



RISK ASSESSMENT

Name of academy: Holy Trinity

Date of assessment: 18.5.20

Assessment carried out by: D. Foulke

Date of review: 13.6.2020

Activity/Task: Managing Coronavirus

As part of our planning for the Coronavirus (COVID -19) we want to take further preventative and protective action to support all employees, pupils, and visitors, whilst continuing to provide limited education within our workplace.

RISK: Contracting Coronavirus (COVID-19) – Initial symptoms include high temperature and/or a new and continuous cough and/or loss of taste and smell.

During the period of wider opening, Holy Trinity CE Primary continues to review preventative and protective action to support all employees and pupils, in particular those with increased vulnerability to the impact of the virus as advised by Public Health England. This will include individuals who are 'clinically vulnerable,' staff who are pregnant or over 70 years of age, along with others who, through research and data, have been shown to be disproportionately affected by COVID-19 (e.g. individuals from a BAME background). Through 1to1 meetings with such staff, concerns will be identified and reasonable adjustments implemented.

PRIOR TO SCHOOL RE-OPENING (PLANNING AND PREPARATION PHASE)

What are the hazards?	Who might be harmed?	Control Measures	What further action is necessary?	Action by who?	Action by when?	Done
Building is unsafe and unfit to re-open	Staff, pupils, parents, visitors	Site inspected to ascertain any: <ul style="list-style-type: none"> • damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure • damage to the building and fixtures and fittings • damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc... • rodent activity and/or infestations - commissioning of pest control may be required 		KL	22.5.20	
		Operational checks (to ensure good working order) have been carried out on:		KL	31.5.20	



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		<ul style="list-style-type: none"> • fire alarms/smoke alarms/panic and accessible-toilet alarms. • fire-door mechanisms • emergency lighting • gas supplies including science laboratories and kitchens • kitchen equipment • ventilation systems including LEV in kitchens and classrooms • water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy • water systems to look for leaks and ensure there is provision of hot water • windows, doors and gates including electronic gates and doors • any D&T equipment and ensuring any PPE is available as required by risk assessments. • Water fountains taken out of use • equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). <p>Statutory Inspections are up to date for :</p> <ul style="list-style-type: none"> • Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); • Pressure systems (if the scheduled inspections have not taken place in the last 12 months); • LEV (if the scheduled inspections have not taken place in the last 14 months); 		KL	All inspections scheduled by 31.5.20	
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		<ul style="list-style-type: none"> • Gas appliances (if the scheduled inspections have not taken place in the last 12 months); • Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) • Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months); • Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); • Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); • Tree surveys (if the scheduled inspections have not taken place in the last 12 months); • 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). <p>Cleaning of the premises</p> <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the 	<p>1) No access to classrooms from 28.5.20 until 1.6.20</p>	<p>KL</p> <p>SS</p>	<p>28.5.20</p> <p>22.5.20</p>	
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		<p>premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.</p> <ul style="list-style-type: none"> If 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 should be given priority for cleaning, as should have been the case during the partial opening. <p>Supplies</p> <ul style="list-style-type: none"> Adequate supplies of soap, hand sanitiser and hand towels / drying facilities are in kitchens, toilets and at sinks Adequate supplies of cleaning materials have been ordered and are available for re-opening including any required PPE 				
Shortage of available staff impacts upon ability to re-open / remain open / maintain sustainable provision.	Staff, pupils	<ul style="list-style-type: none"> Audit of available staff undertaken to enable rotas, ratios, medical, SEN and first aid needs etc. to be assessed. PPA built into the timetable to enable remote learning of pupils not attending school for to continue. Plan for phased re-opening of the school in place to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. Survey of parents / carers of pupils in Rec, Y1 and Y6 undertaken to ascertain who is likely to come into school. Telephone calls made 	<p>1) ascertain who will be coming into school so that , ratios, medical, SEN and first aid needs etc can be assessed.</p> <p>In the event of a first aider within a bubble being absent then TJ will administer first aid and can be contacted via radio. In the event of TJ being absent or unavailable then a first aider from another</p>	DF DF	19.5.20 20.5.20 and ongoing	



