



RISK ASSESSMENT

Name of academy: Lightcliffe CE Primary
Assessment carried out by: Adelle Hustler, Kate Dunkley, Jo Kershaw
Name of Chair of Trust Board: Paul Whitman

Date of assessment: 16.7.20
Date of review:

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	Asbestos works being carried out		Week 1 summer break	
	1.1.2	Damage to the building and fixtures and fittings	Wall ties being fitted	Redhouse	Week 1 & 2 summer break	
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...		Premises & grounds manager		
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Screen to be added to boiler house	Premises & grounds manager		
	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.		Premises & grounds manager		
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.		Premises & grounds manager		
	1.2.3	Emergency lighting		Premises & grounds manager		
	1.2.4	Gas supplies including science laboratories and kitchens		Premises & grounds manager		
	1.2.5	Kitchen equipment		Catering manager		



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	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms		Premises & grounds manager		
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Premises & grounds manager Water management services		
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water		Premises & grounds manager		
	1.2.9	Windows, doors and gates including electronic gates and doors		Premises & grounds manager		
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.		DT leader		
	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).				✓
	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			
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);				✓
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);				✓
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);				✓
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);				✓



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	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)			September 2020	
	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);				✓
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);				✓
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Not in use			
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	To check schedule Works completed	Premises & grounds manager		✓
	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).				✓
	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.	Cleaning schedule to be created	Premises & grounds manager		
	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.	Cleaning schedule to be created	Premises & grounds manager		



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	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.	Orders in place and to be continued	Premises & grounds manager	Continuous	✓
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.		Premises & grounds manager SLT	Continuous	✓
	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.	Supplies replenished	Premises & grounds manager	Continuous	✓
	1.5.4	Key holder list reviewed and any new key holders to be given guidance / familiarisation training	Chubb informed of current key holders & to be informed of new key holder list from 1 st September. Keys to be audited to ensure key holders have complete sets.	Admin Premises & grounds manager		✓
Assessing staff and pupil numbers to assist in plans for opening. Hazard: Shortage of available staff	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. Dates of entry allow for Learning Mentor and ASD team to support individual pupils with IPRA's & anxieties by starting on the different days.	Reception – Stay and play week 1 phased return ½ days over weeks 2 & 3 Y6 & Y1 – Tuesday Add Y5 & Y2 – Wednesday Add Y3 & Y4 – Thursday Whole school in the building by Thursday	Whole school	Week 1	



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impacts upon ability to full open and maintain sustainable provision.	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.	Contact made with parents of shielding pupils and staff to ascertain measures to be put in place and arranging opportunities for familiarisation prior to the school re-opening. Risk assessments and IPRA's may need to be created or updated.	SLT Class teachers SENDCo	Ongoing	✓
	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.	N/A			
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Closure of bubbles may be required or use of supply staff for operation of bubble to continue.	SLT		
		<u>Ongoing</u>				
	2.5	Review ratios, rotas, medical and first aid needs on an ongoing basis.		Admin		
Updating staff and pupil details.	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	Admin		



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<p>Hazard: Information is not up-to-date putting staff and pupils at risk</p>			enable them to check that details are up-to-date IHCPs to be created for new starters where appropriate.			
	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.		Class teacher/Le arning Mentor		
	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 epipens/emera des and inhalers available wherever the pupil is. Staff training in the use of any devices planned.	Class folder to be passed on to new class teacher along with inhalers and epipens/emera des held in classes. Expiry dates of second device held in First Aid room will be checked and follow-up action taken. IHCPs to be created and assess on to staff. Where appropriate.	By 8 th September SC		
	3.4	Food allergies / intolerances information shared with catering staff for staff and children they may not already be aware of.		Admin		
	3.5	Staff and pupil PEEPs amended where necessary		SLT		
	3.6	Administration of medication policy distributed to all staff allocated to work with pupil groups to remind them of the procedures to follow		SLT		
	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.		SLT		



