

<b>Activities Covered by this Assessment</b>	Full opening of schools during COVID 19 (Autumn Term 2020) Based on Government guidance issued 2 <sup>nd</sup> July 2020		
<b>Site Address / Location</b>	St Peters Church of England Primary School	<b>Department / Service / Team</b>	CFS and Traded Services
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity</p> <p>As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p><b>Engage with the NHS Test and Trace process:</b> Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <u>book a test</u>, <u>self-isolate</u>. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <b>Health Protection Team (PHE) 0344 2254 524 (option 1)</b></p> <p><b>Schools should ask parents and staff to inform them immediately of the results of a test:</b> <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p> <p><b>Guidance for full opening: schools. Please refer to:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>System of control:</b> that is the basis for the full opening risk assessment for St Peters'</p> <p><b>Prevention: 1)</b> minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their</p>			

household who does, do not attend school. **2)** clean hands thoroughly more often than usual. **3)** ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. **4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. **5)** minimise contact between individuals and maintain social distancing wherever possible. **6)** where necessary, wear appropriate personal protective equipment (PPE).

*Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

**Response to any infection:** **7)** engage with the NHS Test and Trace process. **8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community. **9)** contain any outbreak by following local health protection team advice.

*Numbers 7 to 9 must be followed in every case where they are relevant.*

**Attendance:** School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

**For further advice on clinical and/or public health advice please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Pupils who are shielding or self-isolating**

**PPE:**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

**An inspection of the premises will occur prior to full opening and the findings recorded – 24/8/2020**

**( AB/LS/MH)**

**The risk assessment will be reviewed on an ongoing basis as needed and at least weekly – staff will be informed of any amendments**

**( highlighted in yellow for ease) via e-mail, weekly briefings and on the staff notice board**

### School context

St Peters is in the main a 1 form entry primary school, there is however a mixed age class of pupils in ks1 due to high year 2 numbers. In light of this and to ensure pupils are able to engage with all friends in their year group there will be 4 “bubbles” across the school, these will be a 1 class EYFS bubble, then two classes in each 1/2, 3/4 and 5/6 bubble. Children will be taught in their classes within these bubbles throughout the school day, including if they attend Shining Stars wraparound care. Classes will mix in these bubbles but wherever possible bubbles will not mix with other bubbles and will have different toilets, playtime and lunchtime arrangements. These arrangements will support effective Read, write Inc phonics teaching in KS1 as well as PPA afternoons with all bubbles undertaking specialist PE activities and PSE lessons to further support pupil wellbeing during the Recovery phase.

Beginning and end of the day – The school has 2 main entry and exit gates. Two bubbles will use each gate and a 1 way system for each will be in place. To further support social distancing 5 minute staggered starts will be in place, this short time difference supports our families who have multiple children in school who would find a longer time difference problematic.

One way system – A one way system will be established in each corridor area to support separation of bubbles.

Class Arrangements – In year 1-6 tables and chairs will be set up where possible in rows facing the front. Teachers will consider seating arrangements carefully and pupils who need extra support seated nearer to the front. Lining up when coming into class etc.. will be in the best order to support children moving into class easily and avoiding other children. Outdoor learning and physical learning outdoors will be considered for all learning where possible and especially for younger pupils. Each bubble will have allocated days for the use of the computer suite, library, ship, trim train etc... and thorough cleaning between.

Intervention groups - Intervention groups will be drawn from 1 bubble and take place in an identified area within their bubble corridor. They will be carried out by a timetabled member of staff. Pupils will bring with them all equipment needed from their individual pack. Staff/pupils will wipe over tables following use and staff will wash hands thoroughly between groups.

