicing and PAT testing 	2X2= 4	

First Aid provision	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Medical Room and each bubble have their own First Aid bag including gloves, goggles, face masks, aprons and first aid equipment plus an accident book • All staff are trained in Emergency Paeds – expiry date Oct 2021. TAs have commenced renewing the full Paeds qualification • Serious accidents- contact HS advisors for assistance, take photographs, keep damaged equipment, cordon off areas. Take witness statements. • See CPR Guidance above 	2X2 = 4	 29.4.20First aid flow chart Final.docx
Fire systems		<ul style="list-style-type: none"> • Fire alarm and emergency lighting serviced in January 2020 • Fire alarm checked weekly from a different call point and recorded • Emergency lighting tested monthly • Fire Marshal Inspection Checklist completed. • Practice drill held in week beginning 1st June to confirm roles and responsibilities. • Social distancing on evacuation has been considered. See emergency procedures above • Playground has been marked with yellow lines so children can to line up and still regard social distancing during fire drill • The three staff in the Twos Room will be able to manage the six children in their care and bring them to the assembly point 	2X2=4	
Legionella		<ul style="list-style-type: none"> • If tank fed water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. • Prior to opening fully get every tap, shower and toilet running/flushed. Remember 2 mins. Record this has happened in water log book • Monthly water checks by Hertel – last check 28th May 2020 	2X2=4	

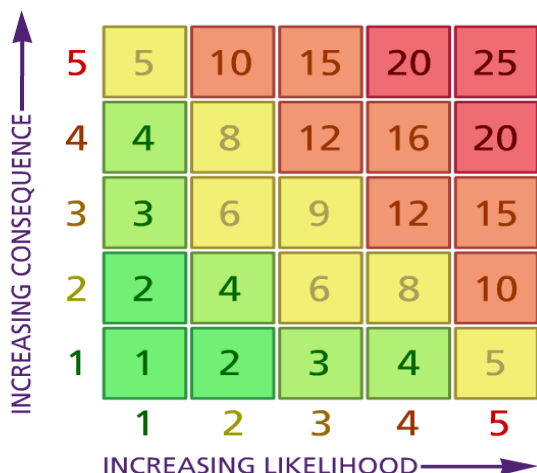
HS Checks	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Head, DHT, Office administrator and caretaker know how to check the fire alarm and set and reset it in an emergency – • Fire alarm is tested weekly from a different call point by the caretaker • All staff must carry out pre-use visual checks of their areas, playground, equipment • Caretaker will carry out daily visual whole site checks 	2x2=4	
Equipment		<ul style="list-style-type: none"> • All classrooms have been cleaned thoroughly during lockdown • Teachers should each check their own classrooms to ensure all is in good condition • Form F10 Checklist for Classrooms completed • Other pieces of equipment such as dining sets which have not been used will need inspection, checking smooth operation of opening and wheeling. – hall will not be used for lunch. Children will eat in their classrooms 	2x2=4	
Manual handling		<ul style="list-style-type: none"> • Remind staff to take care when moving and handling equipment back to its normal areas/location • Manual Handling ~Toolbox talk printed and available in each room • Staff will complete Toolbox Talk Safe Use of Ladders & manual Handling presentation in week beginning 1st June 	2x2=4	
Security – Opening and locking up procedures	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Adequate numbers of key holders familiar with how to open/lock up, set and re-set the alarm – caretaker, cleaner and HT • Site is patrolled by Atlas security. They have all security numbers and keys to the site • All staff have key pad numbers to unlock school gates in the event of evacuation away from the premises. • Site is only accessible through key padded gates which can be opened with the code (staff only) or from reception. All visitors to the site must ring for access 	2x2=4	
Heating/Boilers	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Boiler and heating systems servicing is up to date. Heating has been on during lockdown and there were no issues. Boilers are working and there are supplies of hot water 	2x2=4	
Medication	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Trained staff are available to administer medicines and records are clearly maintained. • Medicines are stored in a locked cabinet outside the Heads 	2x2=4	

		<p>room</p> <ul style="list-style-type: none"> Inhalers are available to pupils in classrooms and for outdoor activities. E mail to parents of children taking up places from 29th June includes asking about inhalers and other conditions and ensuring we have in date inhalers in school for children who need them 		
Emergency plan	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> School emergency plan reviewed to cover Covid 19 issues with action plan attached  <p>Coronavirus Risk Assessment addendu</p>	2x2=4	
Third party users	Staff, pupils, parents, visitors everyone.	No third party users	N/A	
School trips	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Cancelled at present until further advice from PHE & DfE. 	All trips cancelled	
Anxiety and stress returning to work post lockdown Employee's & pupils returning to school with potential stress / anxiety caused by return to school post CIVID-19 lockdown and associated contact	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Support from Caritas will continue to be available to pupils A daily PSHE slot has been timetabled in for each Bubble Staff have access to resources from Place2Be, Red Cross, NSPCC as well as past Pastoral Care planning to use with their group Counselling service available including bereavement Refer employee to EAP Review individual staff /pupil risk assessments and monitor Regular one-to ones between SLT and staff via Zoom or by telephone or face to face depending on preference Reasonable adjustments as required. 	2X=4	
BAME staff & pupils 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.	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils Have comprehensive conversations with BAME staff Two children of the BAME community coming to school from 29th June. Conversation with parents re: control measures in place Identify any existing underlying health conditions that may increase the risks for them in undertaking their role Keep ongoing contact with staff particularly about their safety and their mental health. 	2x2=4	