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<p>Assess activities / lessons that can take place</p> <p>Hazard: Planned activities / lessons or use of shared resources results in spread of infection</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 bags to school unless they are participating in an activity that requires them to bring additional items e.g. swimming lessons, educational visits, intimate care/sanitary items.	Return to school booklet distributed.	SLT	By end of Summer term	
	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.	Timetables for hall/PE and use of hall for lunch.	SLT	By start of Autumn term	
	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).	Remove and store in mezzanine. Music room to be reinstated.	Staff	By start of Autumn term	
	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.				✓
	4.6	Where possible, pupils will have their own items in school which are stored in a zip plastic wallet or individual tray.				✓
		<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.				✓
Information to pupils, staff, parents / carers, visitors	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.	Return to school booklet distributed and published on website Risk assessment published on website	SLT	End of term	



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and contractors.			Continued communications throughout the holiday.			
Hazard: Poor communication results in control measures being compromised	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.	Posters visible Appointments made with caveat regarding display of symptoms	All staff	By Autumn term	
	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts to both staff and parents.				✓
	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.	SLT		
	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.	Check signage is in place in all areas	SLT Premises & grounds manager	Sept 2020	
Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.	8 members			
	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	IPRAs updated or written for shielding pupils. Pupils	SLT	By start of Autumn term	



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Hazard: Staff in the above categories are at increased risk should they contract Covid19		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. IPRA's 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. Occupational Health to be used to assist with medical advice for staff, where necessary.	invited into school for familiarisation. Employee risk assessments to be written for returning staff. Procedures implemented to mitigate risks.	SLT	By start of Autumn term	
	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.	As above	SLT	By start of Autumn term	
	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	Screens at desks Identified individual toilets facilities.	Whole staff		
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.				✓
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.				✓



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<p>Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site</p> <p>Hazard: Transmission of virus</p>	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 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. Isolation Room is Lister Wing 2.				✓
	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.	Available in isolation room			✓
	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.				✓
	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	Guidance and procedures in place to follow.			✓



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		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.				
	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 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. 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.				✓
	8.7	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.				✓
	8.8	Core areas those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.				✓
	8.9	A separate sanitary facility will be provided for individuals who display symptoms (Disabled toilet in Lister Wing). This will be cleaned and				✓



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		disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.				
	8.10	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.	Library & ICT suite identified until cleaning is complete.	SLT		
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for 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.				✓
	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 form. 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</p>				



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		of the school setting. If you are not sure whether you should notify an issue or not please contact CLO.				
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.	Check Calderdale flow charts.			
<p>Controlling access into the school for staff, 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>	9.1	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.				✓
	9.2	As many access points into the school grounds 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. Parents enter site from gate on top playground, come down the steps may wait with Reception to Y3 children – Years 4 – 6 encouraged to queue independently. Parents leave via driveway. Parents with prams or using mobility vehicles may enter via the driveway,	One way system in place for drop off and pick up.			✓
	9.3	Separate access and exit points into the building will be used for different groups of pupils and staff as close as possible to their designated classroom / work areas.	<p>Staff enter via office entrance.</p> <p>Pupils use child entrances at staggered times. Timetable for staggered entry/exits allow for this.</p>			✓
	9.4	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.	Doors to be closed once all pupils are in the building.	All staff		✓



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9.5	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. IPRA's to be put in place should it become clear pupils are not socially distancing outside school.	Remind parents of this requirement – newsletters, Return to School booklet.	SLT		✓
9.6	Parents and carers have been advised that where possible only one adult at a time should accompany their child to / from school.	Return to School booklet	SLT		✓
9.7	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.	Return to School booklet	SLT		✓
9.8	Staff will access and exit through the office entrance in order to gain access to the carpark to avoid contamination of gate handles and padlocks.	Information for staff booklet	SLT		✓
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.				✓
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.	N/A			
9.11	Staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas will be provided with face coverings or face shields if a physical screen is not in place.	Consider use of screen Reception staff may use face shield	Premises & grounds manager		
9.12	Parents have been advised that they must arrive on time to drop-off and collect their child. If a pupil arrives late but before gate closes, the adult on the gate will allow them to walk to their entry point independently (for pupils in Reception, KS1 and Y3 the adult in their bubble will be contacted via walkie-talkie to alert them that the child is on their way).	Return to School booklet			✓
					✓