Visibility of Leaders – Leaders will walk through school regularly throughout the day, particularly during transitions such as arrival, playtimes, lunchtimes. Classroom doors will be left open enabling leaders to observe the class environment and speak to pupils/staff at a distance.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days from first symptoms or positive test</li> <li>Household members will self isolate for 14 days from when a person in their household had symptoms</li> <li>Close contacts outside the household self isolate for 14 days from the last contact with the positive person.</li> <li>Definition of close contact               <ul style="list-style-type: none"> <li>- Less than 1 m for more than 1 minute</li> <li>- 1-2 m for 15 minutes</li> </ul> </li> <li>Staffing for groups and staff</li> </ul>				<p>Engage with the NHS test and trace. Encourage staff and parents to download the NHS app. Share information.</p> <p>Follow the current guidance re school actions in light of a positive case of Covid 19.</p> <ul style="list-style-type: none"> <li>School e-mail checked evening, weekend. HT informed immediately of any positive Covid test results and Embrace checklist actions completed</li> <li>Inform parents/governors/staff of actions needed. Regular reminders</li> </ul>				AB	25/8/20  Monthly	Y

		<p>absence/cover will be recorded so that details are available in case of test and trace details are needed.</p>				<ul style="list-style-type: none"> <li>• Staff must be vigilant and report any illness of themselves/others to SLT</li> <li>• Staff remain vigilant and maintain 2 m distance at all times where possible from pupils and other staff members</li> <li>• Limit close contact (eg for marking) to less than 1 minute, stand at side of pupil</li> <li>• Verbal feedback to be given at 1-2 m distance.</li> <li>• Teachers maintain an up to date seating plan for their class and all group work ie phonics/PM (AB needs to have copies)</li> <li>• Regular reminders via newsletter/briefing</li> <li>• Visitor book must be completed by all visitors</li> </ul>						
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						<ul style="list-style-type: none"> <li>Contact details will be taken of any visitors to school ( if we do not already hold them)</li> </ul>						
<p><b>A pupil shows symptoms of COVID19 whilst in school</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated with appropriate adult supervision if required.</li> <li>Door is open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 1 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li><b>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</b></li> </ul>				<ul style="list-style-type: none"> <li>PHE will be publishing revised guidance for non-health care settings by the end of the summer term</li> <li>Pupils with symptoms will be sent home immediately</li> <li>The disabled toilet will be used by the pupil if needed. This is then out of use until thorough cleaning has taken place</li> <li>Inform the premises officer so that deep clean can occur.</li> </ul>						
<p><b>Staff exiting cars in staff car park</b></p>	<p>Staff, visitors and contractors. Reduced infection</p>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Every other car parking space is</li> </ul>				<p>Premises Officer to assist at the start of the day in the Car</p>						

	control which may result in spread of COVID19	<p>left empty where practicable.</p> <ul style="list-style-type: none"> <li>Reverse parking only where practicable.</li> <li>Courtesy when alighting cars to maintain 1m distance.</li> </ul>				<p>Park to monitor/ensure distancing is achieved.</p> <p>Staff to wash hands and/or use sanitiser before Signing in</p>						
<b>Use of office equipment area</b>	Staff Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Only 1 member of staff in the office at any time</li> <li>School staff must not use or borrow office equipment.</li> <li>1 pencil will be left out to record messages, this should be wiped after use.</li> <li>following use staff to wipe down telephone, answerphone and surfaces with anti bacterial wipes</li> <li>Thorough cleaning daily</li> </ul>				<p>Agree office staff working hours in school and at home.</p>				AB/GB /LS	1th August	Y
<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Start and finish times are staggered</li> </ul>				<p>Inform families of requirements</p> <p>5-10 minute stagger for bubbles</p> <p>2 gate entry, 1 way systems in place</p> <p>Social distancing signs as reminders</p> <p>SLT monitor and support, parents to leave site quickly</p>						



					EYFS/KS1 bubbles enter class immediately KS2 bubbles – year 5/6 walk straight to class. Year 3/4 teacher greet/leave pupils in car park area, parents do not enter past the wooden gate.						
<b>Use of public transport</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to cycle or walk to work.</li> <li>Masks worn on public transport</li> </ul>			Parents/pupils are encouraged to leave pupil bikes/scooters in school racks with a space between each.						
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</li> </ul>			Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking. <ul style="list-style-type: none"> <li>Inform staff and parents</li> </ul>				AB	26 <sup>th</sup> Aug	Y

