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|   | RA 029 – National Lockdown v8 07/01/21**Thingwall Primary School**\*PLEASE NOTE THIS RISK ASSESSMENT REPLACES ALL PREVIOUS RISK ASSESSMENTS AS THIS VERSION IS THE MOST UP TO DATE VERSION AND REFLECTS THE CURRENT LOCKDOWN.\* **VERSION 8 DATED 08.01.21**Red denotes personalised to Thingwall Primary School. | **Shared with following unions: Unison, NEU, NASWUT, NAHT****Shared with staff, parents, governors and LA****Shared with JF Associates** |  |

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| School and Address: Thingwall Primary School Pensby Road Thingwall Wirral CH61 7UG | Date assessmentUndertaken 08.01.21 | Assessment undertaken by : Jeanne Fairbrother (JFA Associates)andDanielle Evans (Head Teacher) |
| Activity or situation: **Schools /Settings** **– National Lockdown**  | Reviewdate: Weekly review or as appropriate as legislation changes | Signature: D L Evans  |

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| **These are a set of measures for the National Lockdown which have necessitated complete revision of RA 029 Full Opening of Schools.****Background**The Government announced a [national lockdown](https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=baf71ad9-5dff-4687-9125-c1d985e5013d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) commencing 5th January 2021 until advised of a date by the DfE and instructed people to stay at home to control the virus, protect the NHS and save lives.The decision follows a rapid rise in infections, hospital admissions and case rates across the country, and our hospitals are now under more pressure than they have been at any other point throughout the pandemic. The increase in cases has been attributed to the new variant of COVID-19, which is between 50 and 70 per cent more transmissible.Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.The DfE has published [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)This guidance applies to all schools in England, including: • schools maintained by local authorities • academies • alternative provision schools including pupil referral units • special schools, including non-maintained special schools • independent schoolsThis guidance is for schools during the national lockdown period. Where this guidance refers to “schools”, that does not include maintained nursery schools or pre-reception classes.The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. This document makes reference to all DfE guidance for [education & childcare](https://www.gov.uk/search/all?level_one_taxon=5b7b9532-a775-4bd2-a3aa-6ce380184b6c&level_two_taxon=272308f4-05c8-4d0d-abc7-b7c2e3ccd249&content_purpose_supergroup%5B%5D=guidance_and_regulation&order=most-viewed) |
| **1) Hazard / Activity** | **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** |
| **Schools open to all pupils – lack of social distancing for staff and pupils** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * School will remain open only for vulnerable children and the children of key workers. If children of KWV workers can stay at home then they should stay at home.
* All other children will learn remotely until February half term.
* School have contacted parents to reinforce the National Lockdown message
 | **3X2=6** | Ensure the lockdown safety messages from the government are shared regularly via social media, text messages and newsletters.See texts shared 04.01.21 and also letter shared 05.01.21. |
| **Communication -**to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * School follows latest 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 during National Lockdown.
* Behaviour policy communicated to staff, parents & pupils January 2021, COVD addendum on VLE also.
* Whole staff briefings held to cover all new arrangements - Staff to ensure classrooms are ready during the INSET day on 04.01.21 and all class based equipment is in working order, clean and accessible.
* Caretaker and Head Teacher to conduct an in depth site based visit (indoors and outdoors) and identify any issues that have occurred over the break.
* Caretaker to conduct agreed deep clean in Y6 classroom during the morning session so it is fully ready for staff access in afternoon.
* Caretaker to refresh signage etc where appropriate.
* Caretaker to allow new member to the cleaning team to shadow him for the first shift, ensure new member of staff has RA and is fully inducted and make themselves available for future shifts to answer any questions or issues from new member of staff.
* School has shared with all staff the measures in place and involved staff in that process.
* **RA 029 National Lockdown** published to website shared with unions, LA, governors.
 | **3X2=6** | V8 RA to be shared on website for parent to access and communicated to all staff, governors, unions and the LA Director of Education.Ensure V8 RA and the personalised RAs are returned to Jeanne Fairbrother for final approval. |
| **Failure of measures to prevent spread of Coronavirus (COVID 19) in school** | Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19) | * All control measures are adequately resourced, circulated to employees.
* All training needs have been checked to ensure compliance. e.g. First aid, manual handling, EVC, etc
* 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.
* School follows advice from HS advisers.
* Risk assessment revised and shared with staff
* Staff and pupils –follow [Hands, Space, Face](https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing)
* All employees to exercise their duty of care to all and their right to remain as safe as possible by reminding each other to remain extra vigilant and to follow Hands/Face/Space mantra, regardless of their position within the school.
* Parents to be reminded regularly about their responsibilities when on site to collect/drop off their children – social distancing, no loitering, hands/face/space, face coverings.
* Visitors to be reminded regularly about their responsibilities when on site for essential purposes of social care and medical care – social distancing, no loitering, hands/face/space, face coverings, afternoon slots only, canteen only. All non-essential visitors to be cancelled or rearranged to occur virtually (eg MEAS).
 | **3X2=6** | SLT to attend Imelda Spencer DSL safeguarding refresher on previously booked date (virtual)RAs will be reviewed regularly as and when new guidance is published from the DfE in accordance with our H&S SLA providers. |
| **Unaware of steps to take in the event of suspected or confirmed case in school**  | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)17th Sept  | * School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance andthe [NHS test and trace process](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)
* School has ensured staff and parents/carers understand that they must be ready & willing to:
	+ Book a PCR test if they or their child is displaying symptoms.
	+ Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test & Trace.
	+ Self-isolate if they have been in close contact with anyone who tests positive, or of someone in their household has symptoms, or if they or someone in their household has travelled from abroad.
	+ Be willing to provide evidence of their test result if required.
* If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on **0800 046 8687 option 1** (or email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible).
* PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.
1. **Primary Schools**
* Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff **must** maintain 2m social distancing.
 | **3X2=6** | Ensure most up to date management of a confirmed case pack is stored electronically on all admin servers and kept as a priority email on all admin and SLT email accounts for easy emergency access. Ensure dated copies are kept at home by key staff for speedy reference should this be necessary.  |
| **Failure** [**to manage confirmed cases in school**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf) **( See page 22)** | Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19) | * School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19.
* If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (or email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible).
* School understands close contact is
	+ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
	+ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
	+ travelling in a small vehicle, like a car, with an infected person:
 | **3X2=6** | Parents and staff will be aware of their responsibility to inform the school immediately if they receive notification of a positive case or of the need to self-isolate. Emails from parents should contain the subject heading URGENT COVID to enable easy identification. Emails will be checked for URGENT COVID subject emails at regular intervals (inc weekends and holidays). Mrs Hamel and Mrs Evans agree to be in constant contact with each other should the need arise to enable parents and staff to be informed straightaway.  |
| **Infection control – risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19) | **Prevention - Minimise contact*** School will ensure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
* 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 symptoms. and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) They will be removed immediately from the classroom and kept in the isolation room until they are collected. The isolation room will be deep cleaned after they have vacated the room. If staff are needed to stay with the child they will be wearing the full PPE (every member of staff has access to a personal PPE bag stored in their classroom).
* PPE staff bags to be checked and replenished by caretaker/HT if necessary each week. Caretaker will conduct daily checks to ensure all resources are available in every teaching base. Staff to inform office by internal phone systems if there is an equipment fail or if there is a replenishment need.

