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|   | RA 029 V5 17.09.20**The date on which your H&S provider undertook their inspection of the premises…** February 2020 – LA H&S and Fire Safety Audits completed by Helen Pedder and Lorraine Adamson. Changed provider to JFA on 01.03.20. At least weekly phone calls with Jeanne Fairbrother since lockdown, especially following advice from Dr Matt Butler on the twice weekly Corona Casts with NAHT. H&S audit took place with Jeanne on 4.6.20.**Can you confirm that all staff have seen and commented on the risk assessment and on what date the governors approved the plan…** All staff were emailed the plan w/c 10.07.20 and invited to respond. Approved by Governors on 17.07.20. Emailed to unions and LA on 20.07.20**If necessary, was the school behaviour policy adapted for possible Covid-19 H&S breaches?**Yes, please see appendix to Behaviour Policy on School Website. This came into effect on 01.06.20. |  |  |

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| Location or address THINGWALL PRIMARY SCHOOL, PENSBY ROAD, THINGWALL, WIRRAL, MERSEYSIDE, CH61 7UG  | Date assessmentUndertaken: 15.07.20 | Assessment undertaken by : Jeanne Fairbrother (JF Associates) and Mrs Danielle L Evans (Head Teacher) |
| Activity or situation Full reopening school to all students and staff | Reviewdate : As required  | Signature: D L Evans |

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| **Overview*** **This risk assessment is to assist our school think about all the main hazards on our site(s) when reopening their schools to all students**
* **We have made this a reflection of what we are doing.**
* **As events unfold and change it will require modification and review. We will rename and date each subsequent version (SEE TOP OF THE RISK ASSESSMENT)**
* **Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
* **We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment.**
* **Personalised, specific Risk Assessments also exist for staff who are returning from shielding. These reflect their particular needs and have been written in conjunction with the SLA provider, the Head Teacher, the members of staff themselves and the medical personnel they are involved with. As shielded staff have had a direct input into their own Risk Assessments it is to be presumed that they will be happy with the measures in place. It will be the responsibility of the Head Teacher and the shielded member of staff to revisit the Risk Assessment on a fortnightly basis until the member of staff no longer feels it is necessary (as per SLA guidance)**

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the ‘new normal’. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.The DfE & Government recognise there cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment**Guidance has been taken from the following links…*** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
* <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
* <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
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| **1) Hazard**  | **2) Who can be harmed and how?**  | **3) What controls exist to reduce the risk?** **Have you followed the hierarchy of controls (eliminate, substitute etc.)** | **Risk Score** **Consequence****X Likelihood** | **4) Any further action;****This should be included in the action plan on overleaf** |
| **Communication -**to staff, parents, pupils, and all parties on site.Failure to communicate key messages to reduce risk of transmission | Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19) | * School follows all DfE, PHE & Gov.uk guidance
* Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. Link clearly obvious and accessed on a one click basis.
* Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils [accessible to all parents, staff and children]
* Whole staff re- induction held in September and information also emailed before the summer break.
* Revised risk assessment shared with staff
* Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Shared with all parents and daily vigilance to spot those who do not comply with staggered start/end regulations including protocols for minimising adult to adult contact ie no lingering at gates, gathering outside to talk etc
* Risk assessment published to school website as per HSE guidance*.*
* A copy has been sent to all local trade unions.
* A copy has been sent to the Local Authority.
* Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* School has involved parents and children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools) see website and class pages.
* Parents to be advised that they are not to enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times).
* Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers (Edsential).
* School crossing patrol have been communicated with and risk assessments shared.
* Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed and fed into the school budget, initially until the end of December 2020.
* Additional cleaning hours have been added from 1.30-3.30 daily. Toilets, handles, switches etc are being cleaned with greater regularity. Toilets are deep cleaned from 7am-8am, 10.30-11.30 and 3.30-4.30 (ie a middle deep clean has been added which is over and above) and teachers/TAs are wiping down IPads, mice, touch screens after individuals have used them – wipes available in each teaching base)
 | 2X2=4If all controls are in place in Column 3 this may be lowered | On goingRegular texts, VLE notices, What’sApp class texts, PA Facebook, monthly newsletters will resume.Appendix displayed on VLE and sent home as paper copy 2.9.20 and shared by class teachers01.09.20By 17.07.20By 14.07.20By 17.07.20By 17.07.20By 17.07.20OngoingOngoing + VLEOngoing and reinforced verbally and via July newsletter.Signpost as necessary when requiredBy 17.07.20Completed 01.06.20Agreed at Term 3 Full Gov Body mtg on 14.07.20.From March 2020 |
| **Failure of measures to prevent spread of Coronavirus (Covid 19) in school** | Staff, pupils, parents, agreed visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19) | * All control measures are adequately resourced and circulated to employees. All measures are also circulated to agreed visitors on site (by prior arrangement)
* All training needs have been checked to ensure compliance, including training of cleaning and catering staff).
* Regular monitoring and review of risk assessment and measures in place. are effective and working as planned
* Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice
* Risk assessment revised and shared with staff.
 |  | Letters, emails, texts, VLEPart of J Fairbrother SLARAs will be revisited weekly to start with and then less frequently.Reviews shared with all staff via email and parents via VLE.  |
| **Unaware of steps to take in the event of suspected or confirmed case in school –** 1. **Currently**
2. **School informed pupil/staff member tested positive in last 7 days**
 | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19) | * School will ensure they understand the NHS Test and Trace process and how to contact their local **Public Health Protection Team: 0344 225 0562 (option 1)**
* **Out of hours Public Health contact details – 0151 434 4819**
* School will contact local Health Protection Team & follow their advice.
* School will contact SLA provider and keep them informed.
* The Health Protection team will provide definitive advice on who must be sent home.
* To support the Health Protection Team school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups
* The Health Protection team have provided a template letter to school, on the advice of the health protection team, to send to parents and staff if needed.
* Head will complete a practice run to ensure that PHP Team are contactable and systems in place all work efficiently. Procedures shared with Admin team.
* School ensures that staff members and parents/carers understand that they will need to be ready and willing to:
	+ [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
	+ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
	+ [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19)
* School asks parents and staff to inform them immediately of the results of a test:
	+ **if someone tests negative**, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.
	+ **if someone tests positive**, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste