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		If a child arrives after the gate has closed, the child will have to go to the office to be allowed access and a member of office staff will escort them to their bubble.				
<p>Hygiene practices: Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)</p> <p>Hazard: Ineffective handwashing results in cross-contamination</p>	10.1	Hand sanitiser at entrance points to the building and staff, visitors and pupils asked to use them on entry.				✓
	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.				✓
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.				✓
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.				✓
	10.5	Tissues will be available in all group areas and will be single use only and binned after use.				✓
	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.				✓
	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.				✓



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	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.	Order antibacterial hand wipes	Admin		
	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.	Inform staff Catering team to replace sanitising products	SLT		
	10.1	Children are encouraged not to touch their mouth, eyes and nose		Whole staff		✓
	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')		Whole staff		✓
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.				✓
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits				✓
Cleaning	11.1	General Cleaning				
Hazard: Lack of a sanitisation / cleaning programme and regular cleaning of high touch areas leads to transmission of infection	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				✓
	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				✓
	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				✓



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		(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).				
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.				✓
11.1.4.1		Appropriate cleaning equipment to be provided for different surfaces and electrical items.	Dry cloths for electric light switches.	Premises & grounds manager		
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.				✓
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)	iHasco training			✓
11.1.7		Thorough daily cleaning of all areas used takes place.				✓
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.				✓
11.1.10		Sanitisation programme in place to enable cleaning to be recorded.				✓



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	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team				✓
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to be checked weekly.		Premises & grounds manager		
	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.				✓
	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.	Children to return to wearing school uniform. PE uniform to be worn on days where PE lessons are due. Return to school booklet.			
	11.4	Hygiene Suites / Intimate Care Facilities				
	11.4.1	Rooms used for intimate care will be cleaned after each use.				✓

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.

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



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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.	Mark 2m distances?	Premises & grounds managers	By Autumn term	
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets has been devised to avoid paths crossing: zoned areas, 2m queues, corridor divider strips, controlled access / exit. Staggered entrance/exits, break times, lunchtimes will help minimise corridor occupancy.				✓
	12.2	Bubble sizes and Classrooms / Learning Areas				
	12.2.1	Class group / year group / phase bubbles in place to minimise contact between pupils.	Children taught in class bases – no setting. Year groups at breaks and lunchtime for supervision and use of hall. Key Stage suggested for LOOSC			
	12.2.2	Bubbles will be kept apart from other groups (bubbles).	Timetabled			✓
	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				✓



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		removed to assist social distancing, movement round the class, and to reduce potential touch points.				
	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.				
	12.2.5	The use of social stories / pastoral support will be used with any pupils who need supporting in understanding the rules.				✓
	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, Perspex screens 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, Perspex screens and observe good hand hygiene.	Face shields available for staff		SLT	✓
	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.)				✓
	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, Perspex screens and observe good hand hygiene.	Face shields available for staff		SLT	✓
	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.				✓
	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	Inform staff of measures to be taken in such circumstances.	SLT		✓



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		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, Perspex screens and observe good hand hygiene.				
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.				
	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.	Remind staff about the need for 2m distancing from other adults.	SLT		
	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, Perspex screens and observe good hand hygiene.	Timetable PPA cover to avoid working across too many bubbles. Staff having PPA time may use other areas of school e.g. ICT suite when staff room table is full.	SLT		
	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.				✓
	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'.				✓
	12.5.2	Lunch will be served in the areas the groups are based in and not all together in the dining hall. Reception, & KS1 year groups will use the hall for lunch. Lunchtimes will be staggered. 'Bubbles' should not mix	Y4 and Y3 need a class supervisor when indoors	MDS		✓