**Prevention – hand & respiratory hygiene*** Sufficient handwashing facilities are available and hand sanitiser is available across school – both inside sanitiser stations in each room and outside automatic sanitiser stations.
* School will use paper towels and will ensure that a stock is kept in storage as there will be a greater need for these than is usual.
* School has built hand and respiratory hygiene into school culture and ensures that pupils
	+ Are encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the [guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
	+ clean their hands:
		- on arrival at the setting
		- return from breaks
		- when they change rooms
		- before and after eating,
		- and after sneezing or coughing
	+ are encouraged not to touch their mouth, eyes, and nose
	+ 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 ensure lidded bins are kept open to prevent touching o open.
	+ provide disposable tissues in each classroom.
	+ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.
	+ Provide each teaching base with a personalised PPE bag for each member of staff
* ensure that help is available for children and young people who have trouble cleaning their hands independently.
* 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
* encourage young children to learn and practise these habits through games, songs, and repetition.
* ensure that bins for tissues are emptied throughout the day (before school, at 10.30, at 1.30 and again after school).
* 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 room.
* Hand cream e.g. E45 is available and pupils are encouraged to use it

**Prevention - enhanced cleaning** * Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas.
* Additional cleaning hours have been set in the school budget for the duration of the pandemic.
* Contact points and frequently touched surfaces are being cleaned more frequently.
* All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
* Satisfactory cleaning regime in place to decontaminate equipment & toys.
* Classroom cleaning & disinfecting kits in place.
* Pupil engagement encouraged to wipe down own surfaces. equipment & toys
* Toilets are cleaned regularly.
* Toilets are kept separate as far as we are able and toilet doors/cubicles are labelled for specific year groups…

FS2/Y1 toilets – entrance hall end of corridorY2/Y4 toilets – Y2 end of corridorY6/Y5/Y3 toilets – Y6 end of corridorStaff toiletsCatering staff toiletsStaff who have own personalised RA to use disabled toilet* Water fountains are out of use and children are encouraged to bring 2 named bottles of fresh water with them each day.
* Water bottles are provided at lunch times and if a child forgets to bring their own.
 | **3X2=6** | Caretaker and Head Teacher to conduct daily checks to ensure cleaning equipment is available in each teaching base.Caretaker and Head Teacher to conduct weekly checks to ensure PPE equipment is in good working order and personalised staff sets are available in each teaching base. |
| **Social distancing across school – risk of transmission of Coronavirus (COVID 19)** **Minimise contact between individuals** | 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 and staff and other adults on site.
* This will be achieved by
	+ Reducing pupil number -KW & V only and if KW parents can keep their children at home then they should do so.
	+ keeping groups separate (in ‘bubbles’ of no more than 20) and
	+ maintaining 2m social distancing between individuals.