*N.B. By the autumn term, all schools were provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school or, staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits as well as advice on reordering kits (see DfE advice).* | 3X2=6If all controls are in place in Column 3 this may be lowered | OngoingOngoingAs and when necessaryAs and when necessaryAs and when necessaryAs and when necessaryJuly 13th 2020 |
| **Infection control – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19) | * Pupils, staff and other adults advised clearly not to come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days
* If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptom and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
	+ Sufficient handwashing facilities are available and hand sanitiser is available across school. Hands (including wrists) are washed on entry to school, before/after break and snack, before/after lunchtime and before going home. Also hands are washed after visiting the toilets, moving rooms and after sneezing/coughing. Where it is not possible to wash hands in accordance with PHE guidance, hand sanitizer is used.
	+ promote the ‘catch it, bin it, kill it’ approach
	+ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitize all the frequently touched surface.
	+ provide disposable tissues in each classroom
	+ provide each class with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.
* School has built hand and respiratory hygiene into school culture and curriculum. This will be constantly reinforced, especially with younger pupils and those with additional needs as they may struggle to remember.
* Ensure that help is available for children and young people who have trouble cleaning their hands independently or children who require regular reminders.
* Pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them
* Pupils are encouraged not to touch their mouth, eyes and nose.
* The above behaviours are reinforced to encourage young children to learn and practise these habits through games, songs and repetition
* Ensure that lidded bins for tissues are emptied throughout the day
* Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units
* Ensure doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* Adequate sanitiser ‘stations’ located across the site so that all pupils and staff can clean their hands regularly
* Young pupils & those with complex needs are supervised when using of hand sanitiser
* Wipes are available in each teaching base
* Assemblies are held in bubbles once per week and in class also as identified on the Return to School Plan 3 x per week.
* Water fountains have been switched off and deactivated– parents to supply fresh bottles of water daily.
* Staff advised to adhere to normal personal hygiene and washing of clothes following a day in an educational or childcare setting on returning home.
* Parents advised uniforms need to be cleaned regularly using usual methods.
* Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas.
* All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
* Satisfactory cleaning regime in place to decontaminate such objects.
* Classroom cleaning & disinfecting kits in place.
* Pupil engagement encouraged to wipe down own surfaces. equipment & toys.
* Staff advised that long sleeves, bracelets, watches etc may harbour the virus and to be mindful of this.
* Limit what goes home e.g. marking should be done in school, observing good hand hygiene and following the coding system for marking combined with verbal feedback, rather than copious written comments.
* Library/reading books – these should be brought back into school every Friday morning and then quarantined in a sealed box until the Monday morning when they will be cleaned and redistributed by Teacher/TA.
* Y2-Y6 Each child to be provided with a personalised set of equipment which is for their sole use and not to be shared. Any equipment that is shared e.g. Pritt stick should be cleaned after every individual use, using the classroom cleaning products provided.
* FS2 and Y1 equipment to be cleaned thoroughly at the end of every day. Minimal sharing.
* Consider/encourage pupil engagement and teach to wipe down own surfaces and equipment toys. If pencil case is brought in from home it should either ideally stay in school or else be thoroughly cleaned at either end of the school day.
* Inform parents of all the above measures.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | OngoingOngoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingActioned and ongoingTo be decidedOngoingOngoingOngoing – newsletters, VLEAt least dailyAfter each use. Wipes provided3 Hourly/Daily depending on needDailyOngoingDailyWeekly – no books taken home over weekends as all quarantinedDailyDaily – Fairy Liquid, Dettol and MiltonDailyVLE/newsletters |
| **Social distancing across school – risk of transmission of Coronavirus (Covid 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. (Social distancing with very young children will be harder to maintain. **Staff should implement the above measures as far as they are able**, whilst ensuring children are kept safe and well cared for within their settings)* This will be achieved by
* keeping groups separate (in ‘bubbles’) and

maintaining distance between individuals as much as possible. *(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:** + *children’s ability to distance*
	+ *the lay out of the school*
	+ *the feasibility of keeping distinct groups separate while offering a broad curriculum)*
* School will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group – class bubbles will eat, learn, play, arrive and leave separately. If there is a need to meet the bubbles will be as follows but kept socially distanced wherever possible so that the bubbles are not burst unintentionally:

