

<b>Risk Assessment</b>	<b>People's Services Department</b>			 St. Helens Council
<b>Activity or site:</b>	<b>The District CE Primary School. COVID 19 risk assessment and action plan regarding return to school</b>			
<b>Date of assessment:</b>	<b>09/07/2020 (v6)</b>	<b>Approved by:</b>	<b>L. Shelford</b>	<b>Review date:</b> 8/9/20
<p>This risk assessment should be produced and read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows:</p> <ul style="list-style-type: none"> <li>• <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• <a href="#">Preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></li> <li>• <a href="#">Preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</a></li> <li>• <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations</a></li> </ul> <p>and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p> <p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate:          Infection at Work: Controlling the Risk (HSE) (<a href="https://www.hse.gov.uk/pubns/infection.pdf">https://www.hse.gov.uk/pubns/infection.pdf</a>)          INDG136 Working with substances hazardous to health: A brief guide to COSHH (<a href="https://www.hse.gov.uk/pubns/indg136.pdf">https://www.hse.gov.uk/pubns/indg136.pdf</a>)          INDG173 Personal protective equipment (PPE) at work: A brief guide (<a href="https://www.hse.gov.uk/pubns/indg174.htm">https://www.hse.gov.uk/pubns/indg174.htm</a>)          HSG53 Respiratory Protective Equipment at Work: A Practical Guide (<a href="https://www.hse.gov.uk/pubns/priced/hsg53.pdf">https://www.hse.gov.uk/pubns/priced/hsg53.pdf</a>)          HSG262 Managing Skin Exposure Risks at Work (<a href="https://www.hse.gov.uk/pubns/books/hsg262.htm">https://www.hse.gov.uk/pubns/books/hsg262.htm</a>)</p>				

The purpose of this risk assessment is to help determine whether the school can 'scale-up' safely during the COVID-19 pandemic and is able to increase pupil numbers from 39.20, or indicate whether the identified risks trump this possibility.

This risk assessment was approved by the school's governing body and was informed by the St Helen's LA risk assessment template.

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Current control measures</b>	<b>Any additional control measures required</b>	<b>Date implemented</b>
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Ensuring correct implementation of policies and procedures	Pupils Staff Wider community	-All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: Health & Safety First Aid Infection Control	Summary of relevant points shared with staff and displayed in staffroom.  Set up KS1 library as isolation space. Display cleaning routine to be	22.5.20

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		<p>- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational setting'</li> </ul> <p>-The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>Department for Health and Social Care</li> <li>PHE</li> </ul> <p>The school's local health protection team (HPT)</p> <p>-The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <p>-Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on physical distancing and hygiene procedures for the school site on or before arrival.</p> <p>-Before and after school clubs will be subject to a separate risk assessment using the DfE guidance on Protective measures for out of school settings during the Coronavirus (COVID -19) outbreak.</p> <p>-<a href="#">Staying COVID-19 Secure in 2020 poster</a> displayed upon entrance to the school/setting to confirm the premises have complied with the government's guidance on managing the risk of COVID-19.</p> <p>-Visitor protocol displayed in main entrance and nursery rooms.</p> <p>-Plans for re-opening clearly communicated to parents and carers, including what protective steps the school/setting has taken to make it a low risk place for their child, with regular</p>	<p>followed when used by a pupil.</p>	

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		updates provided as necessary. -Parents, children and young people provided with details of education resources such as e-bug and PHE schools resources. -Parents, children and young people made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers.		
Fire Management	All building users	Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff. Prior to the increased occupancy of the school: -Physically test the fire alarm system and emergency lights are operational. -Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. -Check that all fire doors are operational. - Fire drills should continue to be held as normal. -Review, update and test individual named PEEP's		1 <sup>st</sup> June
Building Users. Ventilation.	All building users	-Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. -Open windows and doors in classrooms, school hall and other break out rooms to promote through ventilation. -If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.		1 <sup>st</sup> June
Poor infection control leading to spread of Covid-19 through school and wider school community	Pupils  Pupils from vulnerable groups.  Staff Staff from	- Posters displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. -Sign outside school office 'Please observe social distancing and do not pass on the ramp. Please phone the school office and do not enter the building unless essential'. -Additional PPE provided by school and LA.	Extra supplies to be ordered prior to 1 <sup>st</sup> June  Handwashing guidance provided to all parents of returning pupils. Parents requested to practice at home with their child.	22.5.20