*(N.B. These are not alternative options and all 3 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)*
* emphasis will be on separating groups for younger children – bubbles will be kept separate and no larger than 20.
* social distancing will be emphasised for older children– bubbles will be kept separate and no larger than 20.
* children considered old enough will be supported to maintain distance and not touch staff where possible– bubbles will be kept separate and no larger than 20.
* School will maintain small consistent groups to reduce the risk of transmission– bubbles will be kept separate and no larger than 20.
* School will use available space to maximise distance between pupils and between staff & other adults on site– bubbles will be kept separate in groups of no larger than 20 and remain in designated rooms.
* 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.

**Reduce mixing within education or childcare setting by:****Groups of pupils and ‘bubbles’****Measures within the classroom*** School has identified small consistent class groups of no more than 18 –‘bubbles’
* The integrity of the bubble is always maintained.
* All groups or ‘bubbles’ will be kept apart from other groups where possible and older Y2 upwards 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.
* School recognises that younger children & those with SEND will not be able to maintain social distancing and it is acceptable for them not to distance within their group.

Provide full details of ‘bubbles’ operating in school here:FS2 – 18 Y1 – 16 Y2 – 16 Y3 – 13 Y4 - 16 Y5 – 22 if all in 4 to join Y6 bubbleY6 – 13 If need increases we will have to place KW children in order of priority. We cannot go over 18 per class capacity therefore cannot take any more than 126 **maximum**.**General Measures in the classroom*** Teachers & staff can operate across groups or ‘bubbles’.

but they must keep 2m away from other staff & pupils to preserve ‘bubble’ integrity * Staff & older pupils maintain 2 m social distancing.
* Minimise time spent within 1 m of anyone.
* Avoid face to face contact with pupils stand up, above and behind them and other staff.
* Keep 2 m from colleagues.
* 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.
* Teachers stay at the front of the class where possible.
* All furniture and equipment moved to ensure this seating.
* Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils.
* School has made small adaptations to classrooms where necessary to support social distancing.e.g. moving unnecessary furniture to make more space.
1. **Primary schools**
* Primary school groups will be small class groups of no more than 18 at the absolute max. NB As we are a previous middle school our classrooms are larger than your average primary school classrooms as they were built to accommodate larger pupils.
* Older children will be told to maintain 2m distance within the group
* Pupils will stay in their class groups for the majority of the classroom time but will mix into wider key stage groups for wraparound care – see CAPE risk assessment.
* Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible.

**Teachers*** 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. This would only happen as an absolute last resort as staff are allocated to bubbles and confined only to those bubbles.
* Staff spaces are set up and used to help staff to distance from each other. 2 separate staffrooms are available as well as the KS2 library.
* Use of the staff room minimised and all communal cutlery/crockery has been removed. Staff have to provide their own on a daily basis.
* Disabled toilet has been allocated for staff who have their own personal RA.

**Measures elsewhere*** Movement around school is kept to a minimum
* Timetables adjusted to keep groups apart and movement around school kept to a minimum
* School has planned one way routes to avoid creating busy corridors, entrances and exits.
* No large assemblies or gatherings involving more than one group
* Assemblies are class based/virtual
* Breaks are staggered
* Playgrounds and hall spaces are divided up for each specific bubble and otdoor trim trails are out of use. Each bubble has their own set of outdoor play equipment that is kept within their bubble.
* Lunch breaks staggered, pupils will clean their hands beforehand and enter in the groups they are already in
* Groups kept apart as much as possible and surfaces and tables cleaned between each group.
* Rooms accessed directly from outside where possible
* Signage reminding about 2m social distancing in place
* Numbers using toilets are limited to one at a time per bubble and supervised during breaks to avoid large numbers of pupils using toilet facilities at one time.
* School will maximise the use of outdoor space for exercise, breaks outdoor education. PE will take place outdoors wherever possible.
 | **3X2=6** | Parents to be informed that places are:a) Full time onlyb) to be used only if KW pupils cannot be accommodated at home.c) the places will be prioritised if the need increases and places will need to be refused. |
| **School workforce – reducing contact with all other adults** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * School will follow National Lockdown Stay at Home guidance where possible.
* Those staff not attending school will work from home.
* All staff attending school /setting follow the measures set out in this **RA 029 School - National Lockdown** to minimise the risks of transmission.
* School aims to reduce contact between all adults -
	+ Staffrooms – two designated staffrooms to be used and staff have option of using KS2 library also. Crockery, cutlery and tea toels have been removed and staff have designated tables to use. Masks are worn at all times in all communal spaces and are only removed to eat/drink.
	+ Parents and carers are required to wear a face covering at school pick-up/drop-off points.
	+ Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.
	+ Corridors – staff will wear masks outside of their classrooms in all communal areas.
* Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment for a social care or medical need, which should be conducted safely and only occur during afternoon hours in the canteen as a socially distanced meeting.)
 | **3X2=6** |  |
| **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.