-FS2-Y1 and Y2-Y3 and Y4-Y5 and Y6These groups will follow 2m distancing between classes/bubbles.NB Following advice from the LA it has been recognised that two teachers will need to car share. We would take PHE advice if one/both of these teachers was to become infected.* Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible
* School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups other than the class bubble.

**Reduce mixing within education or childcare setting by:****Groups of pupils – ‘bubbles’****Measures within the classroom*** It is recommended schools implement smaller groups. Eg. the size of a full class if possible, to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).
* If class-sized groups are not compatible with managing the practical logistics within and around school, year group sized ‘bubbles’ will be implemented. [specify which school is adopting]
* consistent groups will be maintained where possible
* All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups
* Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
* Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.
* Staff & pupils observe social distancing
* Minimise time spent within 1m of anyone
* Avoid face to face contact with pupils stand up, above and behind them
* Keep 2 m from colleagues or at least 1m+ where not possible e.g staff toilets
* Understand young children or special needs children this is not always possible
* All children encouraged to socially distance if possible
* Children who are old enough will be supported to maintain distance and not touch staff and their peers.
* Pupils sit side by side facing forward (2 children per desk)
* Staff stay at the front of the class where possible, if staff member has been shielding they should aim to stay within the 2m designated taped area.
* All furniture and equipment that is deemed to be unnecessary to be moved and put into storage to enable spaces to be kept as free as possible.
* Staff to try and maintain social distancing and keep out of pupils’ sneeze/breathe/cough zone
1. **Primary schools**
* Primary school groups will be a full class.
* Older children will be told to maintain 2m distance within the group
* Where younger pupils and staff cannot maintain distancing school may employ smaller class-sized groups
* Siblings may also be in different groups.
* Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for specialist PE teaching, wraparound care (CAPE) and transport.
* Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible.
* Children may not move between bubbles unless by prior arrangement with the Head Teacher and Special Educational Needs Co-ordinator. Adults however, may move between bubbles for the purposes of specialised teaching (Premier Sports/Edsential Music), PPA teaching or SEND support/assessment (Sue Calveley)

**Teachers*** Teachers and other staff may operate across different classes and year groups to facilitate the delivery of the school timetable.
* Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. *N.B primary schools may not find this possible with younger children and teachers can still work across groups if necessary*
* Staff spaces are set up and used to help staff to distance from each other. Use of the staff room will be minimised.

**Measures elsewhere*** Movement around school is kept to a minimum
* Electronic Registers to be completed by staff daily to stop use of paper (transmission risk) and to stop children entering the school office. SIMS In The Classroom training to be given to staff at 1st INSET day in September.
* Timetables adjusted to keep groups moving around school apart e.g. staggered play times.