		<ul style="list-style-type: none"> <li>Reusable face coverings are placed in a plastic bag that can be taken home with them.</li> <li>Hands are washed again before heading to their classroom.</li> </ul>										
<b>Visitors to site</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul>				<p>Office discussion with pre booked visitors to check for symptoms and take contact details.</p> <p style="background-color: yellow;">Visitors must wear a face covering in school unless 2m distance possible.</p> <p>Detailed information to be given to parents prior to their child returning.</p> <p>Counsellor – maintain 1m distance with pupils, pupils will have individual box of equipment that will not be shared for 4-6 weeks of sessions.</p> <p>Meditation- Pupils from 1 bubble only. Leader maintain 1m distance from pupils.</p> <p>Individual mats, thoroughly cleaned between sessions.</p> <p>Shining stars mobile cleaned</p>				AB	26 <sup>th</sup> Aug	Y

					after use before after school groups.							
<b>Social distancing not being carried out at drop off time.</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Drop off times are staggered.</li> <li>Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance.</li> <li>Only one parent/guardian attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site.</li> <li>Signage is installed i.e.</li> </ul>			<p>Detailed information sent to parents</p> <p>5-10 minute staggered times</p> <p>KS1 pupils – enter class immediately from playground</p> <p>SLT monitor and support, parents to leave site quickly Regular reminders on newsletter.</p> <p>KS2 Parents and pupils arrive and stand by ks2 cycle racks. Teacher to collect pupils from ks2 wooden gate at the allocated arrival time and return them to parents at the gate.</p> <p>KS2 Staff without pupils please give way to staff walking with pupils eg please wait on grass/hall door area (1 way not possible in this</p>				AB	26 <sup>th</sup> Aug	Y	



						<p>area) Enter class directly from the playground.</p> <p>Parents are encouraged to wear face coverings from Monday 14<sup>th</sup> September.</p> <p>Staff to wear face coverings to welcome pupils.</p>						
<b>Use of cloakroom/toilet areas</b>	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>Space out pegs so that coats/ bags aren't touching if possible</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul>				<p>Each bubble to have an allocated toilet in school. PE bags on pegs Coats on back of chair.</p> <p>Shining stars, all bubbles to use disabled toilet only. This should be cleaned after use am/pm. Sign in the event of a symptomatic person using to ensure no use until fully cleaned.</p> <p>Additional cleaning of toilets at 10.15 and 1.15 daily.</p>						
<b>Social distancing not being carried</b>	Staff, pupils, visitors and	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and</li> </ul>				<ul style="list-style-type: none"> <li>Music lessons – no singing</li> </ul>				AB	26 <sup>th</sup> August	Y

<p><b>out within the classroom.</b></p>	<p>contractors. Reduced infection control which may result in spread of COVID19</p>	<p>parents/guardian.</p> <ul style="list-style-type: none"> <li>• Staff and pupils remain in classes/bubbles.</li> <li>• Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>• The group distance themselves from other groups.</li> <li>• Staff remain at the front of the class, as far as is reasonably practicable and 1m apart from pupils and colleagues.</li> <li>• Staff and pupils avoid face to face contact.</li> <li>• Desks are placed as far apart as possible.</li> <li>• Pupils are seated side to side and face forward where possible</li> <li>• Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics).</li> </ul>				<p>or wind instruments. Consider which cornerstones music lessons are appropriate</p> <ul style="list-style-type: none"> <li>• Timetable for bubbles play and lunchtime so they do not mix</li> <li>• 1 way system in corridors</li> <li>• Timetable for shared areas to be used by bubbles eg computer suite, library</li> <li>• Thorough cleaning after use</li> <li>• Individual seating and equipment for pupils, this is not to be shared.</li> <li>• Weekly timetable for outdoor equipment ie ship/trim trail</li> <li>• Individual Class/bubble playtime equipment, not</li> </ul>						
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						<p>shared between groups.</p> <ul style="list-style-type: none"> <li>Update Feedback and Marking policy to support social distancing eg mark at side of pupils 26/8 training day</li> <li>Cleaning of EYFS small world/plastic toys, weekly in Milton each Friday. left to dry for 72 hours over weekend.</li> </ul>						
<b>Aggressive behaviour from pupils</b>	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Update Behaviour policy with all staff</li> <li>Update pupil expectation booklet in light of Covid</li> <li>Share with pupils during settling in 2 weeks</li> </ul>				<p>Communicate immediately with home. (AB)</p> <p>Rest of group evacuate the classroom.</p> <p>Headteacher to support.</p>						
<b>Sharing equipment</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> <li>Pupils do not share equipment.</li> <li>Teaching resources are discouraged/not removed from the setting.</li> <li>Soft toys and furnishings that are difficult to clean are removed from</li> </ul>				<p>EYFS – small toys reduced. weekly cleaning of small world toys in Milton.</p> <p>KS1 Reading books –returned to school Fridays placed in a</p>				BB AB	ongoing 25 <sup>th</sup> August	Y



