



RISK ASSESSMENT

Name of academy: St. Chad's CE Primary
Assessment carried out by: A. McHale
Name of Chair of Trust Board: Paul Whitman

Date of assessment: 14.7.2020
Date of review: 14.9.2020

Activity/Task: Managing Coronavirus from September 2020

The purpose of this whole assessment is to assist in the management of Covid19 on the school premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening.

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What are the hazards?	Ref.	Control Measures	What further actions and amendments have been undertaken?	Action by who?	Action by when?	Done
1. Building management / readiness: Hazard: Building is unsafe and unfit to enable full opening to take place.	1.1	Prior to full opening commencing check the following:				
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure		SS	7.9.2020	
	1.1.2	Damage to the building and fixtures and fittings		SS	7.9.2020	
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...		SS	7.9.2020	
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required		SS	7.9.2020	
	1.2	Operational checks (to ensure good working order) to be carried out on :				
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.		SS	7.9.2020	
	1.2.2	Fire-door mechanisms to ensure they function.		SS	7.9.2020	
	1.2.3	Emergency lighting		SS	7.9.2020	
	1.2.4	Gas supplies including science laboratories and kitchens		Catering Leeds	31.5.20	Yes
	1.2.5	Kitchen equipment		Catering Leeds	31.5.20	Yes
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms		Catering Leeds/SS	7.9.2020	
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		SS	7.9.2020	
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water		SS	7.9.2020	



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1.2.9	Windows, doors and gates including electronic gates and doors		SS	7.9.2020	
1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.		SS	7.9.2020	
1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).		SS	7.9.2020	
1.3	Ensure Statutory Inspections are up to date for :				
1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);		n/a		Yes
1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);		n/a		Yes
1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);		n/a		Yes
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);		n/a		Yes
1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);		n/a		Yes
1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)		n/a		Yes
1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);		n/a		Yes
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);		SS	July	
1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);		SS	July	
1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);		SS	7.9.2020	



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	1.3.11	Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).		SS	7.9.2020	
	1.4	Cleaning of the premises				
	1.4.1	Thorough cleaning will not be carried out if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person will have a thorough clean of touch surfaces.		CC/Site Team	1.9.2020	
	1.4.2	As the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces will be given priority for cleaning, as was the case during the partial opening.		CC/Site Team	1.9.2020	
	1.5	Supplies				
	1.5.1	Adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of pupils and staff on site and the increased amounts of cleaning required.		SS	7.9.2020	
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.		SS	17.7.2020	
	1.5.3	Audit of hand washing and hand sanitiser 'stations' available undertaken so that all pupils and staff can clean their hands regularly and action where necessary.		SS	17.7.2020	
	1.5.4	Key holder list reviewed and any new key holders to be given guidance / familiarisation training		SS	17.7.2020	



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<p>Assessing staff and pupil numbers to assist in plans for opening.</p> <p>Hazard:</p> <p>Shortage of available staff impacts upon ability to full open and maintain sustainable provision.</p>	2.1	Phased re-opening plan in place to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. Plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that phased re-opening will enable the school to judge how all pupils and staff can safely return to school. Adequate time has been built in to allow for pupils and staff who are new starters e.g reception as they may take longer to become familiar with the setting and procedures.		AMc	13.7.2020	
	2.2	Contact has been made with parents / carers of pupils and with staff to ascertain if there have been any changes to / new medical or SEND needs that may impact upon rotas, ratios, medical, SEN and first aid needs etc. Individual pupil risk assessments and employee risk assessments have been undertaken / updated in light of changes or newly identified needs/issues.		NS AMC	1.9.2020	
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the school has worked through the system of controls collaboratively with the other setting, enabling both parties to address any risks identified and allowing joint delivery of a broad and balanced curriculum for the child or young person. Pupils will continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.		AMc KMcM NS	11.9.2020	
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.		AMc	7.9.2020	
		<u>Ongoing</u>				
	2.5	Review ratios, rotas, medical and first aid needs on an ongoing basis.		SLT	ongoing	