No large assemblies or gatherings involving more than one group. Groups are as follows…-FS2-Y1 and Y2-Y3 and Y4-Y5 and Y6* Breaks and Lunch breaks staggered pupils will clean their hands beforehand eat separately.
* Groups kept apart as much as possible and surfaces and tables cleaned between each group. Middays to wipe down tables and benches after every use.
* Cloakrooms not in use - chair backs for coats/bags and PE pumps under chair.
* Minimise touching of frequently touched surfaces and contact points
* Rooms accessed directly from outside where possible
* Signage reminding about 2m social distancing in place
* Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time – 1 in and 1 out. To be monitored by staff. Children to use cubicles and basins allocated to their bubble.
* School will maximise the use of outdoor space for exercise, breaks + outdoor education
* Advise staff to watch Matt Butler’s YouTube video
* Place a taped system down the centre of every corridor and encourage staff and children to walk on the left hand side. Provide arrows on floor to help children ‘s flow of movement.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Actioned. Constant reminders.OngoingSee timetablesSee timetablesActioned – see planActioned – see planOngoingOngoingOngoingOngoingOngoingOngoingBy 17.07.20OngoingOngoingOngoing - remindersOngoing- remindersOngoing- remindersWeeklyBy 17.07.20By 01.09.20 after reviews have been completed.OngoingOngoingBy 31.08.20OngoingTwice dailyBy 17.07.20Tbc – This may not happen straight away and is dependent on local R value and pandemic nationally. Advice will be followed from relevant unions/LA/SLA for H&SActioned – see planActioned – see planActioned – see planActioned – see planActioned – see planActioned – see planActioned – see planActioned – see timetable01.09.20By 01.09.20 |
| **Shared resources - risk of transmission of Coronavirus (Covid 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Staff & pupils have individual pens and equipment where possible and these are not shared.
* Equipment is not shared with other cohorts without cleaning e.g. I Pads
* Shared classroom materials can be shared within the bubble and will be cleaned regularly e.g. Pritt Sticks
* Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit kept by the classroom sink.
* Pupils and teachers can take reading and homework books home, but unnecessary sharing is avoided where this does not contribute to pupil education and development.
* Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)
* Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery. Bags are allowed. Mobile phones are only allowed for Y5 and Y6 and they are to be kept securely by classroom teacher, not brought to office as per usual procedures.
* No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.
* Outdoor equipment should not be used e.g. Trim Trail
* Use hall and canteen to vacate classes to in case of explosive bodily fluid incidents/emergencies. If used ensure adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | By 01.09.20 – class teacher responsibilitySee timetableAfter useAfter use/as necessary/at least dailyWeeklyAfter every sessionSee July newsletter and VLEActionedSee Action section at end of RAActioned and ongoing |
| **Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. See additional plan communicated to staff and governors and to parents in the July 2020 newsletter.
* School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact
* Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. The exception to this rule is the start day for the FS2 pupils. It is highly possible and only natural that both parents may want to attend. This is fine for the first day only.
* **Face coverings -** pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)  for more advice.
* Encourage parents and children and young people to walk or cycle to their education setting where possible
* Schools, parents and young people should follow the government guidance on how to travel safely
 | 3X2=6If all controls are in place in Column 3 this may be lowered | VLE and newsletters, texts as necessarya/aa/aa/aa/aa/aa/aa/aa/a |
| **Public transport to school – risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible.
* Families using public transport advised to refer to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).
 | 3X2=6If all controls are in place in Column 3 this may be lowered | a/aa/a |
| **Staff visiting families in their own homes** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School may need to send a member of staff to make face to face visits in exceptional situations or to deliver FSM food packages
* A separate risk assessment must be undertaken.
* An initial assessment by telephone if possible, is carried out.
* If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the [children’s social care services guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services) and make a judgement about visiting which balances considerations of the:
	+ risks to children and young people
	+ risks to families
	+ risks to the workforce
	+ national guidance on social distancing and hygiene
	+ statutory responsibilities, including safeguarding
* If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.
* Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.
* If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).
* If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to:
	+ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants
	+ taking PPE & sanitiser as a precautionary measure
 | 3X2=6If all controls are in place in Column 3 this may be lowered |  |
| **Pupil with an EHCP – risk of not following specialist guidance**  | Pupils, - injury or ill-health | * Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers **or**
* Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.
* Parents have been contacted and will be involved in planning for their child’s return to their setting from September
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Following a programme of PFA/EHCP review dates as determined by LAa/a |
| **Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)** | Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress | * Behaviour policy updated and shared with staff, parents & pupils
* Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced
* Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.
* Paul Dix book “When the Adults Change, Everything Changes” to be used as a focus for the Autumn Term staff meetings and to enable us to rewrite the Behaviour Policy, taking account of the Recovery Curriculum.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | VLEVLE and verballyOngoing – see Recovery Curriculum plansStaff provided with book for summer reading by 17.07.20See Staff Meeting schedule |
| **Clinically vulnerable pupils -** [classed as clinically extremely vulnerable due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) | Pupils - contracting Coronavirus (Covid 19) | * 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).
* Pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the [current advice on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
* Some pupils no longer required to shield but who remain 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). See advice from the Royal College of Paediatrics and Child Health. [COVID-19 - ‘shielding’ guidance for children and young people](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)
* Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.
* School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school by the provision of the risk assessment.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Communicated to relevant staffIndividual parent meetings scheduled for 1st week back with class teacher and/or SENDCO.See PHE adviceIndividual parent meetings scheduled for 1st week back with class teacher and/or SENDCO.See PHE/NHS adviceIndividual parent meetings scheduled for 1st week back with class teacher and/or SENDCO.NB Individual meetings may well have to be conducted over the telephone. Initial introductory calls already completed by 17.07.20. |
| **Shielded staff**  | Staff - contracting Coronavirus (Covid 19) | * 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)
* Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.
* Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.
* Risk assessments will be carried out on all staff who have been shielding and shielded staff will review risk assessment themselves weekly to ensure it is still relevant. The risk assessment will remain in place until they are happy for it to be lifted (as per HR guidance). See RA 026 Return to work – COVID 19
* Government policy advises those who can work from home to do so. School will review each case if request is made.
* See guidance the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
 | 3X2=6If all controls are in place in Column 3 this may be lowered | PHE/NHS guidancePHE/NHS guidancePHE/NHS guidanceAwaiting advice from medical experts and when this arrives it will be fed into individualised RAs for staff who have previously shielded.See PHE/NHS |
| **Clinically vulnerable or extremely clinically vulnerable staff**  who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) | Staff - contracting Coronavirus (Covid 19) | * Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace
* Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible and remembering to take notice of 2m squared taped box at front of classroom (IWB, PPE and internal phone all accessible from this point),
* Advice for those who are [clinically-vulnerable, including pregnant women](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), is available.
* School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.
* Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace
* Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk See RA 026 Return to work – COVID 19
 | 3X2=6If all controls are in place in Column 3 this may be lowered | PHE/NHS guidance/Individualised RAsActioned by 01.09.20PHE/NHS guidanceOH/EAP advice/ advice from medical expertsOngoingAwaiting advice from medical experts and when this arrives it will be fed into individualised RAs for staff who have previously shielded. |
| Staff who may otherwise be at increased risk from coronavirus (COVID-19) including… **BAME staff & pupils**Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.  | Staff or pupils - contracting Coronavirus (Covid 19) | * Assess the risks to staff in this category including BAME staff and pupils in your establishment (no BAME staff at present but leaving this section in as do have BAME pupils and in case of any BAME supply staff).
* Have comprehensive conversations with conversations with these members of staff and/or BAME staff (Head/Admin)/ parents of BAME pupils (Class Teacher).
* Identify any existing underlying health conditions that may increase the risks for them in undertaking their role/being in school.
* Keep ongoing contact with staff particularly about their safety and their mental health.
* School will try as far as practically possible to accommodate additional measures where appropriate.
* Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.
* O.H. advice will be sought where appropriate.
* EAP & counselling will be offered where appropriate
* See <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
 | 3X2=6If all controls are in place in Column 3 this may be lowered | OngoingClass teacher to have spoken with BAME parents by end of 1st week.a/aa/aa/aa/aa/aAs necessarya/aa/a |
| **New and/or expectant mothers –** deemed clinically vulnerableincluded in [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) | Staff - contracting Coronavirus (Covid 19) | * Pregnant women are in the ‘clinically vulnerable’ category, and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school
* A pregnant member of staff who can work from home should do so, they will 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.
* Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. **See RA 029 New & Expectant mother risk assessment**
* Follow guidance from GP and mid-wife.
* Maintain high standards of hygiene
* Inform line manager if circumstances change
* Refer to this guidance- also for BAME expectant mothers