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		<p>where appropriate to gather information required.</p> <ul style="list-style-type: none"> Data from surveys used to plan pupil groups (plans made that expect all children in the specified year groups to return but groups planned to take account of the confirmed attendees) After each readmission phase (Starting with Y1) Consider if it is possible to have the next eligible year groups back in school (dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. Consider that if there is a positive case in school that staff and pupil numbers may be affected Where staffing levels fall due to staff absence provision will close to those groups as staffing is not sufficient to provide cover 	<p>bubble will be requested by radio. When crossing bubbles staff will wear full PPE</p> <p>Review ratios, rotas, medical and first aid needs on an ongoing basis.</p>			
Clinically extremely vulnerable and clinically vulnerable staff and pupils	Staff, pupils	<p>Clinically Extremely Vulnerable persons.</p> <ul style="list-style-type: none"> Staff and pupils who are classed as clinically extremely vulnerable (including staff over 28 weeks pregnant) should not come into school and should continue to shield themselves. If a staff member who is clinically extremely vulnerable wishes to return to work they can only do so if a detailed risk assessment has been carried out with them e.g a Covid-19 WASP assessment, and it is assessed as safe for them to return with strict control measures in place. 		DF	22.5.20	



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		<ul style="list-style-type: none"> Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing or staff working with those children <p>Clinically vulnerable persons</p> <ul style="list-style-type: none"> <u>Staff</u> - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g. by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff 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. If they have to spend time within 2 metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment 	<p>All clinically vulnerable people will work from home. For colleagues who want to come into the school, a full risk assessment is to be completed and signed by the school and employee.</p> <p>Any staff working from home will receive calls from management on a weekly basis to check on well-being.</p>	DF	22.5.20	
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		<ul style="list-style-type: none"> • <u>Living with someone who is clinically vulnerable</u> –a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting providing the risks have been assessed and discussed with them about whether this involves an acceptable level of risk. • <u>Identification and risk assessment of BAME staff</u> Risk assessment should be carried out for all BAME staff, so that a personalised risk mitigation plan can be put in place for them. This requires an open and collaborative one to one conversation between the staff member and line manager, aided by the HR. Measures to reduce exposure to risk must be implemented as a priority to protect the lives of staff • <u>Pupils - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.</u> • <u>Living with someone who is clinically vulnerable</u> –pupil 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 setting providing the risks have been assessed and discussed with their parents / carers about whether this involves an acceptable level of risk. 	<p>Use of risk assessment tool with individual members of staff to assess risk and agree strategies</p>			
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<p>Up-to-date information on pupil data is not available leading to incidents occurring</p>	<p>Pupils, staff</p>	<ul style="list-style-type: none"> • Obtain up to date medical, allergy and emergency contact details from pupils prior to coming back on site wherever possible. • Re-assess if IPRA's or PSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc. • Consider if staff and pupil PEEP's need to be amended. • Staff allocated to each pupil group made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and the location of devices such as epi pins and inhalers. • Food allergies / intolerances information shared with catering staff for children they may not already be aware of. • Administration of medication policy distributed to all staff allocated to pupil groups to remind them of the procedures to follow. • Administration of medication file in each room being used to enable staff working with the group to administer medication and record it according to policy. 		<p>SS</p>	<p>7.6.20</p>	
<p>Shared resources and planned activities result in spread of infection.</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere (If this is not possible due to space constraints, plastic sheeting to be used to cover loose items) • Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in 	<p>Pupils should have their own items in school which are stored in separate trays/packs (Avoid children sharing books etc) Where items are shared e.g. EYFS they are kept</p>	<p>KL/Class/Group Teachers</p>	<p>28.5.20</p>	