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	vulnerable groups.  Visitors Wider School Community	<ul style="list-style-type: none"> <li>-Staff enter via main entrance, use sanitiser located next to electronic sign in, wash hands and re sanitise prior to starting work.</li> <li>-Soap and paper towels within toilets fully stocked at the start of each day and regular checks to be made throughout the day to ensure adequate supply.</li> <li>-Follow Catch it, Bin it, Kill it advice. Posters displayed in all rooms. Tissues supplies in all rooms.</li> <li>-Pupils told to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>PLEASE NOTE: Staff can monitor, but it will not be possible to enforce this expectation with EYs and primary aged pupils.</li> <li>-Handwashing techniques revisited with all pupils.</li> <li>-Supervise those pupils who are unable to independently wash hands correctly. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>-Parents informed of hygiene expectations.</li> <li>-Children to sanitise and wash their hands on entering school and at set times during school day – before/after playtime, after toilet use, before snack/lunch, after lunch and before they go home.</li> <li>-All onsite visitors/contractors to follow infection control/handwashing guidance on entry to site.</li> <li>-Peripatetic staff to follow agreed protocol. Office staff to share on entry to school. Dedicated rooms for support and intervention (hub/KS1 library).</li> <li>-Teachers and classroom assistants monitor the visible health of pupils and raise any concerns with first aiders/SLT.</li> <li>-Pupils with existing medical conditions already known to the school: Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat. Liaison and support with parents during school closure and as part of re-opening. Discuss with parents the initial steps and agree key actions re. isolation/seclusion.</li> <li>-Staggered start to the term (group A &amp; B) to enable staff to establish the expected routines/procedures, with a smaller group of children in the first instance.</li> </ul>	Revisit daily cleaning routines and display agreed steps/actions in all rooms.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>	

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Spread of Covid-19 through school and wider school community  Spread of infection within school	Pupils Pupils from vulnerable groups.  Staff Staff from vulnerable groups.  Visitors Wider School Community	<ul style="list-style-type: none"> <li>-Parents to follow agreed site entry and exit procedures. Staff to monitor at start and end of school day.</li> <li>-If pupils arrive at school wearing a face mask, parent places in a plastic bag before pupil enters school. The mask is taken home.</li> <li>-SLT support at the start of the school day to ensure teachers are able to focus on the majority of pupils and any issues are swiftly managed.</li> <li>-School has been deep cleaned by staff during lockdown period.</li> <li>-Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</li> <li>-Staff encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format.</li> <li>-Staff informed that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>-Parents informed that pupils do not attend school if displaying symptoms of COVID.</li> <li>-Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed.</li> <li>-Staff to contact SLT to arrange for Covid 19 test (through HR) for themselves or if someone they are living with for them.-Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus.</li> <li>-Gloves, medical aprons and masks ordered to administer first aid, which will also be available for staff to use as part of PPE, in particular with younger children</li> <li>-When administering first aid to children, staff MUST wear the necessary PPE in order to protect themselves.</li> <li>-Act in age appropriate manner towards children – e.g. if an older child is able to apply their own cold compress, encourage this practice.</li> <li>-No large gatherings. Worship will only take place in designated group in the classroom.</li> <li>-Continue to hold Friday staff briefings in KS2 hall to facilitate distancing.</li> </ul>	Stringent cleaning routines adhered to.  Children sit in the same seat/individual workspace within the classroom limiting cross contamination  Packed lunches stored in identified areas/collected on entry to site to avoid 'pinch points'. Parents to ensure a clean plastic storage bag daily.  Parents requested to wash uniform/clothing daily and keep one pair of shoes for school.  See EYFS requirements.  Remove rugs and soft furnishings from all rooms.	1.6.20