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/> | 3X2=6If all controls are in place in Column 3 this may be lowered | As necessarya/aa/aa/aa/aa/aa/a |
| **Cleaning - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19) | * Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas
* Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.
* Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol
* **KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.**
* Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink
* Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose
* Encourage pupils to clean – to teach them about safety.
* Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to .
* If suspected case of Covid 19 follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* If cohorts change, consider cleaning between class changes
* Toys, fabrics, soft furnishings will have to be washed or replaced more frequently
* Sanitizer stations located across site (by each classroom sink), including an infra red dispenser in Entrance Hall for agreed visitors to use.
* Regular cleaning of toilets and supply of hand soap
* Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products
* Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
* Items used for lessons in all subjects will have to be subject to wiping down. Eg I Pads, laptops, mice, workstations, tools, toys, learning objects.
* Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | OngoingOngoingOngoingAll staff remindedAll staff remindedAll staff remindedOngoing from 02.09.20From 01.06.20PHE/NHS guidanceDaily if necessaryActioned and ongoingThree hourlyThree HourlyDaily or after each individual use by class staffDaily or after each individual use by class staffDaily or after each individual use by class staff |
| **Contractors on site -risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19) | * Communication - explain to contractors your concerns and come up with workable solutions
* School’s site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
* Where visits can happen outside of school hours, this will be arranged
* A record is kept of all visitors.
* Request risk assessments form contractors which include their social distancing protocols.
* Zero tolerance with contractors found to be not following PHE social distancing guidelines.
* Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff **on site who may be working throughout the school and across different groups**
 | 3X2=6If all controls are in place in Column 3 this may be lowered | As and when |
| **PPE requirements - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * No requirement for face coverings/masks etc. However, if staff would feel safer wearing their own PPE this is acceptable.
* Staff in school will not require PPE beyond what they would normally need for their work.  PPE bag of kit is kept on the back of every classroom door – personalised for each member of staff to be used in emergencies – explosive bowel movements, vomit or loss of blood.
* PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained. Thisshould be worn by the supervising adult.
* Within 2m PPE is available and staff will wear a mask/visor, gloves and disposable apron
* Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.
* Nappy changing