	spread of COVID19	<p>the classroom before the school reopens.</p> <ul style="list-style-type: none"> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>				<p>box then left in a box for 48 hours.</p> <p>Ks2 each group use the library on a weekly rota. Returned books left in a box over the weekend.</p>						
<p><b>Use of Shared Areas</b> (ICT suite, library, hall)</p>	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Timetable in place for use of shared areas</li> <li>Additional thorough cleaning in place after bubble use</li> </ul>										
<p><b>Social distancing not being carried out at break times</b></p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Break times are staggered and timings identified and communicated.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>All groups/bubbles clearly identified and maintained and not mixed.</li> <li>Movement around school via a one-way system where possible.</li> <li>Allocation of dedicated areas outside for small groups/bubbles.</li> <li>Levels of supervision considered,</li> </ul>				<p>Timetable for break and playtimes.</p> <p>Teachers and support staff supervise pupils within bubbles at playtime.</p> <p>Min 2 staff per bubble.</p> <p>No afternoon play for EYFS/KS1. Outdoor learning to be planned in bubbles pm</p>				AB	26/8	Y

		<p>and additional information needed for supervisors.</p> <ul style="list-style-type: none"> <li>• Procedures identified when First Aid is required.</li> <li>• Activities considered, and the range of equipment reduced to minimise risk.</li> <li>• Arrangements for the cleaning of equipment following activities/between small group use and by whom.</li> <li>• Arrangements for ‘wet breaks’ considered.</li> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> <li>• Hand washing arrangements/use of sanitiser provision.</li> <li>• Flexibility on length of breaks</li> <li>• How these periods are monitored for effectiveness and how issues are reported.</li> </ul>			<p>First aid to be carried out in class/bubble area.</p> <p>Ship/trim trail on weekly rota mon – Thursday only. Then thorough clean and left for 72 hours over the weekend.</p> <p>Classes/bubbles remain in class area for wet play.</p> <p>Bubble use their allocated toilet during break times. Doors left open where possible for ease of access.</p> <p>Staff to wash/sanitise hands before handing out fruit.</p> <p>Issues reported to SLT and/or via weekly Monday briefings.</p>					
<b>Social distancing</b>	Staff, pupils, visitors and	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times.</li> <li>• Pupils to wash their hands before</li> </ul>			<p>All staff to be informed during training days.</p> <p>MDS allocated to work within</p>			AB	26/8	Y