		<ul style="list-style-type: none"> • Seek and follow OH advice where appropriate. • Offer EAP & counselling • Review position as new guidance is published 		
Playground equipment and activities	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Each Bubble to have their own box of PE equipment for playtime • Children will be encouraged to clean/wipe the equipment used • Caretaker inspects play equipment and records these inspections weekly • Remind pupils of playground rules • Revisit playground risk assessment with supervising staff • Caretaker to walk playground and look at fences, equipment, bins etc prior to every session. • The Sun Safety Policy and risk assessment have been updated 	2x2=4	<p>Caretaker to attend next available Play Inspectors course</p> <p> Heatwave & sun safety June 2020.doc</p> <p> Sun safety policy.docx</p>
Classroom equipment	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • All non-essential equipment and furniture to be removed from classrooms. All surfaces to be kept clear to enable thorough cleaning. • All toys which cannot be carefully cleaned to be put away , eg, toys with small parts, teddy bears, dressing up clothes cushions • No playdough, sand, water trays etc to be used inside the room. Water play for younger children can take place outside with small amount of fairy liquid in the water and a tray for each child 	2x2=4	
Medical Isolation Room	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Small meeting room (previously school office) to be used as medical isolation room for children showing Covid symptoms whilst they await collection by a parent • This is ventilated and away from other used rooms • PPE stock is available to all staff should they need to escort pupils to this room. This will be regularly inspected to check PPE supplies • Room contains a washable couch, chair and table plus a cabinet containing an infra-red thermometer, gloves, masks, goggles, aprons, paper towels and a First Aid kit. There is also a contact list for each child and signs re PPE equipment • The disabled toilet is designated as a facility for a child in 	2x2=4	

		<p>the medical room. (This would mean that for that short space of time the children from Bubble 5 will use the toilets in the KS2 corridor with staff making sure there is only one child from Bubble 4 or 5 in the toilets or corridor at any one time) Staff are asked to complete the cleaning chart on the wall beside the door to indicate date and time of use by a sick child. Cleaners will then clean the toilet and add the date and time of completion. The same applies to the medical room.</p> <ul style="list-style-type: none"> Follow guidance for cleaning https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 		
<p>Visitors to school- working across multiple 'bubbles' and schools e.g. speech and language therapists, OTs social workers- risk of spread of infection between 'bubbles' and schools.</p>	<p>Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of 'bubbles'</p>	<ul style="list-style-type: none"> Clear guidelines on entry to school about the procedures in place Visitors must make an appointment before coming to the school Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection Visitors made aware of all measures in place in school to reduce risk of spread of virus. See Covid-19 Protocol for Outside Agencies <div data-bbox="1133 940 1200 1003" data-label="Image"> </div> <p>Covid -19 Protocol for Outside Agencies.</p> <ul style="list-style-type: none"> Parents' permission will be sought for their child to continue working with Speech and Language Therapist or Family Support Worker from Caritas Visitors will be required to use sanitiser before and after each different pupil session. Speech and Language and Caritas will meet with pupils in the Annexe which is a totally separate building. Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting. Visitor working with the child will come to the entrance. Child will be brought by 	<p>3x1=3</p>	

		<p>a member of staff. Child taken by visitor to the Annexe for therapy and then brought back to reception.</p> <ul style="list-style-type: none"> • Visitor has own PPE or PPE will be provided for each session • 2m social distancing rules in place • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser and tissues are available in the Annexe where sessions will take place • Disinfecting kit in room – trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. • Any equipment brought into school must be able to be wiped down pre and post each pupil session. • Any school equipment used must be wiped down pre and post session. • Designated visitor toilet within the Annexe with cleaning materials available. Toilets are cleaned by school cleaning staff at midday 		
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan

Likelihood:

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

Consequence:

5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

(5) ACTION PLAN

Action required:	Responsible person	Completion date
<ul style="list-style-type: none"> Book Play Inspectors Training Course for caretaker when training becomes available post lockdown. Dates have now been confirmed with Fairbrother Associates – 28th July or 27th October 2020. 	CF	Dec 2020
Action plan agreed with (signature) <i>C. Fenna</i>		
Date 25/6/2020		