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<p>Updating staff and pupil details.</p> <p>Hazard:</p> <p>Information is not up-to-date putting staff and pupils at risk</p>	3.1	Requests made for up-to-date medical, allergy and emergency contact details from pupils and staff prior to coming back on site.	Reminders to be sent at start of new term to ensure details are correct. Pupil data collection sheets to be emailed to parents to enable them to check that details are up-to-date	Office staff	7.9.2020	
	3.2	IPRAs and PSPs have been re-assessed to ensure that they are needed or whether they need to be amended given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in IPRAs / PSPs altered, where appropriate, to reflect the current situation.		NS	7.9.2020	
	3.3	Staff made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers available wherever the pupil is. Staff training in the use of any devices planned.		AF/SMii/ SS	7.9.2020	
	3.4	Food allergies / intolerances information shared with catering staff for staff and children they may not already be aware of.		Office staff/CC	7.9.2020	
	3.5	Staff and pupil PEEPs amended where necessary		SS/NS/ AMc	ongoing	
	3.6	Administration of medication policy distributed to all staff allocated to work with pupil groups to remind them of the procedures to follow		AMc	7.9.2020	
	3.7	Administration of medication file in each room being used to enable staff working within the group to administer medication and record it according to policy.		AF/SMii/ SS	ongoing	
<p>Assess activities / lessons that can take place</p>	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.				
	4.2	Parents / pupils informed that they must limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, water bottle, hats and coats. Pupils should not bring		AMc	17.7.2020/ 1.9.2020	



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Hazard: Planned activities / lessons or use of shared resources results in spread of infection		bags to school unless they are participating in an activity that requires them to bring additional items e.g. swimming lessons, educational visits				
	4.3	Timetables in place for activities using the hall or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.		BK	17.7.2020	
	4.4	Soft furnishing, soft toys and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. (If this is not possible due to space constraints, plastic sheets to be used to cover loose items).		All staff	1.9.2020	
	4.5	Outdoor play equipment organised so that it is only used by one group of pupils. If it has to be shared between groups, cleaning takes place between uses.		BK	1.9.2020	
	4.6	Where possible, pupils will have their own items in school which are stored in a zip plastic wallet or individual tray.		All staff	7.9.2020	
		<u>Ongoing</u>				
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.		AMc	ongoing	
Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers regarding full opening plans and control measures so they understand what school can offer safely to their children.		AMc	17.7.2020/ 7.9.2020	
	5.2	All persons likely to come onto the school grounds will be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms.		Office staff/AMc	ongoing	
Hazard:	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts.		AMc	ongoing	



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Poor communication results in control measures being compromised	5.4	Behaviour and staff policies amended to reflect the new rules and routines necessary to reduce risk and policy changes communicated to staff, pupils and parents. The behaviour policy includes steps to be taken if pupils fail to follow the new rules and routines or they deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Behaviour addendum reviewed in light of full opening. Staff handbook and code of conduct to be reviewed prior to full opening to include steps to be taken if guidance on social distancing and self-isolating is not being followed.	AMc	1.9.2020 and ongoing	
	5.5	Signs displayed at all entrances to the academy and within classrooms / staffrooms to ensure persons coming onto the school grounds and into the building are informed they must not attend if they are displaying any symptoms of Covid-19, that they must use hand sanitiser / wash hands on entry and to follow the 'catch it, bin it, kill it' guidance.		AMc/SS	1.6.2020	Yes
Clinically extremely vulnerable and vulnerable staff and pupils Hazard: Staff in the above categories are at increased risk should	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.				
	6.1.1	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working, e.g. some administrative roles, school leaders should consider what is feasible and appropriate. IPRAs and employee risk assessments e.g WASPs carried out for all staff listed in 6.1 who are now returning to work to ensure it is as safe as possible.		AMc	1.9.2020	



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they contract Covid19		Occupational Health to be used to assist with medical advice for staff, where necessary.			
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice will be considered in an IPRA or WASP. Occupational Health to be used to assist with medical advice for staff, where necessary.		AMc	Ongoing
	6.1.3	The academy will put in place reasonable adjustments for those staff who are clinically extremely vulnerable or clinically vulnerable e.g. use of PPE		AMc	Ongoing
Persons who are already displaying Coronavirus symptoms Hazard: Transmission of virus	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace.		All staff	Ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace. .		All staff	Ongoing
Persons developing Coronavirus symptoms who have been on site previously or persons who develop	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms will be sent home as soon as possible. (All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus). It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff		AMc	Ongoing