<p><b>not being carried out at lunch time</b></p>	<p>contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<p>and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area.</p> <ul style="list-style-type: none"> <li>• Pupils to enter hall/dining area within their group/bubble maintaining social distancing wherever possible</li> <li>• Tables to be cleaned between group use.</li> <li>• Communication with Catering provider (External or LTS Catering).</li> <li>• Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible</li> <li>• Procedures for the serving of hot dinners to maintain social distancing. For example, queuing, consider floor markings.</li> <li>• Cutlery and plates etc. not to be shared.</li> <li>• How will plates, cutlery and food be provided/removed and by whom. What protective equipment will be worn.</li> </ul>				<p>a bubble.</p> <p>KS2 Teachers to remain with pupils until 12.15. year ½ staff return to support at 12.45</p> <p>EYFS/ks1 bubbles to have lunch in the hall at set times with a distance between tables of 1m. Tables only used for 1 bubble. Cutlery will be given by kitchen staff with tray of food. Pupils will clear their tray, 1 way system– staff to ensure distance between eyfs bubble and ks1.</p> <p>Juice to be given out with pudding</p> <p>MDS will use own set of cutlery to cut up food for pupils and do this prior to pupils eating.</p> <p>year 3-5 pupils to eat lunch in Aut 1 in class area. Hot lunches will be ordered and delivered to classrooms.</p> <p>year 6 to eat in the hall, clean</p>						
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		<ul style="list-style-type: none"> <li>• If activity is carried out by external provider has a risk assessment been completed by them and shared.</li> <li>• Arrangements for the cleaning of the area following the consumption of food.</li> <li>• Consider the arrangements for packed lunches. If this is not possible within their own small group in the hall then is there another area possible.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be</li> </ul>				<p>their table/chair and then may play on the field (weather permitting)</p> <p>Pupils will clean their own table area after eating. All packed lunch waste will be taken home.</p> <p>Pupil discussion/lesson on importance of not sharing food.</p> <p>Amended/staggered lunchtimes between 12-1 pm</p> <p>1 pm all pupils return to class with teachers. MDS to supervise handwashing and then additional clean of pupil toilets (wipe down toilet areas for bubbles.)</p>						
<p><b>Social distancing not being carried out at pick up</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p>	<ul style="list-style-type: none"> <li>• Pick up times are staggered.</li> <li>• Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance.</li> <li>• Only one parent/guardian attends</li> </ul>				<p>Detailed information sent to parents</p> <p>5-10 minute staggered times</p> <p>KS1 pupils – leave class</p>				<p>AB</p>	<p>26/8</p>	<p>Y</p>

	<p>Reduced infection control which may result in spread of COVID19</p>	<p>the school.</p> <ul style="list-style-type: none"> <li>• Access to schools and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>• Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>• One-way systems are used around the site.</li> <li>• Signage is installed i.e.</li> </ul>  				<p>immediately to playground</p> <p>SLT monitor and support, parents to leave site quickly. KS2 Parents arrive and stand by class cones. Teacher to bring pupils to ks2 wooden gate at the allocated arrival time and return them to patents at the gate.</p> <p>KS2 Staff without pupils please give way to staff walking with pupils eg please wait on grass/hall door area (1 way not possible in this area) Member of staff to collect year 5 and 6 pupils with siblings at 3.15 to ease dismissal.</p> <p>Social distance signs SLT monitor and support parents to leave the site quickly</p> <p>Parents are encouraged to wear face coverings from</p>						
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						Monday 14 <sup>th</sup> September.  Staff to wear face coverings in the playground as pupils leave.						
<b>Outdoor play/PE</b>	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Play equipment/PE Equipment is cleaned and disinfected between each “bubble/group” of users, if this cannot be achieved then the equipment should not be used.  Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine.</li> <li>Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/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 bubbles/groups.</li> </ul>				<ul style="list-style-type: none"> <li>Safe PE plan for Aut term lessons shared with staff</li> <li>Timetable for outdoor ship and trim trail for 1 bubble to use Mon-thurs. Then deep clean and left for 72 hours over weekend.</li> <li>PE equipment per bubble</li> <li>Any Sports clubs run in Autumn term will be in bubbles only.</li> <li>Planning to include outdoor learning/active learning where possible</li> <li>Teachers to liaise to use outdoor space for learning and ensure bubbles do not mix.</li> </ul>				AB	26/8	Y

		<ul style="list-style-type: none"> <li>• Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>• Teacher ensuring social distancing is in place.</li> <li>• Only allow one bubble/group within a specific outside area any one time.</li> <li>• Contact sports will be avoided.</li> <li>• Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> </ul>										
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		<ul style="list-style-type: none"> <li>• Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>• Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene.</li> </ul>										
<b>Carrying out 1<sup>st</sup> aid</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 1mtr social distancing rule to be broken)</p> <p>This activity requires the 1mtr social distancing rule to be broken. This could lead to either person</p>	<ul style="list-style-type: none"> <li>• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document).</li> <li>• If a child presents symptoms of COVID-19 they will be isolated 1m away from people and parents called to collect them.</li> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> </ul>				<ul style="list-style-type: none"> <li>• <b>Implement all guidance from PHE.</b></li> <li>• Ensure PPE stock is monitored and ordered as needed.</li> <li>• Minor first aid for cuts and bruises carried out in class area. First aider in each pupil bubble.</li> <li>• Record any use of PPE</li> <li>• First aid pack, recording sheet parent note home in each area.</li> <li>• Only pupils with corona symptoms taken to be isolated in first aid room.</li> </ul>				AB	26/8	Y