-Approach nappy changing from side or out of line of pupil or from head end.-Position to be adopted nearer pupil’s head-Wipe away from you-Ensure nappy changing areas are well ventilated.-Considerations include a screen between member of staff and child OR if not possible visors/face shield as above.* Risk assessment for pupils in place.
* PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use.
* Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.
* 2m social distancing maintained as far as possible
* School has sourced adequate supplies of PPE
* All staff completed ‘PPE putting on & taking off’ training – see Dr Matt You Tube and/or Jeanne Fairbrother website demo.
* Risk assessments carried determine that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn or if requiring staff to provide care closer than 2m.
* School has/does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs  follow PHE’s [personal protective equipment (PPE) guidance on aerosol generating procedures](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#ppe-guidance-by-healthcare-context), and wear the correct PPE.
* Separate risk assessments have been carried out following specific guidance in <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies>
* Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus
 | 3X2=6 | Eye Protection, body protection & masks - The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.a/aa/aa/aa/aIn placeOngoingActioned01.09.20 |
| **First aid provision – risk of school unable to provide first aid in the event of an emergency.** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Adequate numbers of first aiders on site in all categories:
* First aid certificates which expired during lockdown have been renewed on-line and face to face session will be completed when deemed safe.
* First aid boxes located across site – classrooms, first aid room, office.
* All staff completed ‘PPE putting on & taking off’ training – watch You Tube video and reminder during 1st day back INSET for staff on 1/9/20.
* **No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.**
* **First aid provision with suspected symptoms of coronavirus:** Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.
* **If not possible to keep 2m separation for 1st aid emergencies**, the following PPE must be worn. Wash hands prior to donning:
	+ Apron
	+ Goggles
	+ Visor
	+ Gloves
	+ Fluid Resistant (IIR) surgical mask
* Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available
* All staff completed ‘PPE putting on & taking off’ training
* Must be discarded in clinical waste or waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste if clinical waste is inaccessible or the container is full.
* Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.

**CPR guidance:*** **Do not listen or feel for** breathing by placing your ear and cheek close to the patient’s mouth.
* If in any doubt about confirming cardiac arrest start chest compressions until help arrives.
* **Call ambulance**. If COVID 19 is suspected, tell them when you call 999.
* If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives