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symptoms whilst on site Hazard: Transmission of virus		members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.				
	8.2	Whilst awaiting pick-up persons will be isolated in a separate area with a closed door (and preferably an open window). Pupils will be supervised whilst this takes place in the library.		AMc	Ongoing	
	8.3	An IIR face mask will 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 an IIR face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.		All staff	Ongoing	
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.		All staff	Ongoing	
	8.5	Where the child, young person or staff member tests positive , the academy will contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. The academy will inform the local authority through DCS Alert.		AMc	Ongoing	
	8.6	If the academy has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will therefore continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health		AMc	Ongoing	



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	<p>protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>				
8.7	<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		All staff	ongoing	
8.8	<p>Core areas those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.</p>		CC/Site team	ongoing	
8.9	<p>A separate sanitary facility will be provided for individuals who display symptoms (disabled toilet in the hall). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.</p>		CC/Site team	ongoing	
8.10	<p>We will consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.</p>				
8.11	<p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for</p>				



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		identifying coronavirus (COVID-19) therefore this will not be undertaken within the academy.				
	8.12	An ongoing risk assessment of what transpired during contact (what personal contact in what space, coughing, fluids proximity, PPE or not etc) with the symptomatic person will be carried out. Any member of staff feeling they may have been exposed might expect to be able to leave site, consider self-isolation and testing with all implications for their family/domestic situation following on.		NS/AMc	Ongoing	
	8.13	<p>If there is reasonable evidence that a member of staff who is diagnosed with COVID19 was likely exposed because of their work this must be notified to the Trust's H&S adviser (CLO) and logged in an incident report from. CLO will contact HSE if necessary.</p> <p>For example, a child who has been attending school is diagnosed as having COVID19 and then a member of staff who has been in prolonged close contact / carrying out intimate care or medical procedures with that child is diagnosed with COVID 19.</p> <p>In addition, if a member of staff dies as a result of a work related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner then you must notify the CLO as soon as is practical and within 10 days of the death. If CLO is unavailable, contact Helen Pratten.</p> <p>Notifying such instances on an incident report form does not constitute a direct causal link as exposure may have occurred outside of the school setting. If you are not sure whether you should notify an issue or not please contact CLO.</p>		AMc/SS	Ongoing	
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.				
Controlling access into the school for staff,	9.1	Staggered drop-off and collection times are in place to keep groups apart as they arrive and leave. Staggered start and finish times will not reduce the amount of overall teaching time.		AMc	Ongoing	



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<p>pupils and members of the public.</p> <p>Hazard: Overcrowding or poorly managed entry/exit systems result in staff, pupils and members of the public coming into close contact with each other thus increasing the potential for infection transmission.</p>	9.2	<p>There is a 1-way system for entry onto and exit from the school site. There are 2m markers along pathways and “waiting zones” on the playground in order to maintain social distancing at all times.</p> <p>As many access points into the school building as possible will be utilised during drop off and pick up to assist with social distancing and enabling ease of access for larger numbers of pupils. All external classroom doors will be used.</p>				
	9.3	<p>Separate access and exit points into the building will be used for different groups of pupils and staff. Rooms / work areas will be accessed directly from outside where possible.</p>		AMc/all staff	Ongoing	
	9.4	<p>Where possible, at drop off and pick up times to avoid the contamination of door handles doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.</p>		AMc/SS	Ongoing	
	9.5	<p>Parents and carers have been advised not to congregate in the playground / outside school and to observe social distancing. Social distancing signs and markers have been used as reminders.</p>		AMc	Ongoing	
	9.6	<p>Parents and carers have been advised that where possible only one adult at a time should accompany their child to / from school.</p>		AMc	17.7.2020/ 1.9.2020	
	9.7	<p>Parents and carers have been informed they should only come into the school building via the office reception area and by prior arrangement where possible.</p>		AMc	17.7.2020/ 1.9.2020	
	9.8	<p>Staff will access and exit through the closest entrance to the area they will be based in.</p>		AMc	Ongoing	