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		<p>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 can be cleaned at the end of the day, but keep to a minimum. 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> <ul style="list-style-type: none"> • 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. • Indoor and outdoor equipment that cannot easily be cleaned after each discreet group or kept for one discreet group at all times should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms. If it cannot be effectively cleaned between discreet groups consider allocating specific equipment to a specific discreet group, possibly on a weekly rota with a 72 hour break in between groups e.g not using it between 12pm Friday and 12pm Monday. Users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible. • Timetables for activities using hall so that groups of pupils can move around safely. 	<p>within the bubble and are disinfected daily.</p> <p>Pupils will be limited as to what they can bring in from home – this to be explained before re-opening of the school.</p>	DF	31.5.20	
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<p>Poor communication with pupils, parents, staff, visitors and contractors.</p>	<p>Pupils, staff, parents, visitors,</p>	<ul style="list-style-type: none"> • Clear communication shared with parents / carers regarding the schools plan so they understand what can be safely offered to their child. • Newsletters, letters. Social media used to ensure that visitors know not to enter the site with Covid-19 symptoms. 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. 	<p>Information shared with parents and pupils prior to reopening to explain changes and expectations (letters to pupils and booklet for parents.)</p>	<p>DF</p>	<p>21.5.20</p>	
<p>Staff Wellbeing</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Staff consulted with and involved in the setting up of individual school plans and systems as far as possible • Managing coronavirus risk assessment shared with all staff • Familiarisation time, training time and practice time provided before opening the school to pupils. • PPA/NQT time provided to manage workload of staff. • Daily staff meetings undertaken with staff on site and regular telephone communication held with staff who are not present to maintain contact and assist wellbeing. Closed WhatsApp groups / virtual staff rooms set up (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media). 	<ol style="list-style-type: none"> 1) Zoom training will take place 28th May onwards 2) Onsite training will be provided by TW/DF each day at 8am WC 1st June in the hall maintaining a 2m gap to allow for familiarisation, training and practice time 3) Daily Zoom meetings at 3.45pm to debrief on the day in each group 	<p>DF</p>	<p>31.5.20</p> <p>Onsite Training 1.6.20</p>	



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		<ul style="list-style-type: none"> Mental Health First Aiders / Champion identified Staff informed about support available to them signposting is available to relevant mental health and wellbeing support services. 				
Fire Safety	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix Consider if you need to re-allocate fire warden roles. Ensure staff know how to use fire extinguishers, where callpoints are etc. If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". Practice new procedures as soon as possible after opening 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 	<p>Each group will conduct a practise evacuation in the first 3 days of admittance</p> <p>Fire evacuation drill to be conducted once the school has re-opened to all groups for familiarity for staff and pupils.</p>	HO/KL	31.5.20	



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		the last 12 months or in line with manufacturer's guidance on testing).				
Catering	Staff, pupils	<ul style="list-style-type: none"> • Catering staff informed of any changes to entry / exit points, fire safety procedures, safeguarding etc. • Alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points have been discussed with catering staff. E.g limiting meal choices (taking onto account specific dietary and allergy needs). • Catering staff aware of where meals will be served each day e.g. packed lunches / grab bags in classrooms. • Catering staff will remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen. • 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. • Catering staff to observe the rules of social distancing and hygiene whilst on site. • LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. • Risk assessment requested from catering provider. 	Kitchen area will have a sanitisation programme in place.	DF/SS	1.6.20	



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MANAGING THE SCHOOL FOLLOWING RE-OPENING						
Contact and mixing of groups of children and adults	Staff, pupils, parents	<p><i>Government Guidance states that</i></p> <p><i>“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:</i></p> <ul style="list-style-type: none"> <i>avoiding contact with anyone with symptoms</i> <i>frequent hand cleaning and good respiratory hygiene practices</i> <i>regular cleaning of settings</i> <i>minimising contact and mixing</i> <p><i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</i></p> <p><i>Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.”</i></p> <ul style="list-style-type: none"> Children divided into small groups with group sizes determined on the capacity of the rooms available. Children remain in 	<ol style="list-style-type: none"> 1) Reception and early years rooms may need ‘play areas’ removed / altered to allow more space in the room and to aid with social distancing 2) Designated outdoor spaces for each group 3) Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms. 4) Limit the number of children or young people 	DF/SLT/Teachers/Support Staff/Estates Staff/Office Staff/Parents/Pupils	Ongoing	