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		<p>-Children either wash or sanitise hands on entry to school (hand sanitizing stations located outside next to each entrance).            -Continue with agreed handwashing routines as per earlier guidance/rota.            -Teachers to monitor corridors and other shared spaces during any transition period, e.g. going outside for break, etc.            -Pupils explicitly taught the behaviour expectations and sanctions arising if disregarded.            -Class telephones to be used for messages to the school office. Children must remain in their classes.</p> <p><b>Regular Cleaning Regime</b>            -Implement agreed daily cleaning routines and ensure sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly used areas and surfaces – cleaning agents are used and stored in line with the COSHH Policy.            -Continue end of day/weekly cleaning routines (caretaker and cleaning staff).</p> <p><b>Lunch time</b>            -Implement agreed lunchtime arrangements (see guidance document) to facilitate social distancing and reduce transition around school. Y4-Y6 use classroom bases for lunch.            -Continue with daily cleaning routine of all classes/toilets and regular touch points each lunchtime period (see rota).            -Play within agreed bubbles within zoned playground areas. No contact games.</p> <p><b>Staffroom</b>            -All staff to ensure good hygiene washing cups, plates and cutlery and drying these.            -Disinfectant wipes used regularly to clean touch points and between individual staff use – fridge, photocopier, microwave, etc.</p>		<p>3.9.20</p> <p>3.9.20</p>

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		<p>-Staggered lunch and break times to maintain social distancing.</p> <p><b>Offices</b></p> <ul style="list-style-type: none"> <li>-Regular cleaning of telephones and keyboards, desks to maintain high standards of hygiene.</li> <li>-Staff use their own office station, computer equipment and telephone as far as possible. Clean in between if required.</li> <li>-IT support to clean prior and post use.</li> <li>-Ventilation at all times.</li> <li>-Admin will arrange collection of any items for class bases to reduce adult movement around school.</li> </ul> <p><b>Classrooms and equipment</b></p> <ul style="list-style-type: none"> <li>-All equipment has been cleaned as part of deep clean process.</li> <li>-Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Cleaning between use of any shared resources.</li> <li>-Children sanitise hands after touching bin lid. Bin lid to remain secure at all times.</li> <li>-All excess furniture removed.</li> <li>-At least 1 window open at all times.</li> <li>-Children have own pencil cases/stationery (Y2-Y6). Paired resources in Y1.</li> <li>-Shared equipment wiped down after use, or left for 72 hours.</li> <li>-Children do not bring any bags or other items to school. One coat allowed and stored on the back of the child's chair.</li> <li>-Adults to store PE bags in cloakroom area and distribute when required.</li> <li>-Pupils taught behaviour expectations, revisited regularly and every Monday morning, e.g. remain in seat/no movement around class, no touching other pupils and adults, etc. Catch it, bin it, kill it approach taught and revisited regularly.</li> <li>-Children and young people in classrooms and other learning environments will be</li> </ul>		

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		<p>seated side by side with desks positioned forward facing rather than face to face or side on.</p> <ul style="list-style-type: none"> <li>-Teachers' desks will be positioned at least 2 metres away from pupil desks.</li> <li>-Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, children and young people will be organised into consistent full class-sized groups, which will be kept together at all times in the day, to minimise contact and mixing with other class groups. Older children will be encouraged to keep distance within class group</li> <li>-Staff will modify their teaching approach to stay at the front of the class and maintain a distance from children and young people in their class (not applicable to EYs) as much as possible (ideally 2m), particularly close face-to-face support (noting that this is not possible at all times, which is why hygiene and hand cleaning is so important). Time spent within 1m of any adult or child/young person should be minimized.</li> <li>-Singing to take place in groups of 15 or less, or in the hall, with adults socially distanced. Any singing in class, all pupils front facing/side by side and adults socially distanced by more than 2 metres, all windows opened.</li> <li>-Playing of brass or woodwind instruments will not take place unless subject to a full risk assessment by music specialist.</li> <li>-Only 1 child allowed to use bathroom at any one time. Remind pupils to wash hands for 20 seconds and sanitise on return to the classroom.</li> <li>-Bathrooms to be cleaned (disinfectant spray) after class/bubble breaks.</li> <li>-cloakroom are must not be used by pupils. Coats to be stored on back of chair</li> <li>-Mobile phones kept by class teachers and stored in a closed cupboard during the school day (all phones switched off).</li> <li>-If close communication/feedback required – side by side, not front facing.</li> <li>-Water bottles stored on child's workspace. Cleaned daily and refilled.</li> </ul>		
External Play areas. Playground and	Pupils and staff	<ul style="list-style-type: none"> <li>Review your security access to the play areas and level of control.</li> <li>-Allocate areas for play and quiet activities to small groups under the supervision</li> </ul>		1 <sup>st</sup> June