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	9.9	suppliers, contractors, visitors informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		SS	7.9.2020	
	9.10	Building plans utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.		SS	7.9.2020	
	9.11	Staff working in the reception area / office are protected from face to face contact e.g via the use of screens		AMc	Ongoing	
	9.12	Parents have been advised that they must arrive on time to drop-off and collect their child. If a pupil arrives late, they must report to the office and they will be escorted to their bubble by a member of office staff.		AMc/all staff	17.7.2020/ 1.9.2020	
Hygiene practices: Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.) Hazard: Ineffective handwashing results in	10.1	Hand sanitiser at entrance points to the building and staff, visitors and pupils asked to use them on entry.		SS	Ongoing	
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser will be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.		All staff	Ongoing	
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.		AMc/SS	Ongoing	
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.		All staff	Ongoing	



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CROSS-contamination	10.5	Tissues will be available in all group areas and will be single use only and binned after use.		SS/Site staff	Ongoing	
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school will be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.		SS/Site staff	Ongoing	
	10.7	In addition, staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.		All staff	Ongoing	
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.		NS	Ongoing	
	10.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.		Catering Leeds/Site staff	Ongoing	
	10.1	Children are encouraged not to touch their mouth, eyes and nose		All staff	Ongoing	
	10.2	Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		All staff	Ongoing	
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.		AMc	Ongoing	Yes
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits		All staff	Ongoing	
Cleaning	11.1	General Cleaning				
Hazard:	11.1.1	Cleaning will be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings		Site staff	Ongoing	



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Lack of a sanitisation / cleaning programme and regular cleaning of high touch areas leads to transmission of infection	11.1.2	Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues. <i>NB these should be stored out of reach of pupils.</i> Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room		Site staff	Ongoing	
	11.1.3	Cleaning prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).		Site staff	Ongoing	
	11.1.4	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.		Site staff	Ongoing	
	11.1.5	Shared materials and surfaces will be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.		Site staff	Ongoing	
	11.1.6	Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely (donning and doffing PPE)		Site staff	Ongoing	
	11.1.7	Thorough daily cleaning of all areas used takes place.		Site staff	Ongoing	



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	11.1.8	Increased focus on touch points (redirect from vacuuming etc, if needed).			
	11.1.9	COSHH inventory to be updated with additional cleaning products used on site. COSHH assessments to be carried out for each additional cleaning product.		Site staff	7.9.2020
	11.1.10	Sanitisation programme in place to enable cleaning to be recorded.		Site staff	Ongoing
	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team		Site staff	Ongoing
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to checked weekly.		Site staff	7.9.2020
	11.2	Rooms used for Isolating persons displaying symptoms			
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.		Site staff	Ongoing
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.		Staff/ Parents	Ongoing
	11.4	Hygiene Suites / Intimate Care Facilities			
	11.4.1	Rooms used for intimate care will be cleaned after each use.		EY staff	Ongoing

Government Guidance states that: Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum.

We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.



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Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

<p>Contact and mixing of groups of children and adults</p> <p>Hazard: Groups of pupils mix together thus increasing the risk of infection.</p> <p>Staff do not adhere to social distancing measures with other adults thus increasing the risk of infection.</p>	12.1	Corridors and Circulation Spaces				
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.		AMc/SS		Yes
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets has been devised to avoid paths crossing: use of one way systems and controlled classroom access / exit. Staggering break times and lunchtimes and restricted use of the hall will help to reduce contact.		AMc/SS	7.9.2020	
	12.2	Bubble sizes and Classrooms / Learning Areas				
	12.2.1	Class group / year group/ phase bubbles in place to minimise contact between pupils.		AMc	7.9.2002	
	12.2.2	Bubbles will be kept apart from other groups (bubbles).		AMc	Ongoing	
	12.2.3	Classrooms desks (if in use) will be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements will be removed to assist social distancing, movement round the class, and to reduce potential touch points.		All staff	Ongoing	
	12.2.4	Resources may be rotated to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		All staff	7.9.2020	