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		in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	due to lack of proximity of rooms.			
	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 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 share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Toilets allocated to reduce numbers using same toilet. Increased cleaning of toilets	All staff Premises manager		✓
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Toilets allocated to reduce numbers	Staff		✓
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).				✓
	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.	Staff allocated toilets	All staff		✓
	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.	Antibacterial/viral wipes available for staff toilets	All staff Premises & grounds manager		✓
	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.	Signage to be created	SLT		



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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.				✓
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.	Finance Room available for office staff to work in.	Admin		✓
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.	Staggered breaks and lunchtimes reduce number in staffroom at any one time.	All staff		✓
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.	Antibacterial wipes/spray to be available in staff room. Hand sanitiser available at photocopier	Premises & grounds manager		✓ ✓
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).	Staff to be informed Staff to be responsible for safe storage of own refreshment/lunch items.	SLT All staff		
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	Walkie Talkies to be used for communication between staff.	All staff		✓



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		between groups. If staff need to communicate outside their groups they should observe social distancing.				
	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 safer working and the school's acceptable use policy regarding the use of their own phones.	Re-issue acceptable use policy	All staff SLT		✓
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.				✓
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site.		SC		✓
	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.		All First Aid trained staff		✓
	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.				✓
Biometrics / electronic signing-in / out systems and IT equipment Hazard:	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	N/A			
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	N/A			
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.	N/A			



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Biometrics, touch control or IT equipment are not cleaned between users increasing the risk of infection transmission.	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.	Staff to use the magnetic signing in/out board			
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.				✓
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>	Fire doors in corridors should not be wedged open. Frequent touch handles & door plates need to be cleaned during day. Staff must hand wash/sanitise if using doors.	All staff All staff		✓ ✓
	15.1.2	Where possible windows to classrooms, offices, staff rooms will be opened.				✓
	15.1.3	You can continue using most types of air conditioning system as normal. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, <u>individual room systems</u> or portable units do not need adjusting.				✓
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.				✓



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	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.	IHCPlans to be shared on INSET day. Pupil Information sheets to be passed on,			✓
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.		Admin & Catering		✓
	15.4	Water fountains				
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Children not to use water collers			
	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.	Staff to use a jug to fill water bottles from drinking water systems. Wipe handles of water coolers after use			✓
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.	Whitby visit cancelled.			✓
	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.	Transport and venue to be contacted regarding visits already booked for Autumn term to establish viability Creswell Craggs visit postponed	Admin and relevant staff	Prior to start of Autumn term.	✓
	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.	Risk assessment required/updated to include Covid-19 control measures.			



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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 or Perspex screens 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.				✓
	17.2	FFP2 / 3 masks are not necessary in a school setting.				✓
	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.				✓
	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.				✓
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.				✓
	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.	Inform staff for who this may be relevant.			
	17.7	Stocks of PPE will be maintained and replenished as necessary.		SC		✓
Staff wellbeing	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.	Plans to be issued to staff and discussion to take place (change group)	All staff		



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Hazard: Staff are not consulted with resulting in anxiety about the controls in place to mitigate risk			1:1 meetings to take place where requested.			
	18.2	Familiarisation time, training time and practice time has been built in for staff before opening the school to pupils.	Phased re-opening planned	Whole staff		✓
	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				✓
	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).		SLT	ASAP	
	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.				✓
	18.6	Mental Health First Aiders are in place and all staff are aware of who they are.	TBD			
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources.		All staff		✓
	18.8	Employees who wish to wear a face covering will be allowed to do so.				✓
	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.	Update and review as transport systems increase in number.	Identified staff & SLT	Ongoing	✓
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.	Essential works to be carried out during school breaks to minimise number of adults on site.	Visitors		✓