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field		of a member of staff with line of sight. -Prohibit the use of the fixed play equipment to maintain as much possible social distancing. -Class bubbles use allocated small equipment. Equipment is not shared between bubbles.		
Spread of infection through participating in physical education and school sport activities.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils kept in consistent class groups during PE lessons.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided.</li> <li>• Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>• Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene</li> <li>• Physical Education lessons will be strictly non-contact and not involve more than any one class group (ie, supervised non-touch running games).</li> <li>• PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <a href="#">Association for Physical Education (AfPE)</a> and the <a href="#">Youth Sport Trust</a>. Reference will also be made to the Government's guidance on '<a href="#">Coronavirus (COVID-19): Phased Return of Sport and Recreation</a>' and guidance from Sport England for <a href="#">Grassroot Sport</a>.</li> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul>		
First aid	Staff and pupils	The number of first aiders to be available within school for the general population has not changed. In regards to Nursery and Early Year classes, the need for a	GOV.UK Guidance <a href="https://www.gov.uk/government/pu">https://www.gov.uk/government/pu</a>	1 <sup>st</sup> June

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		<p>Paediatric first aider remains a requirement of the EYFS.</p> <p>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home.</p> <ul style="list-style-type: none"> <li>-Set up PPE stations and named first aiders in allocated school areas.</li> <li>-A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>-If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	<p>blications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>	
Lack of social distancing	Pupils  Pupils from vulnerable groups.  Staff Staff from vulnerable groups.  Visitors Wider School Community	<p><b>Social Distancing</b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <ul style="list-style-type: none"> <li>-Senior leadership team review phased return schedules based on the Government announcement with regards to schools re-opening, staggered start time for children entering and leaving the building.</li> <li>-HT evaluated physical layout of the school, rooms, hand washing facilities, corridors, etc. It is highly unlikely staff will be able to implement one way systems to maintain social distancing during transition in school (movement from bathrooms to classrooms). This is due to the size and location of the bathrooms.</li> <li>-HT developing a plan for staggered break times, zoned areas, staggered lunch times, etc. to ensure reduced transmission between groups in school.</li> <li>-Staff and pupils to avoid contact with people who show symptoms of coronavirus, both in and out of school.</li> <li>-Where a member of staff must accompany or supervise a pupil showing</li> </ul>	<p>Phased return of pupils to ensure all social distancing actions can be safely implemented</p> <p>Letter to parents to remind should not enter school building. Phone or email to speak to office staff to reduce traffic into main entrance.</p> <p>Main corridors taped markers showing 2m social distancing upon re-opening to support children in adhering to social distancing measures</p> <p>Staff to revisit social distancing on expectations daily on entry to school with pupils.</p>	22.5.20



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		-Staff dismiss children ensuring 2m marker distance <b>Office Area and Main reception</b> -Office area – Table in front of office visitor window to ensure 2 metre distance. -Only one person at a time in the main entrance area. Sign outside to remind parents/visitors. <b>Classrooms</b> -Desks positioned to facilitate working side by side within the constraints of the class size. - Remove unnecessary furniture to open up the classroom.  PLEASE NOTE: This is not possible for EYs and some Y1 pupils. School will be unable to ensure social distancing for children in Little Stars, Nursery, Reception and some Y1 pupils. Therefore, there will be a reduced number of children in Little Stars and Nursery.		3.9.20
Communicating with parents on changes	Parents, staff and pupils	Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) -Inform parents that if their child needs to be accompanied into school, only one parent should attend. -Inform parents the pupils of their allocated start date and the procedure for entering/exiting the site, including protocols for minimizing adult to adult contact. (for example, which entrance to use) -Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. -Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.	GOV.UK Guidance – Implementing Protective Measures in Education. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-andchildcare-settings/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-andchildcare-settings/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings</a>	June 2020
Confirmed case in school (staff or pupil develop	Staff Pupils	-Ensure contact and communication with relevant agencies e.g. local authority and Public Health England with further guidance followed from PHE. -Refer to most recent advice on what to do if someone develops symptoms of	Contact any individual who has access to the building to notify them of any impact.	1.6.20 Updated 13.7.20