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	12.2.5	The use of social stories / pastoral support will be used with any pupils who need supporting in understanding the rules.		Class-based staff	7.9.2020	
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible or use other mitigations such as PPE and observe good hand hygiene. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do so they should maintain social distancing or use other mitigations such as PPE and observe good hand hygiene.		All staff	7.9.2020	
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.)		Class-based staff	7.9.2020	
	12.2.8	As far as possible, we will ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need for some staff to move between bubbles e.g for subject specific teaching, targeted work etc.. Staff should ensure social distancing is observed as far as possible with pupils or use other mitigations such as PPE and observe good hand hygiene.		Class-based staff	7.9.2020	
	12.2.9	Pupils will use the same classroom or area of the setting throughout the day, with a thorough cleaning of the rooms at the end of the day.		All staff	Ongoing	
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible or use other mitigations such as PPE and observe good hand hygiene.		Class-based staff	7.9.2020	



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12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Face shields could be used.		Class-based staff	7.9.2020	
12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.		All staff	Ongoing	
12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing or use other mitigations such as PPE and observe good hand hygiene.		PPA staff	7.9.2020	
12.4	Outdoor Areas				
12.4.1	Pupils will remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.		All staff	7.9.2020	
12.5	Breaks and Lunchtimes				
12.5.1	Breaks and lunchtimes will be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.		AMc	7.9.2020	
12.5.2	Lunch will be served either in the areas the groups are based in or in the hall on a 2 weekly rota, with only 1 class at a time in the hall at any one time. Lunchtimes will be staggered. 'Bubbles' will not mix in the dining hall. The children will mix in their wider outdoor bubbles on the playground: Y5/6; Y3/4; Y1/2; N/R Also see 24.3 below.		AMc/all staff	7.9.2020	
12.6	Toilets				
12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils will be encouraged to		All staff	7.9.2020	



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		clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have to share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.				
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.		AMC/all staff	7.9.2020	
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).			7.9.2020	
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.		All staff	7.9.2020	
	12.6.5	For staff toilets it is good practice for staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.		All staff	7.9.2020	
	12.6.6	Signage to the backs of toilet doors and above sinks will be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.		AMc/SS	7.9.2020	
	12.7	Assemblies / Collective Worship				
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' will be avoided. Collective worship will, on occasion, be virtual via video recordings or live streamed into classrooms. When this is not the case, class worship will be delivered.		AMc	7.9.2020	



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	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.				
	12.8	Staff areas				
	12.8.1	Office areas rearranged to have 2m gaps between seating and work stations.		AMc		Yes
	12.8.2	Staff rooms have been re-arranged to have 2m gaps between seating and work stations and staggered breaks / lunchtime rotas are in place and limits on staff numbers using the area at any one time have been implemented. Staff should observe social distancing in these areas.		AMc/all staff		Yes
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.		AMc/site staff	7.9.2020	
	12.8.4	The use of shared resources such as fridges, milk, tea, coffee etc is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).		AMc/all staff	7.9.2020	
	12.9	Communication				
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.		AMc/all staff	7.9.2020	
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for		All staff	7.9.2020	



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		safer working and the school's acceptable use policy regarding the use of their own phones.				
First Aid Hazard: First aid provision is not in-live with ratios thus putting staff and pupils at risk. First aiders do not follow guidelines thus increasing the risk of infection transmission	13.1	Adequate first aid provision for the numbers of staff and pupils on site will be in place and regularly monitored. Paediatric first aiders will be available at all times that children up to the age of 5 are on site or on educational visits.		AMc	7.9.2020	
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site.		SS/AF	7.9.2020	
	13.3	Relevant PPE will be used when administering first aid e.g. mask, disposable gloves, apron. PPE will be removed safely and disposal will be through double bagging and removing from the premises as soon as possible. Staff trained in donning and doffing PPE.		AMc/all 1 st aid staff	Ongoing	
	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.		All 1 st aid staff	Ongoing	
Biometrics / electronic signing-in / out systems and IT equipment Hazard: Biometrics, touch control or IT equipment are not cleaned between users increasing the	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g. library systems		All staff	7.9.2020	
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.		All staff	7.9.2020	
	14.3	The use of control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.		Key staff	7.9.2020	
	14.4	Multi user Electronic signing in / out systems will not be used at this current time. Signing in will be carried by office staff.		Office staff	7.9.2020	
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.		All staff	7.9.2020	