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		<p>the same group at all times each day and are not mixed throughout the day or on subsequent days.</p> <ul style="list-style-type: none"> • The same member(s) of staff is assigned to the group during the day and on subsequent days. • Plan in place for staffing over lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks. • Groups of children use the same classroom or area of setting throughout the day, children will use the same desks each day with name markings in place. • Pupils access the classroom / area of setting through a specified external door. • Divider placed down the middle of the corridor to keep groups apart. • Building plans may be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers. • Limits to number of children using the toilet facilities at any one time. • Use of social stories to support pupils in understanding the rules. • Staggered break times and lunches to avoid class groups being in the same area of school at the same time. • If all pupils in a group are having a packed lunched / grab bag, lunch may be eaten in the area the group is based in rather than in dining hall 	<p>who use the toilet facilities at one time.</p> <ul style="list-style-type: none"> 5) staff should use the staff toilets following social distancing guidelines when moving to / from them. 6) Numbers of staff on site to be kept to a minimum whilst maintaining a safe provision – to be reviewed at regular intervals 			
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		<ul style="list-style-type: none"> • Outdoor space to be used, where possible, to limit transmission. • Pupils and staff maintain social distancing when outside and stay within their discrete learning group. Groups will not mix outside. • If other members of staff need to speak to / visit a different area e.g. SLT they will avoid entering into the room wherever possible e.g. they will stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this. (Walkie talkies to be used where possible to reduce need to visit different areas) • Consideration given to how many pupils are using cloak areas / pegs and steps taken to minimise persons being closer than 2m e.g. spaced out the ones in use to keep a 2m distance, rota access to the areas, bags and coats with the individual (older pupils). • School registers will be taken before pupils enter the school building to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with. <p>Staffrooms</p> <ul style="list-style-type: none"> • Office areas arranged to have 2m gaps between seating and work stations • Staff breaks / lunchtime staggered and rota for common resources and areas in place to limit staff numbers using the area 				
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		<p>at any one time. Staff should observe social distancing in these areas.</p> <ul style="list-style-type: none"> • Additional staff break areas in place to limit use and aid with social distancing. • Staff advised to bring their own provisions in (in a cool bag if food needs to be kept cold) to avoid cross-contamination. 				
Cleaning	Staff, pupils, parents	<ul style="list-style-type: none"> • Increased focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) • Cleaning carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. • Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap. <i>NB these should be stored out of reach of pupils.</i> • Cleaning prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and done with hot soapy water and disinfectant. • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, cleaned more regularly than normal • Areas of school that are used by more than one group of pupils e.g. hall, sports 	<p><i>COSHH Inventory to be updated with additional cleaning products used on site during COVID 19.</i></p> <p><i>COSHH assessments to be carried out for each additional product.</i></p> <p><i>All cleaning programmes to be recorded.</i></p> <p><i>Further information for safe cleaning to be given directly to cleaning staff through site management teams.</i></p>	KL/Cleaning Team/Teacher/S	Ongoing	



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		<p>facilities are cleaned between groups (touch points and tables)</p> <ul style="list-style-type: none"> • Thorough daily cleaning of all areas used takes place • Areas of school that are not in use by any groups are closed to ensure cleaning is directed appropriately • Staffing rotas in place to ensure sufficient cleaning staff available • 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) • 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. • Rooms used for intimate care should be cleaned after each use 	<p>Disposable glove checks to be conducted at regular intervals to ensure there is always an adequate supply.</p>			
Hygiene practices	Staff, pupils, parents	<ul style="list-style-type: none"> • Handwashing facilities available for each group of pupils in school. Where no sink is available, hand sanitiser is placed in each classroom / area of setting. Handwashing bowls will be provided if this is more appropriate. • Adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly using disposable paper towels. 	<p>1) There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to</p>	Class teachers/Support Staff/Pupils Ongoing	Ongoing	



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		<ul style="list-style-type: none"> • Adults and children clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet and before leaving the premises. • Staff are to wash hands on entry to staff room, before and after preparing food and drinks, and before leaving • Hand sanitisers placed at entrance points to the building for staff and visitors to use on entry / exit. • Children are encouraged not to touch their mouth, eyes and nose • Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children and young people who have trouble cleaning their hands independently • Use of games, songs and repetition to encourage young children to learn and practise these habits • Single use tissues available in all group areas and binned after use. • Bins for tissues and paper towels are emptied throughout the day. • 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. <i>NB the virus cannot survive on a surface for</i> 	<p>wear clean clothes every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress e.g as on non uniform days.</p>			
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		<p>more than 72 hours according to current guidance.</p> <ul style="list-style-type: none"> Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use. 				
Groups of parents / children gathering on school site	Staff, pupils, parents	<ul style="list-style-type: none"> Parents informed that if their child needs to be accompanied to school only one parent should attend Staggered drop-off and collection times in place Protocols for minimising adult to adult contact in place (for example, which entrance to use, how to line-up, reminder not to gather in groups). As many access points into the school grounds as possible will be open during drop off and pick up to assist with social distancing. Separate access and exit points into the building are allocated to different groups of pupils as close as possible to their designated classroom. Rooms will be accessed directly from outside where possible. Markings / cones will be placed on the playground and outside access and exit points to enable children (and the parent accompanying them) to line up and maintain social distancing prior to being allowed into school building via specified entrance. 	<p>Re-enforce point of parents arriving on time to avoid children mixing out with their group.</p> <p>If a pupil arrives late but before gate closes, the adult on the gate will send a message (via walkie-talkie) to the adult responsible for the child's bubble and the child will make their way to the bubble where they will be greeted.</p> <p>If a child arrives later after the gate closes, they will use the usual entrance gates and the child will be given access by a member of office staff who will escort them to their bubble.</p>	DF/KL	31.5.20	