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Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.		Covid-19 in a school or other educational setting. -Follow LA/public health protocol and pathway. -Inform staff and governors. -Contact parents with LA Communications agreed statement.		
Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.	Staff Pupils	-Pupils who develop symptoms in school remain in identified isolation room and only use disabled toilet whilst waiting for collection. -Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20 <sup>th</sup> March 2020). -Where the child, young person or staff member tests negative, they will be allowed to return to the school/setting and their fellow household members can end their self-isolation. -Where the child, young person or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms -Consult PHE website for most up to date guidance. -Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. Any staff with suspected symptoms of Covid-19 <u>will not</u> be present in school in line with government and NHS guidance. -The PHE's Flowchart describing the <a href="#">Return to Work Process for a Symptomatic Worker following a SARS-CoV-2 (COVID-19) Test</a> will be followed prior to allowing	Regular contact is made to school headteacher or member of SLT to ensure up to date information	1.6.20

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		<p>workers back into the workplace.</p> <ul style="list-style-type: none"> <li>- Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste).</li> <li>-The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread.</li> <li>-Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see <a href="#">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a></li> </ul>		
Shortage of staff	Pupils	<ul style="list-style-type: none"> <li>-Use school based staff to cover in first instance. If insufficient staff use agreed supply agency.</li> <li>-Identify stand in cleaning staff in the event of cleaner sickness absence.</li> </ul>		1.6.20
Poor staff well-being	Staff	<ul style="list-style-type: none"> <li>-HT emailed staff for suggestions to support well-being.</li> <li>-Online well-being training provided for staff from 1.5.20.</li> <li>-NAHT well-being project access until 31.8.20 for all staff.</li> <li>-Allocate nominated senior leaders to each staff member who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing.</li> <li>-Staff inset 8.7.20. Staff able to identify their worries/concerns. SLT work to address these.</li> </ul>	Be alert to signs of low mood, or poor staff well-being and hold supportive conversations.	1.6.20

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Stress, Mental Health and Wellbeing adversely affected during the outbreak and upon return to school/setting	Staff Children and young people	<p>-Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes <a href="#">wider guidance on supporting children and young people's mental health</a></p> <p>-Digital support includes:</p> <ul style="list-style-type: none"> <li>➤ <a href="#">an educational resource</a> for adults about children and young people's mental health.</li> <li>➤ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>➤ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> </ul> <p>-Children and young people will be provided with opportunities to talk about their experiences over the past few weeks, one-to-one conversations with trusted adults, where this may be supportive.</p> <p>-Positive opportunities will be provided for children and young people to renew and develop friendships and peer groups and other enriching developmental activities.</p> <p>-Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</p> <p>-Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress.</p> <p>-Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious.</p> <p>-Staff workload monitored by management and adjusted as necessary.</p> <p>-Staff encouraged to speak regularly with their colleagues.</p> <p>-All staff accessed the DfE's training module <a href="#">on teaching about mental wellbeing to</a> assist in the training of Teachers who will be teaching pupils about mental health and wellbeing.</p> <p>-Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <a href="#">Coronavirus (COVID-19) Staff Resilience Hub</a> with materials on peer support, stress, fear and trauma and bereavement, to support</p>		

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		vulnerable pupils upon return to school.		
Mealtimes  School meals kitchen closure resulting in no school meals provision.	Pupils	-See additional lunchtime arrangements documentation: Staggered lunchtimes to facilitate social distancing in the KS1&2 hall. Y4-Y6 lunches in classroom bases. Staggered breaktimes and zoned areas on the playground. Allocated bubbled equipment. Additional cleaning of all class bases, regular touchpoints, toilets daily.	Monitor the arrangements daily, make adjustments as necessary based on the volume of pupils.	3.9.20
School trips	Pupils Staff	The UK Government has advised against all overseas education trips. The civil contingences group have advised against internal school trips also during this period. -All school trips must follow the transport guidance information. School trips will be arranged in class bubbles.		1.6.20
Behaviour  Upset child Positive handling required Children with specific needs	Pupils Pupils from vulnerable groups.  Staff Staff from vulnerable groups. Visitors	-Staff to remain highly vigilant to changes in behaviour and use de-escalation to reduce need for positive handling. -Staff to use professional common sense in interactions with children that are age appropriate in terms of consoling and comforting children. -Where children require 1:1 provision agree protocols with parents prior to start date, e.g. staff swaps to facilitate break/lunch or if behavior escalates. -Risk assessments to be updated for identified pupils.	Review behavior policy in light of current context.  Revisit risk assessments for individual children with challenging behaviour or specific needs that increase the risk of transmission e.g. drooling/biting. Provide suitable PPE.	1.6.20