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risk of infection transmission.						
General controls Hazard: Increased risk of infection transmission	15.1	Ventilation				
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. <i>Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.</i>		All staff	7.9.2020	
	15.1.2	Where possible windows to classrooms, offices, staff rooms will be opened.		All staff	7.9.2020	
	15.1.3					
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.		Class-based staff	7.9.2020	
	15.3	Medical Needs				
	15.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the child is. Staff will be trained in the use of any devices.		Office staff	7.9.2020	
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.		Office staff	7.9.2020	
	15.4	Water fountains				
15.4.1						



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	15.4.2	Water bottles will be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after will take place.		All staff/ children	7.9.2020	
Educational visits Hazard: Appropriate controls are not in place thus increasing risk of infection or	16.1	Government guidance is currently that overnight domestic and international educational visits are ceased for the time being.		AMc	7.9.2020	
	16.2	Non-overnight domestic educational visits can take place. This will be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Exeant and relevant risk assessments will be altered to reflect this.		All staff	7.9.2020	
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, the academy will need to consider what Covid19 control measures need to be used, familiarise themselves with the Covid19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.		All staff	7.9.2020	
Personal Protective Equipment (PPE) Hazard: Staff fail to follow the guidance on PPE putting themselves and others at risk	17.1	Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. The academy will not take responsibility for ensuring pupils who bring face masks wear them.		All staff	7.9.2020	
	17.2	FFP2 / 3 masks are not necessary in a school setting.		AMc	7.9.2020	



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	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities will wear disposable gloves and aprons and may need IIR masks and eye protection. This will be assessed on a case by case basis.		EY staff/1 st aiders	7.9.2020	
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this will be provided by the school.		AMc	7.9.2020	
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.		1 st aiders	Ongoing	
	17.6	Staff who may get bodily fluids, including spit, on their clothes from pupils have been advised to bring a change of clothes to work.		AMc	7.9.2020	
	17.7	Stocks of PPE will be maintained and replenished as necessary.		1 st aiders/NS/SS	Ongoing	
Staff wellbeing Hazard: Staff are not consulted with resulting in anxiety about the controls in place to mitigate risk	18.1	Staff have received copies of the academy's full opening plans and risk assessments staff and feedback has been encouraged. 1:1 meetings have taken place to discuss concerns.		AMc	14.9.2020	
	18.2	Familiarisation time, training time and practice time has been built in for staff before opening the school to pupils.		AMc	7.9.2020	
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers		AMc	Ongoing	
	18.4	Employee risk assessments have been amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Abbey MAT Arena (wellbeing).		AMc	7.9.2020	
	18.5	Regular staff meetings (via Microsoft Teams or following social distancing rules) are undertaken with staff on site and regular telephone communication is held with staff who are not present to maintain contact and assist wellbeing.		AMc/ pastoral team	Ongoing	



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	18.6	Mental Health First Aiders are in place and all staff are aware of who they are.		NS	7.9.2020	
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources.		AMc/NS/ Pastoral team	Ongoing	
	18.8	Employees who wish to wear a face covering will be allowed to do so.		AMc	7.9.2020	
	18.9	An employee risk assessment will be put in place for staff who use public transport to attend the workplace, to identify risks to themselves or to others in the workplace.		AMc	7.9.2020	
Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works.		SS	7.9.2020	
Hazard:	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.		SS	7.9.2020	
Contractors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.	19.3	Contractors asked to adhere to social distancing guidelines.		SS	7.9.2020	
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		SS	7.9.2020	
	19.5	If contractors need supervising this will be done following social distancing guidelines.		SS	7.9.2020	
	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.		SS	7.9.2020	
	19.7	If contractors display any symptoms whilst onsite they will be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.		SS	7.9.2020	
	19.8					



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	19.9	School will still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school hours, they should. A record will be kept of all visitors for at least 14 days.		SS	7.9.2020	
	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.		AMc/SS	7.9.2020	
	19.11	Limit of number of visitors on site at any one time.		AMc/ Office staff	7.9.2020	
	19.12	Procedures to be put in place for accepting deliveries.		AMc/SS	7.9.2020	
Letting, meetings and visitors Hazard: Visitors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings will be asked to provide their own Covid19 control measures before coming on site. Academy's own on site guidance on physical distancing, hygiene and control measures will be explained to visitors on or before arrival. Copy of the risk assessment available on school website.		AMc/SS	7.9.2020	
	20.2	Any meetings / lettings will only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.		AMc	7.9.2020	
	20.3					
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. .		AMc/ Office staff	7.9.2020	
Pupil wellbeing	21.1	The curriculum will include an increased focus on PSHE (personal, social and health education) to enable staff to reintegrate pupils back		AMC/	7.9.2020	