See: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> | If all controls are in place in Column 3 this may be lowered | ActionedActionedActioned01.09.20ActionedActionedActioned**Eye Protection & Masks** *The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.* |
| **Medical isolation room - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * First Aid Room (or canteen/hall if First Aid Room is in use for other child) is hard-floored to assist with cleaning
* If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.
* Ideally, a window should be opened for ventilation.
* If unable to isolate a child into First Aid Room or canteen/hall move them to an area 2m away from others.
* PPE stock is available to all staff should they need to escort pupils to this area (bags on back of classroom door)
* PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs
* Remove all non-essential items in the medical room.
* Child awaiting collection will be supervised
* A toilet has been identified to be used if required whilst awaiting collection - this will be the first aid room toilet.
* If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
* After any contact with someone who is unwell, everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer
* The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from   [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
 | 2X2=4 | Actioned all pointsMore information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance. |
| **Remote Learning – risk to staff and pupils by abuse of systems** | Staff, pupils, parents – experience harm or abuse, eg emotional harm  | * Staff will only be using the approved G Suite as a communication tool and will not be using Zoom.
* School follows [Safeguarding and remote education during coronavirus (COVID-19)](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19), , as well as statutory guidance on online safety in Annex C of [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).
* See National Crime Agency at the following websites:<https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely>
 | 3X2=6 | 01.09.20a/aa/a |
| **Working at height - risk of falling from height** | Staff, pupils, parents, visitors – injuries from minor to >7 day  | * Site manager/ caretakers should have checked all ladders on site.
* If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.
* Check all ladders and step ladders on site prior to use. Record in the site ladder register
 | If all controls are in place in Column 3 this may be lowered | Safe use of ladders toolbox talk available on website |
| **Display screen self-assessment – risk of injury due to adopting awkward postures for long periods** | Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc | * Remind everyone to review their workstations after the long absence.
* Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.
* All staff should carry out the Display Screen Self-Assessment on return to school.
* If some staff are still home-working check with them that there are no issues with their set-up at home.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Verbally reminded on 01.09.20a/aa/an/a |
| **Lone working- risk of accident, injury or emergency**  | Staff working from home – injury and ill-health | * Carry out a risk assessment for staff who remain working from home following guidance
* See RA 028 Working from home Covid 19
 | 3X2=6If all controls are in place in Column 3 this may be lowered | n/an/a |
| **Kitchens - risk of transmission of Coronavirus (Covid 19)** | Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19) | * Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.
* Deep clean the kitchen prior to reopening after the summer break before food preparation resumes
* Recommission all catering equipment. Check servicing and PAT testing
* Kitchen follows: [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)
 | 3X2=6If all controls are in place in Column 3 this may be lowered | As per Edsential guidance |
| **Fire – failure of systems and fire evacuation plans** | Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation  | * The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.
* Practice drill held within first week to ensure everyone knows their roles and responsibilities.
* Social distancing is followed on evacuation and at assembly point.
* The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out.
* The fire alarm and emergency lighting has been serviced in according to guidance
* Alarm checked weekly
* Enough staff know how to check the fire alarm and set and reset in an emergency
* Emergency lighting tested monthly
* All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | As per Fire Plan (reviewed with Covid actions) |
| **Legionella- failure of systems in place leading to outbreak** | Staff, pupils, parents, visitors – legionella symptoms , respiratory condition  | * Prior to opening fully every tap, shower and toilet running/flushed for2 mins. Records kept in water log book
* Monthly water checks should have taken place
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Checked monthly by LA SLA providerActioned – see register in office |
| **HS Checks - failure of equipment leading to accident or injury** | Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions | * All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.
* Caretaker carries out daily visual whole site checks
 | 2x2=43X2=6If all controls are in place in Column 3 this may be lowered | HT and CM trainedWeeklyDailyDailyStaff have responsibility to report to caretaker and follow up in jobs book – in school office |
| **Equipment- failure of equipment leading to accident or injury**  | Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions | * All areas and equipment that have been taken out of use are checked
* Teachers have checked their own classrooms to ensure all is in good condition ..
* Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.
 | 2x2=43X2=6If all controls are in place in Column 3 this may be lowered | See Form F10 Checklist for classroomsDailyActioned |
| **Manual handling – risk of staff injured by moving and handling heavy items** | Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles | * Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Manual Handling Toolbox talk available on website |
| **Security – Opening and locking up procedures**  | Staff, pupils, parents, visitors – physical or verbal abuse | * Adequate numbers of key holders familiar with how to open/lock up(SW/JS/AD/DE/CM), set and re-set the alarm
* Secure reception
* Keys easily accessible to unlock school gates in the event of evacuation away from the premises.
 | 2x2=4If all controls are in place in Column 3 this may be lowered | Staff training refreshed.ActionedEasily accessible |
| **Heating/Boilers failure of equipment leading to loss of heating** | Staff, pupils, parents, visitors- lack of heating , becoming unwelll, cold  | * Boilers and heating systems been serviced through lock down as required
 | 2x2=4If all controls are in place in Column 3 this may be lowered | Usual procedures have been followed. |
| **Medication – lack of training**  | Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell. | * Trained staff available to administer medicines and records maintained.
* Secure medicines storage
* Inhalers and epipens available pupils in classrooms and for outdoor activities
 | 2x2=4If all controls are in place in Column 3 this may be lowered | CPD updated annuallyActionedActioned – epi pens in office as no children require them in school at present. Inhaler boxes move to relevant bubbles and outside for breaks. PPE bag and first aid kits to be taken outside also. |
| **Emergency plan** | Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress | * School emergency plan covers Covid 19 issues
* Contingency plans for an outbreak are in place
* Shared with staff and relevant parties e.g. Governors
* Remote education plans are in place for individuals or groups of self-isolating pupils. See [remote education support](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res).
 | 3X2=6If all controls are in place in Column 3 this may be lowered | See Emergency Plan – Covid covered issues |
| **Third party users- e.g. sports clubs – increased risk of transmission of Coronovirus (Covid 19)****DECISION MADE NOT TO HOLD ANY CLUBS UNTIL JAN 2021 AT THE EARLIEST** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * School has considered all third parties onsite- clubs, sports activities-
	+ New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities
	+ School measures and/or risk assessments have been shared with them
	+ Risk assess impact of third party on school.
* Breakfast and after-school provision, where possible, will restart from the start of the autumn term (CAPE IS PRIVATELY OWNED – SEE THEIR RISK ASSESSMENTS)
* School has seen the breakfast club risk assessment and is satisfied all measures to reduce transmission are in place
 | 3X2=6If all controls are in place in Column 3 this may be lowered | **DECISION MADE NOT TO HOLD ANY CLUBS UNTIL JAN 2021 AT THE EARLIEST**CAPE to send RAs to School Office for scrutiny and vice versa. |
| **Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Pupils kept in consistent groups
* Sports equipment thoroughly cleaned between each use by different individual groups
* Contact sports avoided.
* Outdoor sports prioritised where possible, and e.g. hall spaces used to maximise distancing between pupils
* The areas will be cleaned between groups – surfaces wiped down
* Premier Sport will deliver sessions either outside or in the hall. They will keep at least a 2m social distancing at the front of the class as they will be involved with more than one bubble/class – see earlier section on specialised providers.
* Pupil reminded about hand and respiratory hygiene
* If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities
* School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.
* Schools refers to the following advice:
	+ [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)
	+ [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
	+ [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.)
* [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
* School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.
	+ Risk assessments will be requested form all sports providers to ensure all activities are inline with measures adopted by school to reduce the risk of transmission
 | 3X2=6If all controls are in place in Column 3 this may be lowered | See Premier Sports individual RAs |
| **Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies
* Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced.
* Instrument sharing to be avoided,
* Good ventilation if held indoors but holding the session outside will be considered
* Wider Opportunities Programme will consist of theory based sessions (face to face) with no singing or use of wind instruments until it is safe to do so – we will take advice from Edsential, LA, PHE and our SLA for H&S at the end of every half term – see additional H&S for Music pamphlet circulated by Chris Mitchell.
* School Band will not occur during the Autumn Term. We will revisit this at the end of term and may even postpone further depending on the local/national situation.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | See Edsential RAs |
| **Educational visits – risk of Coronavirus (Covid 19) whilst on visit** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Educational visits for non-overnight domestic educational visits resume September See [coronavirus: travel guidance for educational settings](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings).
* When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing & hygiene will be adhered to, to ensure they can be done safely.
* School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place
* School will make use of outdoor spaces in the local area to support delivery of the curriculum.
* Schools will consult the [health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Information sought as and when needed/relevant |
| **Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))****Heating systems that do not introduce fresh air but recycle air within a room** - able to spread the COVID-19 Virus.   | Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19)Staff, pupils and visitors, because the use of split air conditioning system that only circulates room air and does not introduce fresh air | * School will ensure an adequate supply of fresh air into building(s).
* Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors).
* Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended
* To prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows
* See Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low – see below
* Units decommissioned – advice retracted by HSE July 2020 so reinstated ready for winter months (but windows should remain open for ventilation)
* Hand hygiene maintained
* Advice sought from Facilities Management and H&S SLA provider in anticipation of the colder months.
 | 2X2=4If all controls are in place in Column 3 this may be lowered  | Actioned and ongoingDoorguards to be fitted on identified fire doors if necessary to increase ventilation |
| **Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))** | Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19) | * Outdoor playground equipment & resources should be cleaned more frequently.
* Outdoor is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously during the school day. Trim Trails are out of bounds at either end of the school day as children are not encouraged to loiter and staff will not know it has been used and will not therefore know to clean it.
* Prior to reinstating use of play equipment which has been put out of use caretaker will carry out formal recorded inspection.
* An annual service and maintenance identified has been carried out prior to closure and will again on reinstatement.
* The playground and play equipment risk assessment has been reviewed–considering social distancing, cleaning & hygiene. **See RA 027 PLAY EQUIPMENT v2**
* It has been formally shared withall staff supervising.
* Site manager/caretaker has attended Routine Inspectors Course
* Caretaker visually inspects play equipment daily
* Site manages/caretaker has reinstated weekly formal checks of play equipment
* Pupils reminded of playground rules
* Caretaker and Head Teacher must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to start of term and staff must complete at start of every session.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Actioned and ongoing. SLA wil be contacted when ready to reopen – see Actions at end of RA. |
| **Visitors to school-** working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools. | Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’ | * Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the [COVID-19: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* Visitors will be kept to an absolute minimum and only admitted by prior agreement with the Head Teacher.
* However, we understand that certain visitors will be allowed access (Social Care, SENAAT, WOPS, Supply from approved Hays bubble etc)
* Visitors made aware of all measures in place in school to reduce risk of spread of virus.
* Visitors told wash hands on arriving or use hand sanitiser located at entrance.
* Visitors will be required to use sanitiser before and after each different pupil session.
* Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting
* Visitor has own PPE or PPE will be provided for each session
* 2m social distancing rules in place
* PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask
* Room has ventilation – windows and door open whilst the room is occupied.
* Sanitiser in room
* Tissues in room and lidded bin emptied after each session.
* Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes
* All hard surfaces wiped down before and after each separate appointment /meeting with pupils.
* Any equipment brought into school must be able to be wiped down pre and post each pupil session.
* Any school equipment used must be wiped down pre and post session.
* Designated visitor toilet (by IT Suite)
* Visits arranged for outside of school hours, where possible
* A record is kept of all visitors.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | Verbal and VLE/newsletters. |
| **Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19)****CAPE** | Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19) | * Risk assessments will be carried out with other setting to ensure all controls are in place.
 | 3X2=6If all controls are in place in Column 3 this may be lowered | See CAPE RAs/Plan |