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<p>Hazard: Contractors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.</p>	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.		Premises & grounds manager	✓
	19.3	Contractors asked to adhere to social distancing guidelines.		Premises & grounds manager	✓
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		Premises & grounds manager	✓
	19.5	If contractors need supervising this will be done following social distancing guidelines.		Premises & grounds manager	✓
	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.		Premises & grounds manager	✓
	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.		Premises & grounds manager	✓
	19.8	If contractors are on site for long periods of time a separate toilet facility may be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Lister Wing toilet facilities	Premises & grounds manager	✓
	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.		Admin & Premises & grounds manager	✓
	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.		Admin	✓



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	19.11	Limit of number of visitors on site at any one time.		Admin		
	19.12	Procedures to be put in place for accepting deliveries.		Admin/Catering/ Premises		✓
<p>Letting, meetings and visitors</p> <p>Hazard: Visitors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.</p>	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.	<p>Inform visitors about providing their own control measures and to have had sight of risk assessments. Visitors to sign to show they have read school risk assessment.</p> <p>Share Risk Assessments.</p>	Admin		✓
	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.				✓
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Disabled toilet in Lister Wing identified.			✓
	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. .		Admin		✓



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<p>Pupil wellbeing</p> <p>Hazard: Pupils are anxious about the return to school and the measures in place to keep them safe.</p>	21.1	<p>The curriculum will include an increased focus on PSHE (personal, social and health education) to enable staff to reintegrate pupils back 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.</p>	<p>Learning mentor in place to support staff and pupils.</p>			✓
<p>Fire safety</p> <p>Hazard: Staff and pupils at risk if procedures are not reviewed and communicated</p>	22.1	<p>Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.</p>				✓
	22.2	<p>Muster points / practices amended so staff and pupils bubbles/classes are not mixed.</p>	<p>Muster points on the field to enable groups to be distant from each other. Classes to use coloured spots to indicate where to line up.</p>	<p>SLT & Premises & Grounds manager</p>		✓
	22.3	<p>Fire marshal roles reallocated where necessary.</p>	<p>Staff not responsible for a class will monitor allocated areas.</p>	<p>SLT</p>		
	22.4	<p>Staff informed how to use fire extinguishers, where call points are etc</p>	<p>LEPOL training undertaken July 2019</p>	<p>Teaching staff</p>		✓



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	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.	Drill to take place once reception classes are full-time.	Whole school		
	22.6	Staff and pupil PEEPs amended where necessary.	N/A			
	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".		Premises & Grounds manager		✓
Lunchtime supervision Hazard: Control measures not in place this compromising integrity of risk assessment	23.1	Lunchtime staff allocated to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	MDS allocated to a Year group bubble where classrooms are side by side. Individual MDS needed for Y3 where classroom doors are not in the same location. Reception, Y2 & Y4 will be supervised in the hall for their lunchtimes and outside.	MDS	By start of Autumn term	
Catering Hazard: Systems are not robust thus compromising controls.	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.	Discuss risk assessment with catering manager to be passed on to catering team.	SLT & catering team	ASAP	✓
	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. Decision made to limit meal choices (taking onto account specific dietary and allergy needs) for UIFSM & provision of 'packed lunches' instead of hot meals for KS2 FSM.	Catering manager revisiting proposed hot meal menu.	Catering Manager		✓



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	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.	Reception, & KS1 will have their lunches in the hall. Hot meal menu for UIFSM. Packed lunch grab bag for FSM in KS2 – classrooms.	Catering team		✓
	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.		Catering team		✓
	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.	Children to sit on one side of dinner table – not facing each other	Catering team Lunchtime supervisors		
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.		Catering team		
	24.7	Kitchen will have a sanitisation programme in place		Catering team		
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.		All staff	By start of Autumn term	
Drop off of Essential Items	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				✓