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Hazard: Pupils are anxious about the return to school and the measures in place to keep them safe.		into school and provide opportunities to talk through their experiences during the period of partial closure. We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place. Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.		teaching staff		
Fire safety	22.1	Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.		SS/AMc	7.9.2020	
Hazard: Staff and pupils at risk if procedures are not reviewed and communicated .	22.2	Muster points / practices amended so staff and pupils bubbles are not mixed.		SS/AMc	7.9.2020	
	22.3	Fire marshal roles reallocated where necessary.		SS/AMc	7.9.2020	
	22.4	Staff informed how to use fire extinguishers, where call points are etc		SS/AMc	28.9.2020	
	22.5	Fire drill to take place as soon as possible after reopening to enable new procedures to be practised as soon as possible after opening.		SS/AMc	28.9.2020	
	22.6	Staff and pupil PEEPs amended where necessary.		SS/NS	14.9.2020	
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this will be added to the Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19".		AA/AMc	7.9.2020	
Lunchtime supervision	23.1	Lunchtime staff allocated to ensure supervisors stay with a consistent group of pupils and have adequate breaks.		AMc	7.9.2020	



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Hazard: Control measures not in place this compromising integrity of risk assessment						
Catering	24.1	Catering staff informed of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc. Copy of risk assessment to be given to catering staff.		AMc/SS	17.7.2020	
Hazard: Systems are not robust thus compromising controls.	24.2	Discussions have taken place with catering staff in relation to alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points e.g. limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.		AMc	14.7.2020	
	24.3	Consideration has been given to whether meals can be served in the hall or they need to be delivered to classrooms; this has been discussed with catering staff. LCC catering will provide hot and cold grab bags which can be served to pupils in their classrooms with a combination of hot meals in the hall on a rota basis.		AMc	14.7.2020	
	24.4	Catering staff will remain in the kitchen / serving hall as much as possible and use an entrance / exit as close to the kitchen as possible.		Kitchen staff		
	24.5	Tables / seating set out by catering staff will be cleaned before pupils and staff use them and in between each group of staff and pupils.		Lunchtime staff	8.9.2020	
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be		Catering Leeds	7.9.2020	



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		wearing face masks due to constraints of social distancing and food hygiene.				
	24.7	Kitchen will have a sanitisation programme in place		Site staff	7.9.2020	
Staff training Hazard: Staff are unfamiliar with the controls and new working practices.	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.		AMc	7.9.2020	
Drop off of Essential Items Forgotten by Pupils Hazard: Risk of cross contamination if items are not quarantined and wiped before distribution.	26.1	A system is in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupil's base. Staff doing this should thoroughly wash hands before and after handling the items.		AMc	7.9.2020	
Transport (not public transport) Hazard:	27.1	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 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.	n/a			



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<p>Sufficient controls are not in place when transport is being used increasing the risk of transmission</p>	<p>27.1.1</p>	<p>(Visits Travel)</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet 		<p>AMc/SS</p>	<p>7.9.2020</p>	
<p>Sharing with other users</p> <p>Hazard:</p> <p>Other users do not follow the controls in the RA thus compromising the integrity of the controls in place</p>	<p>28.1</p>	<p>Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. are discussed / information provided to users who share the school site.</p>		<p>AMc/SS</p>	<p>7.9.2020</p>	
<p>Marking / handling school work</p> <p>Hazard:</p>	<p>29.1</p>	<p>Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked it should be left for at least 48 hours (72 hours for plastic) before and after marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before</p>		<p>Teaching staff</p>	<p>7.9.2020</p>	