Y6 and Y3 – 8.45 to 3.20Y2 – 8.50 to 3.25FS2, Y1, Y5 and Y4 – 8.55 to 3.30CAPE to enter building via the canteen and to remain separate from rest of parents dropping off/collecting* 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 (for example, which entrance to use, social distancing, no loitering, face coverings, no face to face meetings at classroom door, keep well back etc)
* 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 - see above section)
* Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
* encouraging parents and children and young people to walk or cycle to their education setting where possible.
* schools, parents, and young people following the government guidance on how to travel safely.
 | **3X2=6** |  |
| **Pupils routinely attending more than one setting - risk of transmission of Coronavirus (COVID 19))** | Staff, pupils, parents, visitors- contracting Coronavirus (COVID 19) | * A risk assessment will be carried out with other setting to ensure all controls are in place and communicated to the parents of those specific children.
 | **3X2=6** | NB This applies to just one pupil out of 206. |
| **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.
* Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces.
* Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit kept by the sink areas.
* Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning & rotation. All reading books are kept in isolation for 48 hours beore being reallocated and children also have access to on-line reading resources such as Bug Club.
* Resources that are shared between groups or bubbles, such as I Pads, sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.
* Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, water bottles. Mobile phones are not allowed unless by prior arrangement for our Y5 and Y6 pupils for safety purposes.
* No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply. Each child has personalised set of stationery so this should not be necessary for every day resources.
 | **3X2=6** |  |
| **Playground equipment and activities -risk of transmission of Coronavirus (COVID 19))** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Outdoor playground equipment & resources will be kept by each bubble and be cleaned more frequently by cleaning high traffic touch points frequently.
	+ entry and exit points such as gates.
	+ seating areas such as benches and picnic tables
	+ refuse areas/bins.
	+ Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Trim Trails are out of use
* Site manages/caretaker visually inspects play equipment daily.
* Caretaker carries out formal recorded inspection.
* An annual service and maintenance identified has been carried out prior to reinstatement.
* The playground and play equipment risk assessment has been reviewed–considering social distancing, cleaning & hygiene.
* The RA has been formally shared withall middays & staff supervising.
* Site manager/caretaker has attended Routine Inspectors Course
* Pupils reminded of playground rules and this is reinforced daily. Children who are not able to comply by these rules will be subject to a COVID Behaviour Risk Assessment and children who do not comply frequently may have their KWV place removed.
* Staff reminded they must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches etc **prior to every session**.
 | **3X2=6** | Ensure individualised behaviour risk assessments are completed for pupils who are SEMH/SEND and ensure all staff are aware of procedures for dealing with these pupils. |
| **Medical isolation room - risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * First Aid Room is hard floored to assist with cleaning. (this should have a closed door or minimum 2m away from people). If First Aid Room is in use then cordoned off area of canteen will be used as a last resort.
* If a child is awaiting collection, they will be moved, to the medical isolation room.
* Personalised PPE stock is available to all staff should they need to escort pupils to this area.
* PPE must be worn by staff caring for the child while they await collection and the 2 metres distance should be maintained i.e. unless for a very young child or a child with special needs
* All non-essential items have been removed from the medical room, except one chair and the first aid medical bed.
* A toilet has been identified to be used if required whilst awaiting collection, within the room.
* If used this will cleaned and disinfected using standard cleaning products before being used by anyone else by a member of staff wearing full PPE.
* 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 are requested to do so by NHS Test and Trace or Wirral PHE.
* 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 sanitiser
* 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)
 | **3X2=6** | More 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. More PPE can be obtained from admin and/or caretaker.  |
| **PPE requirements - risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School has identified that most staff in school will not require PPE beyond what they would normally need for their work but should wear a face covering whilst using communal areas of school.
* 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.
	+ contact within 2m PPE is available and staff will wear a mask, 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.
	+ the member of staff feels safer wearing it.
* Risk assessments in place for pupils with complex needs.
* 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 used. In cases such as these, staff members must watch Matt Butler’s You Tube video on intimate care beforehand ie nappy should be changed from the head end of the child.
* Hand washing with soap and hot water for 20 secs minimum
* All staff completed ‘PPE putting on & taking off’ training.
* School has 1 pupil 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 & 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.* |
| **Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19))** | Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( COVID 19) - contracting Coronavirus (COVID 19) | * The school is kept well ventilated, via open doors and windows during the school day.
* **poorly ventilated areas**
	+ school has identified all poorly ventilated areas:
		- with no widows or mechanical ventilation eg Y5 annexed room is used very rarely for identified purposes only
		- areas that feel stuffy or smell eg toilets
* **mechanical ventilation/heating systems** –
	+ School can continue using most types of mechanical ventilation/heating as normal and these are set to maximise fresh air and minimise recirculation.
	+ All mechanical systems are maintained in line with manufacturers’ instructions
* **natural ventilation** –
	+ by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space).
	+ School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation.
	+ School will open internal doors to assist with creating a flow of air (as long as they are not fire doors and where safe to do so)
	+ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
	+ If fire doors are required to be held open DorGuards will be installed
	+ If office doors are to be kept open, stair gates will be used to prevent unwanted adult/child visitors