	<p>involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <li>• Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with water proof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>• A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a</li> </ul>	<div style="background-color: red; width: 100%; height: 100%;"></div>	<ul style="list-style-type: none"> <li>• Health and safety training session for all school staff completed.</li> <li>• Ensure the thermometer is cleaned with anti bac after use.</li> <li>• Any child with non covid illness symptoms to wait by the school office.</li> <li>• Any child needing to go home due to illness taken from isolation room to parent in lower foyer.</li> <li>• All parent contact details checked by 14<sup>th</sup> September to ensure updated numbers available.</li> <li>• Parents informed of need to collect pupils quickly if called.</li> </ul>	<div style="background-color: red; width: 100%; height: 100%;"></div>	<div style="background-color: green; width: 100%; height: 100%;"></div>	<div style="background-color: yellow; width: 100%; height: 100%;"></div>	<div style="background-color: gray; width: 100%; height: 100%;"></div>	<div style="background-color: gray; width: 100%; height: 100%;"></div>	<div style="background-color: gray; width: 100%; height: 100%;"></div>
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		<p>detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue.</p> <ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given</li> </ul>										
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		<p>and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</p> <ul style="list-style-type: none"> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> <li>• The room is well ventilated at all times.</li> </ul>										
<p><b>Intimate care</b></p>		<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face coverings (or any form of medical mask where instructed to be used for</li> </ul>				<ul style="list-style-type: none"> <li>• Regular checks to ensure an adequate supply for</li> </ul>				<p>LS/MH</p>	<p>ongoing</p>	

		<p>specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task.</li> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to <b>BS EN</b></li> </ul>				<p>PPE is available.</p> <ul style="list-style-type: none"> <li>• Re order stock as needed</li> <li>• For a wet incident pupil will be encouraged to undertake change of clothes with verbal support only</li> <li>• For a soiling episode – parent will be called</li> <li>• All parent contact details checked by 14<sup>th</sup> September to ensure updated numbers available.</li> <li>• Parents informed of need to collect pupils quickly if called.</li> </ul>						
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		<p><b>14683:2019 Type IIR.</b></p> <ul style="list-style-type: none"> <li>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>The room is well ventilated at all times.</li> </ul>										
<b>Social distancing not being carried out during the use</b>	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> <li>Consider the number of staff that can be accommodated in the area to achieve social distancing and</li> </ul>				Staff encouraged to bring cold packed lunch. Encourage use of ice packs from home –				AB/LS	24 <sup>TH</sup> Aug	Y

<p><b>of Staff facilities</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<p>rearrange the furniture where possible</p> <ul style="list-style-type: none"> <li>• Consider the use of another room in addition to usual one</li> <li>• Staggering of break times to reduce numbers</li> <li>• Use of signs to inform of hand washing prior to entering and exiting /using facilities.</li> <li>• Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>• Reusable sponges are removed</li> <li>• Cleaning of room between use</li> <li>• Operation of dishwasher/water dispensers' procedures displayed</li> </ul>				<p>discourage use of fridge If microwave is used staff to clean after each use. Only 4 staff to be in staffroom at any time so distancing can be maintained. Staff from different bubbles should not be within 1-2 m of each other for more than 10 mins. We encourage staff to use other spaces for lunch and reduce contact with staff from other bubbles.</p> <p>Poster to remind staff of above. Shared school cutlery <b>must</b> be placed in dishwasher immediately after use. All staff to use their 1 individual cup, then either wash at home or place in dishwasher immediately after use. Dishwasher on hot full cycle daily. Tea/coffee placed in bowls to</p>						
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						<p>avoid staff touching containers. Gloves to be worn to empty the dishwasher. <b><u>Only individually wrapped</u></b> shared food to be left on table.</p>						
<p><b>Social distancing not being carried out during Catering provision</b></p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities to be available upon entering hall and when leaving</li> <li>Confirm how pupils will receive their meals. Queuing or brought to them. (Meals may be pre-packed)</li> <li>Checking that all pupils' food allergy information is up to date</li> <li>Delivery arrangements for meals if not cooked on site to maintain social distancing</li> <li>After service collection arrangements for containers (Communication with provider)</li> <li>Service arrangements</li> <li>Facilities to stagger service times to avoid congestion and contact</li> </ul>				<p>All MDS to attend staff training days All allergy information checked at first parent meeting ( sept 20) Meet with kitchen staff/MDS weekly to check working arrangements. Consistent staff with bubbles wherever possible. EYFS/ks1 will eat in the hall Tables for bubbles at 1m distance. Staggered times Kitchen staff will give out pupil cutlery. MDS monitor cleaning of trays to ensure no mixing between bubbles. Thorough cleaning at 1pm.</p>				AB	24/8	Y