|  |  |
| --- | --- |
|  **Risk Rating** |  **Action Required** |
|  **17 - 25** | **Unacceptable** – stop activity and make immediate improvements |
|  **10 – 16** | **Tolerable** – but look to improve within specified timescale |
|  **5 – 9** | **Adequate** – but look to improve at review |
|  **1 – 4**  | **Acceptable** – no further action but ensure controls are maintained |

(1) List hazards ***something with the potential to cause harm*** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

1. List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence*.* Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

**Likelihood: Consequence**:

5 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

(5) **ACTION PLAN**

|  |  |  |
| --- | --- | --- |
| Action required: | Responsible person | Completion date |
|  |  |  |
| Watch PPE guidance film from JFA by 8.6.20 and follow up PPE You Tube Coronacasts by Dr Matt ButlerTrim trails to be formally checked once they are in use againComplete individualised Risk Assessments for shielded members of staff | All staff to take responsibility to watch videos themselves. However, Head Teacher’s responsibility to provide time within the INSET day for staff.Caretaker and HTSports Hall and Gymnasium to conduct formal audit of equipment before usage.Shielded staff in conjunction with Head Teacher and medical experts | 01.09.20Once ready to useCertainly by 01.09.20 but hopefully before if medical advice is secured by shielded staff. |
| Action plan agreed with (signature) DLEvans (Head Teacher) Date 17.07.20 GJLester (Chair of Governors) Date 17.07.20Circulated to all Staff w/c 10.07.20Circulated to LA, Unions and final copy to Staff and Governors on 20.07.20Staff given paper copy on 02.09.20 and signature to prove received and read |  |  |