* Further advice on this can be found in 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) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems).
* School will balance the need for increased ventilation while maintaining a comfortable temperature, by :
	+ opening high level windows in preference to low level to reduce draughts.
	+ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
	+ providing flexibility to allow additional, suitable indoor clothing to be worn underneath the school uniform. For more information see [School uniform](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-uniform)
	+ rearranging furniture where possible to avoid direct drafts
	+ Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
* *See for detailed information* [*Chartered Institution of Building Services Engineers (CIBSE)*](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)
 | 2X2=4If all controls are in place in Column 3 this may be lowered  | Dorguards to be fitted on identified fire doors to increase ventilation |
| **Face coverings – failure of visitors, staff to wear a face covering according to guidance**  | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | **Primary schools and education settings teaching year 6 and below**, * **no change to the existing position.** It is not mandatory for staff and visitors to wear face coverings except in communal areas, unless staff feel safer doing so in class.
* In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have recommended the use of face coverings for adults on site, for both staff and visitors.
 | **3X2=6** |  |
| **Increased risk of COVID 19 new strain transmission during the current period when** [**social distancing**](https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing) **cannot be followed to the letter**  | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to consider whether that activity needs to continue for school to operate. School has taken the decision to cancel the Years 5 and 6 Field Trips this year for example.
* If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff.
* Staff reminded to increase the frequency of hand washing and surface cleaning
* To keep the activity time as short as possible
* using screens or barriers to separate people from each other
* using back-to-back or side-to-side working (rather than face-to-face) whenever possible
* reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)
 | **3X2=6** |  |
| **Cleaning - risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19) | * A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas &dining areas (4 times a day with an additional cleaner appointed or this purpose).
* All areas & surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.
* School follows PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.
* 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 or when school is closed to pupils/staff
* 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
* Sanitiser stations located across site
* 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 iPads, laptops, mice, workstations, tools, toys, learning objects.
* Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.
 | **3X2=6** |  |
| [**Clinically extremely vulnerable**](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#general-advice-for-clinically-extremely-vulnerable-people-at-all-tiers) **Children at increased risk of contracting COVID 19** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school.
* Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.
* Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.
 | **3X2=6** | Currently one member of staff is working at home, one member of staff is working in the locked IT Suite and another is working within the classroom environment but has a specific RA which complies with medical advice. |
| **Clinically extremely vulnerable****Staff at increased risk of contracting Covid 19**Employees who have been identified as [clinically extremely vulnerable](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#cev). | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Those who are clinically extremely vulnerable should follow [resumed shielding guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) and should not attend work
* Employees will provide the letter advising them to shield.
* School will review existing or carry out a risk assessment for these staff.
* School will complete risk assessments for staff who are working from home shielding.
* Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.
* O.H. advice will be sought where appropriate.
* EAP & counselling will be offered where appropriate
 | **3X2=6** | See personalised RAs |
| [**Clinically vulnerable**](https://www.gov.uk/guidance/tier-3-very-high-alert#protecting-people-more-at-risk-from-coronavirus) **staff and children at increased risk of contracting COVID 19** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school where it is not possible to work from home.
* School will carry out a risk assessment on each member of staff identified as clinically vulnerable.
* Staff should **stringently** follow all measures in place in school for their safety See **RA 029 National Lockdown** latest version
* Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents.
* Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.
* O.H. advice will be sought where appropriate.
* EAP & counselling will be offered where appropriate
 | **3X2=6** |  |
| [**Pregnant employees**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce) **at increased risk of contracting COVID 19**Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees).**NB this would apply for pregnant students** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See **RA 009 New & expectant mother v5 Jan 2021** risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.
* The risk assessment will support the employee to continue working
* Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.
* School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.
* Pregnant women are not advised to be vaccinated against COVID-19.
 | **3X2=6** |  |
| **Staff who may otherwise be at increased risk from coronavirus (COVID-19) including** **BAME staff & pupils**Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at <https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidencemorbidity-and-mortality-among-minority-ethnic-groups-23-september-2020>  | Staff or pupils - contracting Coronavirus (COVID 19) | * Risk assessment have been carried out for staff in this category including BAME staff and pupils in your establishment.
* Where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See **RA 029 Full opening of school** latest edition
* 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 where it is not possible to work from home.
* O.H. advice will be sought where appropriate.
* EAP & counselling will be offered where appropriate
 | **3X2=6** |  |
| **Staff mental health - Anxiety and stress** Employee’s with potential stress / anxiety caused by COVID-19 lockdown  | Staff – anxiety and stress | * EAP available for staff as required.
* Review individual staff /pupil risk assessments, paying particular attention to mental health needs and monitor.
* Regular socially distanced one-to ones with staff
* Reasonable adjustments if required.