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Cross contamination occurs if controls are not adhered to		<p>handing work back to the pupils. Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. Suggestions for assessed work include the use of: in the moment marking, post-it notes, whole class feed forward sheets, self-marking, deep marking Monday after school with pieces completed by Friday or individual worksheets for assessed work so the pupils can retain their exercise books for lessons.</p> <p>If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).</p>				
<p>Agency staff and volunteers Hazard:</p> <p>Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place</p>	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.		AMc	Ongoing	
	30.2	The academy can continue to engage supply teachers and other supply staff during this period. We will limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This applies to other temporary staff working in school such as peripatetic teachers, sports coaches, and before and after school clubs staff.		AMc	7.9.2020 and ongoing	
<p>Before and after school clubs Hazard:</p> <p>Before and after school clubs do have procedures in</p>	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time. 2 bubbles of 15 initially		AMc/AP	7.9.2020 and ongoing	
	31.2	Smaller consistent groups will be in place at breakfast and after school club to minimise contact between class bubbles.		AMc/AP	7.9.2020 and ongoing	
	31.3	Parents / carers have been made aware that government guidance is that they limit the number of different wraparound providers they		AMc/AP	17.7.2020	



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place to minimise risk		access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.				
Music and performing arts Hazard: Potential for additional risk of infection when people are singing, chanting or playing wind or brass instruments.	32.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.		AMc/AF	7.9.2020 and ongoing	
	32.2	Singing, wind and brass playing will not take place in choirs and ensembles, or assemblies.		AF	7.9.2020 and ongoing	
PE including dance Hazard: Close contact between individuals or lack of adherence to RA controls increase risk of cross contamination.	33.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately a rota will be used so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.		BK/class-based staff	7.9.2020	
	33.2	Contact sports will not take place. AfPE guidance is that many physical activities can be adapted so they are non-contact e.g tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.		BK/class-based staff	7.9.2020	
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.				



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	33.4	We will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will ask providers to provide us with their own Covid19 control measures and follow any school based controls.		BK/AMc	2.11.2020	
	33.5	To minimise close contact when changing for PE we will ask pupils to wear PE kits on the days they are doing PE or come to school / go home in PE kits if lessons are near the beginning or end of the day.		BK/AMc	7.9.2020	
	33.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.		NS	7.9.2020	
Science and DT Hazard: Risk of transmission of infection	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid19 controls (which is being updated at present) https://www.cleapss.org.uk/		All teaching staff	7.9.2020	
Use of shared resources Hazard: Risk of transmission of infection	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.		All teaching staff	7.9.2020	
	35.2	General – We have minimised, or removed altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils will be cleaned at the end of the day, but kept to a minimum. We will make an assessment of the cleanability of equipment used in the delivery of therapies (for		All class-based staff	7.9.2020	



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	<p>example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.</p>				
35.3	<p>Staff Rooms – The use of shared resources such as fridges, milk, tea, coffee etc. is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).</p>		AMc	7.9.2020	
35.4	<p>Play equipment - Indoor and outdoor play equipment will be more frequently cleaned. This applies to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times we will allocate specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.</p>		AMc/AP/ EY staff/lunch time staff/class -based staff	7.9.2020 and ongoing	
35.5	<p>Classroom resources - For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. We will reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of</p>		Class teachers	7.9.2020 and ongoing	



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		equipment they bring into the setting each day, to essentials such as lunch boxes, water bottles, hats and coats.				
	35.6	Early Years - Shared sand and water play trays and soft dough will be avoided (unless changed regularly throughout the day. We may rotate resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		EY staff	7.9.2020 and ongoing	
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.		Class-based staff	7.9.2020 and ongoing	
Record keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks: weekly rotas/time-tables		All staff	7.9.2020	
Hazard: Records of close contact are not kept and therefore it is not possible to identify where possible infection may have occurred.	36.2	Records will be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with will also be kept. In order to keep this proportionate, we will utilise existing recording practices e.g. class registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. We will not ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.		Office staff/NS/AMc/TAs	7.9.2020 and ongoing	
	36.3	We will use a simple record system to log pupils, staff and others who are working together e.g small group intervention work, PPA cover		NS/TAs	7.9.2020 and ongoing	
	36.4	We will record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs will be used for this for pupils and Arena for staff.		AMc/office staff/class-based staff/lunch time staff	7.9.2020 and ongoing	
	36.5	A record will be kept of which staff have assisted pupils or staff who are displaying symptoms. This will be via first aid incident records or via CPOMs.		All staff	7.9.2020 and ongoing	



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