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Inappropriate handling and disposal of waste	Staff Children & Young People Visitors (ie, Contractors, Suppliers and <b>support staff for pupils with SEND etc.</b> ) Vulnerable groups  <i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i>	<ul style="list-style-type: none"> <li>-Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>-Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste.</li> <li>-Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/settings's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>		1.6.20
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	Older Staff Male Staff Pregnant Staff Children & Young People Parents & Carers Those with existing underlying health conditions or from a Black, Asian and Minority Ethnic	<ul style="list-style-type: none"> <li>-Headteachers to identify and be aware of Staff who fall into one of the vulnerable risk groups as determined by Public Health England or who are from a BAME background, to ensure they are given adequate protection and support to enable them to comply with Government Health recommendations. Separate individual risk assessments will be completed for such Staff who are more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>-Staff who are clinically extremely vulnerable and have been 'shielding' will be supported to work from home, where this can be accommodated, and will only enter the workplace if it is COVID-Secure and suitable safe role can be found.</li> <li>-Separate individual risk assessments will be completed for any children and young people determined by a medical practitioner as being clinically extremely</li> </ul>		

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	(BAME) background  <i>(who are at higher risk of severe illness or poorer outcomes from contracting Coronavirus)</i>	vulnerable and more susceptible to severe illness or poor outcomes from COVID-19. -All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff. -Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc. -A separate individual risk assessment will be undertaken for pregnant women over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make them more susceptible to more severe symptoms or effects from the disease.		
Inadequate Induction of New and Temporary Staff	-Staff (including Supply Teachers and other temporary workers)	-Induction of staff will continue either remotely or in school in line with social distancing guidelines. -New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation.		

### Risk Assessment – Breakfast and ASC

Wraparound care operates in the KS1 hall. The provision is operated under the school governing body and only children from The District attend.

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	harm			
Poor infection control leading to spread of Covid-19 through school and wider school community	Staff Pupils	<ul style="list-style-type: none"> <li>-Parents to leave children and collect from the entrance door. No parents to enter the school site.</li> <li>-Staff to sign pupils in and out of wraparound care.</li> <li>-Pupils to follow agreed handwashing/sanitising routines: Before entering the hall Following toileting Before eating breakfast/teatime snack Before leaving wraparound to go to class/or home.</li> <li>-Staff to wash hands/sanitise on entry to wraparound daily and to follow agreed hygiene procedures when preparing/serving food.</li> <li>-Staff to display signage promoting 'catch it, bin it, kill it'.</li> <li>-Pupils to play in zoned areas to maintain group bubbles – 4 zones for Eys, KS1, LKS2, UKS2.</li> <li>-Staff to share behaviour expectations and revisit regularly: Play in your bubble (EYs, KS1, LKS3, UKS2) Keep in your zoned area Wash your hands/sanitise if you use the toilet, sneeze, cough, before you eat, etc. Speak calmly to each other and play alongside (rather than face to face).</li> <li>-Children to eat within their group bubbles and tables/chairs cleaned between groups.</li> <li>-Each zoned area to have allocated resources. Resources cleaned before being moved between groups of left for 72 hours.</li> <li>-Cleaning materials and PPE to be located in the hall at all times. Check daily by staff and out of reach for children.</li> <li>-Staff to maintain social distancing if possible, or to interact with children side by side.</li> <li>-First aider on site at all times. Follow guidance in whole school risk assessment re administering first aid.</li> </ul>	Phased return of wraparound to ensure staff have time to implement new systems and procedures.	7.9.20
Ventilation	All building users	<ul style="list-style-type: none"> <li>-At least one window to be open in the school hall at all times.</li> <li>-Hall doors to remain open.</li> </ul>	Staff to check ventilation on entry daily.	7.9.20
External Play areas. Playground and field	Pupils and staff	<ul style="list-style-type: none"> <li>-Outdoor area to be zoned for key stage bubbles. Children to play in their own group bubble with their allocated resources. Resources cleaned if rotated, or left for 72 hours.</li> <li>-Large play equipment is out of use.</li> </ul>	Staff to inform SLT if any issues arising.	7.9.20
Staff or pupil	Staff	-Follow the guidance in the school risk assessment re isolation and PPE.		

develop Covid-19 symptoms whilst in school building.	Pupils	-If a child develops symptoms in b/f or ASC the isolation room will be the gallery. If this space is used for isolation, the caretaker will be informed. The room will be cleaned once the child has gone home.		
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