		<ul style="list-style-type: none"> <li>Staffing required to extend service times (Internal and external staffing)</li> <li>Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>				<p>ks2 will order hot lunches, these will be delivered to classroom in disposable boxes and pupils will eat in class area.</p> <p>Pupils to wipe down tables after eating.</p> <p>All packed lunch rubbish taken home.</p> <p>MDS will deliver hot ks2 lunches to class area, rubbish collected in a bin bag.</p> <p>Gloves and apron to be worn.</p>						
<b>Assembly</b>	Staff and pupils  Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Assemblies/Collective Worship (CW) are not to take place.</li> <li>Head/teaching staff addresses individual groups, within their classroom. CW in classroom - socially distanced.</li> </ul>				<p>Timetabled daily assembly plan completed for staff to undertake based on school Values.</p> <p>NO singing until further guidance on safety.</p>						
<b>Cleaning</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>A record of each</li> </ul>				<p>It is the duty of every member of staff to keep the school clean during this time. Teachers have anti bacterial wipes in their classrooms. This</p>				LS	24/8	Y

		<p>cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how.</p> <ul style="list-style-type: none"> <li>• Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> </ul>				<p>is for door handles, light switches and tables. These must be kept safely – high up.</p> <p>Staff health and safety training completed 24/8 all staff must attend.</p> <p>At the end of each am/pm session – teachers/support staff/pupils to wipe down tables.</p> <p>Review Daily cleaning checklist, ensure it is completed and checked.</p> <p>Record to be kept and checked weekly by SLT.</p> <p>Embrace guidance 18/6/2020 In order to keep all members of staff safe during the current pandemic, the trust confirms that anyone involved in regular cleaning (as opposed to wiping a surface occasionally with an anti-bacterial wipe), takes the following precautions:</p> <ul style="list-style-type: none"> <li>• Wears gloves beyond</li> </ul>						
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		<ul style="list-style-type: none"> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> </ul>				<p>the wrist</p> <ul style="list-style-type: none"> <li>Has arms and legs covered</li> <li>Wears an apron or tabard</li> <li>Wears clean clothes</li> </ul> <p>This will help to protect members of staff from splashes of cleaning materials and from direct contact with surfaces being cleaned.</p> <p>In addition to the above, if you are cleaning an area used by anyone that has symptoms of coronavirus or if cleaning bodily fluids, then a face mask and goggles should be worn.</p>						
<p><b>Carrying out daily building maintenance</b></p>	<p>Staff and pupils. Reduced infection control which</p>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (See lone working</li> </ul>										



	may result in spread of COVID19	<p>risk assessment).</p> <ul style="list-style-type: none"> <li>• Only essential maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• If practicable, social distancing is maintained throughout working procedures.</li> </ul>										
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Hot and cold-water systems are flushed before the school reopens.</li> <li>• Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>				<ul style="list-style-type: none"> <li>• Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.</li> </ul>				LS	24/8	Y
<b>Contractors working on site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of	<ul style="list-style-type: none"> <li>• Contracted work is carried out when the school is closed to staff and pupils.</li> <li>• Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>• Safe systems of work/Risk assessment, which include COVID19 control measures, are</li> </ul>				<p>Cancel any non essential work.</p> <p>Any booked essential work is re arranged for out of school time.</p> <p>Area will be cordoned off appropriately with groups using their alternate door.</p>				LS	ongoing	