The [Education Support Partnership](https://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing. | **3X2=6** |  |
| **Pupil mental health & wellbeing-** pupils with potential stress / anxiety caused by COVID-19 lockdown | Pupil -anxiety, stress or low mood | * See [Wellbeing for Education Return](https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing) programme.

Pastoral SLE with Joanna Walker used to identify specific children who are struggling. They can work as a small group or as a 1:1. For the duration of this time this may be virtually.Access of external providers to support mental health and well-being – WRAP, CAMHS* Utilise Ealing Recovery Curriculum and materials from Andy Cope’s Art of Brilliance whole school accreditation.
* Additional training from external providers such as Sue Calvely and Imelda Spencer.
* Additional on-line CPD – 11 staff have Level 2 CYP Mental Health training and all staff have completed ACES on-line and face to face.
 | **3X2=6** |  |
| **First aid – increased risk of transmission of COVID 19** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | Staff will treat any casualty immediately.Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands* Adequate numbers of first aiders on site in all categories:
* First aid certificates which expired during lockdown have been renewed through Mike Collins First Aid Association
* First aid boxes located across site and in each room. Travel bag of first aid equipment to be taken out at each break.
* All staff completed ‘PPE putting on & taking off’ training
* **No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.**
* **If not possible to keep 2m separation**, the following PPE must be worn. Wash hands prior to donning:
	+ a fluid-repellent surgical mask and visor/goggles
	+ disposable gloves
	+ apron or other suitable covering
* First aider will try to assist from 2m and minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible
* 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.

**After delivering any first aid*** Ensure you safely discard disposable items in yellow surgical blood bins and clean reusable ones thoroughly
* Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