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		<ul style="list-style-type: none"> • 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. <i>Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEND needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.</i> • Parents and carers informed they should not come into the school building unless by prior arrangement. • Posters displayed at on entrance gates to school to remind pupils and parents to maintain social distancing and not to gather in groups • Collective worship and assemblies will not take place 				
Classroom environment	Staff, pupils	<ul style="list-style-type: none"> • Desks arranged to maintain space between desks and chairs (ideally so pupils are 2m apart) • Pupils allocated to a particular desk to reduce contact touching by other pupils. • Pupils to be assigned individual writing equipment and stationary which must not be taken home or shared with others. • Outdoor space to be used for education, where possible, to limit transmission. • Where possible, to aid ventilation and avoid the contamination of door handles 		Teachers/Support Staff	Ongoing	



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		<p>that need to be opened / closed regularly, doors should 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> <ul style="list-style-type: none"> • Where possible, windows to classrooms, offices, staff rooms will be opened. 				
Contact with someone who is displaying symptoms of Coronavirus	Staff, pupils, parents, visitors	<p>All staff, students and parents will be informed that:</p> <ul style="list-style-type: none"> • All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace or if they are self-isolating follow Government Guidance for households with family members displaying symptoms. • Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. • If advised that anyone recently on site has tested positive for COVID-19 – a member of the Senior Leadership Team shall contact the Public Health Authority to discuss the case, identify all other individuals who have been at risk of exposure (so far as is reasonably 		DF?SS/TJ/KL	Ongoing	



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		<p>practicable), and will take advice on any further actions or precautions that should be taken</p> <p>All persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site.</p> <ul style="list-style-type: none"> • All persons who develop Covid 19 symptoms (however mild) in between attendance times or whilst on site will: <ul style="list-style-type: none"> • Be sent home as soon as possible and advised to follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus • Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. <i>They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.</i> • 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. • An IIR face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the 				
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		<p>child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none">• Any member of staff who has helped someone who was unwell does not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.• Core areas that those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.• A separate sanitary facility will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they have been isolated in.• We will consider if it is possible to provide an additional sterile classroom/space to move a group to where a member of that group has displayed symptoms. This will				
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		<p>enable cleaning and disinfection of the potentially contaminated area.</p> <p>:</p> <p>If the initial child, young person or staff member with symptoms tests negative they will be advised:</p> <ul style="list-style-type: none"> • 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. • they can return to their setting and the fellow household members can end their self-isolation. <p>If the test is positive:</p> <ul style="list-style-type: none"> • If advised that anyone recently on site has tested positive for COVID-19 – a member of the Senior Leadership Team shall contact the Public Health Authority to discuss the case, identify all other individuals who have been at risk of exposure (so far as is reasonably practicable), and will take advice on any further actions or precautions that should be taken • The rest of the group they have been working with will be sent home and advised to self-isolate for 14 days. <i>As part of the national test and trace programme, if</i> 				
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		<p><i>other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p>				
Visitors and contractors to school.	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • Posters displayed at on entrance gates to school to remind visitors to maintain social distancing. • Suppliers, contractors and visitors as far as possible will be informed of the times the school is open and the procedures for accessing the site. • Visitors and contractors will be 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 must follow the 'catch it, bin it, kill it' guidance. • Visitors and contractors asked to adhere to social distancing guidelines when they enter building. 	<p>Signage to be displayed on external doors requesting unexpected visitors to not enter and to phone or email school office.</p> <p>Limited number of visitors allowed on site at any one time</p> <p>Any essential meetings will take place in a well ventilated room.</p>	KL/SS	Ongoing	