	COVID19	<p>received and agreed by the school before work commences.</p> <ul style="list-style-type: none"> <li>Records of contractor's details should be kept for 21 days to assist with track and trace if necessary.</li> </ul>										
<b>Breakfast and after school clubs</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>Outdoor facilities are used where practicable.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>				<ul style="list-style-type: none"> <li>Staff will wear a visor to greet pupils and when dismissing them</li> <li>Shining stars pupils will remain in consistent bubbles and where possible maintain 2m distance between bubbles</li> <li>A separate detailed club risk assessment will be completed and updated half termly as a minimum.</li> <li>Separate risk assessments will be completed for after school sports activities. These will only take place in bubbles.</li> <li>Parents fully informed of arrangements</li> </ul>				AB/LW KA/RB	26/8 Sept	Y
<b>Emergency procedures</b>	Staff, pupils, parents/guardian,	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to</li> </ul>				SLT ensure early practice of evacuation procedures.				LS	1/9	Y

	visitors and contractors. Reduced infection control which may result in spread of COVID19	<p>all persons on site i.e. changes of egress from building.</p> <ul style="list-style-type: none"> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (1m separation) as far as is reasonably practicable.</li> </ul>				<p>Revise and make amendments as needed.</p> <p>Inform staff via weekly briefing/notes.</p> <p>HT more regular checking of call points/emergency lights/control panels</p> <p>PO/LS – responsible for water and asbestos checks</p>						
<b>staffing</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Gov guidance is that all staff are now "expected to attend work in school."</li> <li>"Members of staff defined as 'extremely clinically vulnerable' in some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate."</li> <li>Any staff who concerned, including those who are clinically extremely vulnerable or at increased comparative risk from coronavirus, can request a meeting with school leaders to discuss any concerns individuals may have around their particular circumstances</li> </ul>				<p>Individual risk assessments/plan for staff who identify they have increased risk and are extremely clinically vulnerable.</p> <p>Review the feasibility of further staff working at home in light of new gov advice – at a staff meeting.</p> <ul style="list-style-type: none"> <li>all classroom staff and office staff needed to work in school for pupil safety (including PPA) They need to be available to cover</li> </ul>				AB	24/9/	Y

						<p>absence.</p> <ul style="list-style-type: none"> <li>- Encouraged to leave early and work at home once pupils leave where possible.</li> </ul>						
<b>Curriculum aims</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• To have a broad and balanced curriculum is key.</li> <li>• To continue to support wellbeing and educational needs of all pupils.</li> <li>• Year 1-6 use the Recovery Jigsaw plans for the first 2 weeks</li> </ul>				<p>All plans and timetables reviewed by SLT</p> <p>Trips will not happen in the first term.</p> <p>Update the marking policy with staff</p>				AB/PB /KC	30/8	Y

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

***As the risk cannot be reduced to lower than a medium, then on site monitoring must occur frequently throughout the day by senior leaders to ensure that all stipulated controls are being adhered to.***

***A member of SLT will be rostered daily to undertake this monitoring process, any issues will be addressed immediately.***

Source:

<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> (16th June)

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

<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>

**Legionella risks during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**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>

**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

<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>

**Children who should be advised to 'shield'**

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

**Coronavirus (COVID-19): safer travel guidance for passengers**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Testing and tracing for coronavirus**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**COVID-19: guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Coronavirus (COVID-19): getting tested**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**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>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
  
- **Contact for PPE orders if you have difficulties with your own suppliers:**  
Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)  
Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 1m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.</li> <li>4. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ol>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>



Risk Assessor (s) Name(s):	Alison Banks	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:	20 <sup>th</sup> July 2020	Date of Next Review:	Dependent on DFE guidelines	
		Date of Review:	Friday 11 <sup>th</sup> September	AB
		Date of Review:	26/9/2020	AB
		Date of Review:	28/9/2020	AB
		Date of Review:	10102020	AB

<b>Potential Severity of Harm</b>	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>

<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
Likelihood of Harm Occurring		

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.