**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.

**CPR guidance:*** Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
* If available, use:
	+ a fluid-repellent surgical mask
	+ disposable gloves
	+ eye protection
	+ apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t** do rescue breaths (for CPR in paediatric settings see specific [guidance from the Resuscitation Council UK](https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19)) | **3X2=6** |  |
| **Transport** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Children, young people and staff can continue to use public transport where necessary but must wear a face covering and use sanitiser.
* School will everyone to walk, cycle or scoot wherever possible and safe.
* Where children, young people and staff need to use public transport, they should follow the [safer travel guidance.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
* children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.
* This does not apply to people who are exempt from wearing a face covering on public transport
 | **3X2=6** |  |
| **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 made aware of all measures in place in school to reduce risk of spread of virus and will only attend during afternoon sessions and will remain in canteen area – socially distanced, full PPE, fully ventilated and hard floored, non-porous surfaces to deep clean afterwards.
* 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 and will be required to use their own resources.
* School will continue to engage supply & temporary staff during National Lockdown but will liaise with preferred supply provider (Hays) to ensure supply staff are bubbled to Thingwall wherever possible.
* Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school’s measures for minimising risk – advised that Edsential Music does not continue for present, unless virtual – see Alison Cortell’s advice to Edsential employees. MEAS staff will also work virtually for the duration of the lockdown.
* School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed.
* 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.
 | **3X2=6** |  |
| **Safeguarding – risk of breach** | Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm  | * School has Safeguarding policy and staff are trained.
* School follows statutory safeguarding guidance, [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and the [coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers).
* Staff take advice from Wirral Safeguarding at all times.
 | **3X2=6** | Ensure CM/RA/JG attend training update on January 18th for virtual reaccreditation. |
| **Pupil with an EHCP – risk of not following specialist guidance.**  | Pupils - injury or ill-health | * 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. School to liaise with parents and parents reminded of their right to not return their child to school during this time.
* Parents have been contacted and will be involved in planning for their child’s return to their setting
 | **3X2=6** |  |
| **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.
* COVID addendum to Behaviour Policy is available on website.
 | **3X2=6** |  |
| **Recruitment –** **risk of transmission of Coronavirus (COVID 19))** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus  | * School will continue to recruit as usual bearing in mind the need to limit visitors to the site
* Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.
* Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘[system of controls](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#system-of-controls-protective-measures)’ that are in place.
* School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed
* School will write a risk assessment for any recruitment activities. Sample lessons for example will be done virtually and Thingwall staff will not visit candidates in their current place of work to minimise corruption across bubbles.
 | **3X2=6** |  |
| **Educational visits (inc residential visits)** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus | * School has cancelled all educational visits at this time
* Virtual visits such as a Chester Zoo or Liverpool Cathedral experience may be considered instead.
 | **0X0=0** |  |
| **Out of school provision /Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School’s private provider will continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people).
* School’s private provider will work closely with us to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. Bubbles will be KS2 and KS1/FS2.
* Providers will work with school, pupils will be kept as far as possible, in small, consistent groups
* If ratios are met one member of staff can supervise up to two small groups,
* There will be no 3rd parties providing clubs on site for the duration of the lock down at present. Revisit this at the end of March/end of lockdown for further consideration.
* School has requested new risk assessments from all parties (CAPE) detailing how they will ensure their actions for social distancing, hygiene and how they will carry out activities in Tier 2.
* School has provided CAPE with our most up to date risk assessment.
* School measures and/or risk assessments have been shared with wraparound and before & after clubs
* Schools will consult the guidance produced for providers who run, [after-school clubs, tuition and other out-of-school provision for children](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak),
 | **3X2=6** | Ensure we have emailed our RA to CAPE and vice versa. |
| **Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)**  | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below.
* Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below
* Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance.
* School has carried out a risk assessment for music activities in school.
* Playing instruments and singing in groups will take place outdoors wherever possible.
* If indoors, numbers will be limited in relation to the space.
* If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission.
* If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance.
* School will ensure good ventilation
* Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. Not face-to-face
* Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences)
* Instrument sharing avoided,
* Increased handwashing before and after handling equipment, especially if being used by more than one person.
* Instruments cleaned by the pupils playing them, where possible.
* Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils. However for the duration of the lockdown it has been agreed that Edsential will conduct lessons virtually until there is further guidance available.
* Peripatetic teachers provide a risk assessment to school
* See Bulletin: Music & Performing Arts v2 Dec 2020 in line **with Local restriction tiers: what you need to know** for specific guidance.

  | **3X2=6** |  |
| [**Performing Arts**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) **& performances** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * grassroots music venues and entertainment venues must close.
* amateur choirs and orchestra, have ceased
* Indoor and outdoor performances with an audience will not take place
* School may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission.
* School will use the website to upload films of performances instead.
 | **3X2=6** |  |
| **Physical activity in school - risk of transmission of Coronavirus (COVID 19).** | Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19) | * School will provide physical education, sport & physical activity for pupils by following all the measures to reduce the risk of transmission **in RA 029 Full opening of school**
* Pupils are kept in consistent groups,
* sports equipment thoroughly cleaned between each use by different individual groups.
* PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls
* Outdoor sports should be prioritised where possible, and large indoor spaces such as the well ventilated school hall should be used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)
* Social distancing between pupils is maximised
* Staff & pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.
* Team sports will be limited and there will be no cross school/cross bubble tournaments for the duration of the lockdown. School will only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at [grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)
* Competition between different schools has been cancelled.
* 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)
	+ Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](https://www.swimming.org/swimengland/pool-return-guidance-documents/)