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		<ul style="list-style-type: none"> • Hand sanitisers placed at entrance points to the building for visitors to use on entry. • Contractor visits minimised to essential visits only e.g to carry out statutory testing, repair work or building works. • Contractors asked to provide their own risk assessments and to discuss additional needs with the school prior to visiting. • Visitors and contractors advised to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site. • If contractors need supervising this will be done following social distancing guidelines. • If visitors or contractors display any symptoms whilst on site they will be asked to leave immediately and any areas / equipment they have been working in / on will be isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used. • If visitors or contractors are on site for long periods of time a separate toilet facility will be identified for their sole use and will be cleaned after their work has ceased and before being used by the school again. If this can't be established we will inform contractors and visitors of the "If You Use It – Wipe It" principle. • School will still follow procedures for controlling access / security whilst visitors and contractors are on site. 	<p>Procedure to be put in place for accepting deliveries.</p>			
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		<ul style="list-style-type: none"> • Lettings, visitors and on site meetings with external individuals / groups will cease unless they can only be conducted face to face and are vital / necessary. • If they are for vital / necessary educational / health purposes e.g private nurseries, multi-agency meetings, mental health sessions, meetings with parent / carers they will only go ahead if social distancing and hygiene rules can be adhered to. 				
Communication between staff	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • It is recommended that staff use the walkie talkie provided in each room to 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. • 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 safer working and the school's acceptable use policy regarding the use of their own phones. 		All Staff	Ongoing	



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First Aid	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site Adequate ratios of staff with Full FAW qualifications and paediatric first aiders for early years settings in place. If it is not possible to have a paediatric first aider on site the associated risk assessment will be in place. Activities activities more likely to result in injuries e.g. gymnastics, D&T will cease or be limited 	<p>Minimise direct contact with children where reasonably practicable to do so.</p> <p>Ensure relevant PPE is used e.g. mask, disposable gloves, disposable apron.</p> <p>Ensure safe removal of PPE and disposal by double bagging and removing from the premises as soon as possible. (Training to relevant staff on safe removal of PPE)</p> <p>First aider will wash hands thoroughly for 20seconds as per government guidance after removal of PPE.</p>	TJ/All First Aiders		
Use of electronic signing in / out systems and shared IT equipment	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> Electronic signing in / out systems that require a user to use a touch screen will not be used at this current time. Visitors will be signed in / out by a member of office staff. 		SS/Teachers/Support Staff	Ongoing	



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		<ul style="list-style-type: none"> IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual. The use of lifts and control panels will be limited to essential users only and will be cleaned between users e.g using hand sanitisers or ant-viral wipes. 				
Personal Protective Equipment (lack of PPE will put staff at risk)	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> Government has advised there is no need for staff or pupils to wear face coverings as a matter of course when in school. NB FFP2 / 3 masks are not necessary in a school setting. 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 coverings. This will be assessed on a case by case basis. If PPE is identified as necessary for certain activities or staff through a risk assessment, then this will be provided by the school. Reusable eye / face coverings will be thoroughly cleaned between each individual person being assisted. 		SS	Ongoing	
Communication with parents	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior 				



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		<p>notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, etc..</p> <ul style="list-style-type: none"> • 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 pupils base. Staff doing this should thoroughly wash hands before and after handling the items. • Parents to be reminded of the importance of following government imposed social distancing rules and that should information be received by school that parents/pupils have failed to follow these rules then a risk assessment may need to be put in place for the child. 	<p>Letter to be sent to parents regarding the need to adhere strictly to guidance on social distancing.</p> <p>IPRAs to be put in place should it become clear pupils are not socially distancing outside school.</p>			
Behaviour	Staff, pupils	<ul style="list-style-type: none"> • Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or 				



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		<p>others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may 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.</p>				
Reviews of provision	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • Ratios, rotas, medical and first aid needs reviewed on an ongoing basis. • Review of how pupils and staff are interacting, numbers on site, how equipment is being used undertaken regularly and activities / equipment ceased or re-instated as necessary. 		DF	Ongoing	