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<p>Forgotten by Pupils</p> <p>Hazard:</p> <p>Risk of cross contamination if items are not quarantined and wiped before distribution.</p>		<p>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.</p>				
<p>Transport (not public transport)</p> <p>Hazard:</p>	<p>27.1</p>	<p>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.</p>	<p>N/A</p>			
<p>Sufficient controls are not in place when transport is being used increasing the risk of transmission</p>	<p>27.1.1</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>N/A</p>			



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<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>Share information with LOOSC including cleaning regimes.</p> <p>Share information with other lets as and when applicable.</p>	<p>Admin</p>		
<p>Marking / handling school work</p> <p>Hazard:</p> <p>Cross contamination occurs if controls are not adhered to</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, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively, resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / 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 handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. 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>Explore alternative uses of marking class work:</p> <ul style="list-style-type: none"> -self-marking -Post it notes to children -timetabling lengthy tasks to allow for enough time for feedback and safe return of books for next use 	<p>All staff</p>	<p>From Autumn term.</p>	
<p>Agency staff and volunteers</p> <p>Hazard:</p>	<p>30.1</p>	<p>Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	<p>Consider viability of trips/activities that require volunteers to help with supervision or support.</p>	<p>All staff</p>		



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Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place	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.	No earlier than week 3 for peripatetics/sports coaches to allow for any review of plans.	Sports & music leaders	Autumn term	
Before and after school clubs Hazard: Before and after school clubs do have procedures in place to minimise risk	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.	N/A – Provision is external LOOSC will need to have premises for additional time.			
	31.2	Smaller consistent groups will be in place at breakfast and after school club to minimise contact between class bubbles.	KS bubbles agreed with LOOSC			
	31.3	Parents / carers have been made aware that government guidance is that they limit the number of different wraparound providers they 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.	Return to school booklet			✓
Music and performing arts Hazard: Potential for additional risk of infection when people are singing, chanting or playing wind or	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.	Swing band and whole class brass instrument playing to be carefully considered regarding small numbers in groups and availability of a room for tuition. Consider options for music lessons which do not involve singing.	Y3 & 4 Music leader All staff	Autumn term	
	32.2	Singing, wind and brass playing will not take place in choirs and ensembles, or assemblies.		All staff		



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brass instruments.						
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.		All staff		✓
	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.		All staff PE leader		✓
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	N/A			
	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.	Risk assessments to be shared	PE leader Sports coaches		✓
	33.5	To minimise close contact when changing for PE we will ask pupils to wear PE uniforms on the days they are doing PE.	Return to school booklet	SLT		✓
	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.	Swimming lessons to resume after October half term. Liaise with Calderdale regarding which children will take part in swimming lessons	PE leader SLT	Autumn 1	



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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/	Staff to read CLEAPSS material for safe science lessons. Need to buy in to CLEAPSS	All teaching staff Science Leader	Autumn term	
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.	May make use of sterilising solution (Milton) for items that can be soaked overnight.	All staff		✓
	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 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.				✓
	35.3	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	Staff to be informed	SLT	By Autumn 1	



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		been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).				
	35.4	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.				✓
	35.5	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 equipment they bring into the setting each day, to essentials such as lunch boxes, water bottles, hats and coats.	Information shared in Return to School booklet			✓
	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.		EYFS team	From Autumn term	
	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.	Quarantine box for returned books – establish a routine for issue and return of reading books.	Teaching staff	From Autumn term	



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<p>Record keeping</p> <p>Hazard: Records of close contact are not kept and therefore it is not possible to identify where possible infection may have occurred.</p>	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	See below			
	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.	Computer based registers to be continued – move to SIMs rather than Excel Supply teachers to use class list sheet which is collected and returned by office staff.	All staff		✓
	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	Class/PPA cover/intervention timetables to be held by SLT & Admin also Any changes/updates must be passed on to SLT & Admin	All staff		
	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.	Copy of Covid test results are recorded	Admin		✓
	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.				✓