[using changing rooms safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4) | **3X2=6** |  |
| **Contractors on site -risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19) | * 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. All visits will be out of school hours except in an emergency situation.
* A record is kept of all visitors.
* Request risk assessments from 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=6** |  |
| **Remote Learning – risk to staff and pupils by abuse of systems** | Staff, pupils, parents – experience harm or abuse, eg emotional harm | * 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 Remote Learning Policy
 | **3X2=6** | Ensure the Remote Learning Policy is uploaded onto the website. |
| **Working at height - risk of falling from height** | Staff, pupils, parents, visitors – injuries from minor to >7 day  | * Only staff trained to use ladders are allowed to use them.
* 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
 | **3X2=6** | Safe use of ladders toolbox talk available on JFA 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 | * All staff should carry out the Display Screen Self-Assessment on return to school.
* Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.
* If some staff are still home-working check with them that there are no issues with their set-up at home. Complete RA 028 Home working RA COVID 19 with them
 | **3X2=6** |  |
| **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
 | **3X2=6** |  |
| **Kitchens - risk of transmission of Coronavirus (COVID 19)** | Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19) | * 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)
* School to liaise daily with school kitchen staff and to contact Edsential catering SLA managers if necessary.
* School to utilise Edsential’s FSM food hampers for children who are not in school and are FSM.
 | **3X2=6** |  |
| **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=6** |  |
| **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 logbook
* Monthly water checks must take place and advice acted upon promptly.
 | **3X2=6** |  |
| **HS Checks - failure of equipment leading to accident or injury** | Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions | * All staff reminded to carry out pre-use visual checks of their areas, playground, equipment.
* Caretaker carries out daily visual whole site checks.
* Staff use agreed methods to communicate daily issues to school caretaker (Caretaker’s Job Book in office).
 | **3X2=6** |  |
| **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.
 | **3X2=6** | See Form F10 Checklist for classrooms – This needs to be completed again at the next available staff meeting (all staff meetings will be held virtually for the duration of the lockdown). |
| **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=6** | Manual Handling Toolbox talk available on JFA website – all staff to read and refresh. Sign staffroom copy once read. |
| **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. Set and re-set the alarm. Key Holders are SW, AD, JS, DE and CM.
* Secure reception
* Keys easily accessible to unlock school gates in the event of evacuation away from the premises. Grab bags to be grabbed on leaving in an emergency.
 | **3X2=6** | PLEASE NOTE new alarm codes, new electric gate, changed door locks and reassigned key fobs since January 1st return to school. |
| **General servicing maintenance & statutory inspection - failure of equipment leading to loss of heating** | Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold  | * All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance with legislation. e.g HSL water checks, fire alarms, gas, intruder alarm, IT. Where possible, these visits to occur out of school hours.
 | **3X2=6** | See records of visits in school office. |
| **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 and to be taken out if evacuating due to an emergency.
 | **3X2=6** | If bubbles are taught by staff who do not usually teach them, they should familiarise themselves with the medical and health needs register. |
| **Emergency plan** | Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress | * Review the school emergency plan to cover 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=6****If all controls are in place in Column 3 this may be lowered** | Share all relevant adaptations with H&S Governor’s Committee during Spring Term virtual meeting. |
| **Any other hazards identified due to increased infection rates during lockdown** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | * Office staff should be protected by the use of stair gates to prevent staff and children from accessing their bubbles.
* Office staff should keep well back from entrance hatch when speaking to visitors, only admit one visitor at a time and ensure the tables are barricading the entrance hall in, giving them at least a 2m distance when speaking to visitors.
* Where possible the internal phone systems should be used to minimise movement around school.
 | **3X2=6** |  |
| **Any other hazards identified due to increased infection rates during lockdown** | Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | **Insert details of any additional hazards on site that you have risk assessed** | **3X2=6** |  |

|  |  |
| --- | --- |
|  **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:These items have been taken from the final column of the main body of the Risk Assessment, if relevant. | Responsible person | Completion date |
|  |  |  |
| * Ensure the lockdown safety messages from the government are shared regularly via social media, text messages and newsletters.
* Ensure V8 RA and the personalised RAs are returned to Jeanne Fairbrother for final approval.
* Ensure V8 RA is sent to the LA and the Unions for information.
* Ensure V8 RA are sent to staff for final approval.
* Ensure the personalised RAs are sent to relevant medical specialists for information and recommendations.
* Ensure V8 RA is sent to governors for information.
* Ensure the L2 DSL Safeguarding refresher is attended by TLR staff.
* Ensure that parents know what to do in the event of a positive case and that staff know the correct procedure to follow.
* Avoid complacency – ensue that the caretaker and head teacher conduct daily/weekly checks and that staff join in with a collective responsibility of keeping everyone as safe as possible within the constraints of the current lockdown guidance.
* If the demand for KWV places increases over our current capped numbers of 18 per bubble then introduce a prioritised system as highlighted by Primary Heads to ensure those who are keeping medical, social care, care homes and education running smoothly are prioritised above the others.
* Complete individualised COVID secure behaviour risk assessments for those pupils who pose a threat to the health and safety of others within their bubble. Liaise with LA for those pupils for whom exclusion is a possibility.
* Pass most recent RA to CAPE and vice versa.
* Staff who have personalised RAs to ensure they update regularly with medical advice from experts.
* Launch Remote Learning Policy and release member of staff to trouble shoot on Day One so that pupils and parents have a call desk system if they are confused.
* Revisit the F10 classroom risk assessments to ensure they are still relevant. Adapt if required.
* Remove all unnecessarycrockery/cutlery from staffroom. Staff to provide their own for time being.
 | DE and adminDEDEDEDEDESLTDEDE/SWDE/Admin/Staff consultation DE/Class teachers/Parents/JGoSH/EFStaffRAStaffSH/LB | By 12.01.21By 11.01.214By 11.01.21By 11.01.21By 11.01.21By 11.01.21By 18.01.21By 12.01.21On goingRevisit 15.01.21 and weekly thereafterBy 18.01.21By 11.01.21By 11.01.21By 11.01.21By 13.01.21By 11.01.21 |
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| Action plan agreed with (signature) D L Evans Date 10.01.21 |  |  |