**Risk Assessment Covid-19 (Reopening Schools)**

This example risk assessment is not exhaustive and should be used a guide for typical risk management considerations. You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is discussed with employees and their representatives.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down).

* **Elimination**

The hazard, task or activity is physically removed or abandoned

* **Substitution**

Replace a material or process with a less hazardous one

**Engineering Controls**

Isolate staff, pupils, visitors from the hazard

* **Administrative Controls**

Identify and implement procedures to maximise safe working

* **Personal Protective Equipment (PPE)**

Only to be considered if measures above would be ineffective to control risks

**Important note**: This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to education settings (**Coronavirus (COVID-19): Implementing protective measures in education and childcare settings**). This includes guidance for shielded and clinically vulnerable people / groups. Current class sizes capped at 15 pupils and pupils remaining in their small groups throughout the day. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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| --- | --- | --- | --- | --- |
| **Activity/Person/Location** | Managing COVID-19 risks – full re-opening of school |  |  |  |
| **Service Area** | Rush Green Primary School |  | **Resultant Risk Rating**  Please mark/tick | |
| **Manager** | S Abeledo |  |
| **Assessor(s)** | S Abeledo  Lisa Humpheryes  Trevor Irving  R Calderwood |  | High | TBC |
|  | Medium | TBC x |
| **Date of assessment** | February 26th 2021 |  | Low (normal) | TBC |
| **Review date** | March 26th 2021 |

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| **What are the hazards?** | **Who may be harmed and how? (risk)** | **What are you already doing?** | **What further action is necessary to manage/reduce/negate risk?** | **Actions by whom?** | **Action by when?** | **Date Completed** |
| **Social Distancing & Hygiene Protocols to minimise potential spread of COVID-19** | | | | | | |
| Covid Testing | Staff and adults entering school site could be bringing the virus into the school environment  Incorrect administration of tests could cause injury or false / inaccurate reporting of results. | *Lateral Flow Testing* [*(further information for staff can be found here)*](file://\\rgpssrv01\pd$\SLTResources\School%2520Closure%2520-%2520Coronavirus\Risk%2520Assessments\LFD%2520Tests%2520-%2520Staff%2520Info%2520Booklet%25201.docx)   * **SEE LA POLICY ON TESTING** * All staff provided with a lateral flow testing kit – this has been signed for. * Lateral flow tests to be taken twice weekly (before school begins on Monday and Wednesday) * All persons taking the test to make themselves familiar with the instructions provided with the kit to ensure safe administration of the test. * Where a positive result is recorded, staff member should arrange for a PCR test at a drive-in or walk-through centre and self-isolate for as per government guidelines unless a negative test result is received from the PCR test. * In the case of a ‘void’ result, a second test should be taken. If this also returns a ‘void’ result, staff member should arrange for a PCR test at a drive-in or walk-through centre and self-isolate for as per government guidelines unless a negative test result is received from the PCR test. * Any tests taken should be disposed of safely – either through use of sealed bags provided or biohazard waste if test taken in school. * Any positive test results must be reported immediately to the headteacher ([see additional information booklet](file://\\rgpssrv01\pd$\SLTResources\School%2520Closure%2520-%2520Coronavirus\Risk%2520Assessments\LFD%2520Tests%2520-%2520Staff%2520Info%2520Booklet%25201.docx)). All tests must be reported to the DfE using the online system * STAFF MUST NOTIFY SCHOOL IF LOW ON TESTS ( A WEEK SUPPLY LEFT WOULD COUNT) SO THAT NEW TEST KITS CAN BE SUPPLIED * WHERE STAFF ARE CALLED IN FOR EXTRAORDINARY MEETINGS, ALL STAFF WILL NEED TO HAVE COMPLETED AN LFD TEST BEFOREHAND, OR MEETINGS WILL BE HELD IN SMALL GROUPS ON THE DESIGNATED LFD TEST DAYS | * Ensure that visiting staff (such as supply teachers) have a negative covid test result. In the case where a test has not been administered, school to supply a lateral flow test on entry. * Ensure that there are adequate numbers of kits in school to maintain current testing procedures | KJ / Office  SS | Ongoing  Ongoing |  |
| Pregnant Staff | Possibility of transmission to unborn or newly born child. Risk to health of mother. | * All staff to follow social distancing protocols to minimise likelihood of transmission of Covid-19 * Pregnant staff to undertake an individual risk assessment as per usual protocols and taking in guidance from the 02/21 and the government’s [Coronavirus Guidance for Pregnant Employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) 26/02/21 * Pregnant staff and school leaders should make themselves aware of and follow the latest advice published by the [Royal College of Obstetricians and Gynaecologists](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/) UPDATED COVID19: ADVICE FOR PREGNANT EMPLOYEES 26/02/21 AND GUIDANCE FOR MAINTAINING SERVICES WITHIN HEALTH AND CARE SETTINGS (OVER AND ABOVE SCHOOL NEEDS) * WHERE THIS RISK ASSESSMENT IS FOLLOWED, RISK WILL BE MIIGATED FOR ALL STAFF, INCLUDING PREGNANT STAFF, * FOR STAFF AT 28 WEEKS +, LEADERSHIP WILL ENSURE THAT WHERE STAFF ARE IN SCHOOL, ALL STAFF LIKELY TO HAVE CONTACT WITH PREGNANT STAFF HAVE ADDITIONAL LFD TESTS ON THE DAYS THEY ARE IN – WHERE WE CAN, WE WILL AIM TO REDUCE CONTACT TIME TO 0.6FTE – THIS WILL BE AT CONSIDERABLE COST TO SCHOOL AND WILL NEED TO BE REVIEWED OVER TIME * STAFF AT 28 WEEKS + MUST TAKE PPA AT HOME AND MAINTAIN A 3M RULE WITH ADULTS IN SCHOOL * STAFF AT 28 WEEKS + USE A CHALK AND TALK APPROACH – WORK FROM THE FRONT OF THE CLASS * STAFF AT 28 WEEKS + PPE MUST BE WORN * STAFF AT 28 WEEKS + STAFF SHOULD USE THE STAFF ROOM SPARINGLY – FOR COLLECTING FOOD AND DRINK ONLY * PREGNANT STAFF WITH CEV MUST NOT ATTEND SCHOOL UNTIL GOV REVIEW/HR SAYS THAT THEY CAN | * School to regularly check for updates from DfE, NHS, RCOG and HR department on guidance for pregnant staff. | SLT, KJ | Ongoing |  |
| Vaccinations | Risk of effects of Covid on vulnerable staff | * A number of staff, including teaching assistants have had vaccinations through local government initiatives. | * Continue to monitor for further opportunities to expedite vaccinations for more staff. | TI / SLT | Ongoing |  |
| Shielded and clinically vulnerable  groups | Staff, Pupils | Keep updated on latest government and scientific advice and adapt risk assessment and protocols as necessary.  Risk assessment made available to parents via school website so that they are informed of procedures in place.   * Government guidance on CV and CEV staff to be followed * POTENTIAL CEV PUPILS ARE CONTACTED FOR CONFIRMATION OF CEV. DISCUSSION AND RISK ASSESSMENT WITH SCHOOL NURSE, PARENTS AND PASTORAL TEAM TO ASSESS ABILITY TO PROVIDE A SAFE ENVIRONMENT IN SCHOOL, BEFORE WIDER OPENING * CEV STAFF WORK FROM HOME | * Continue to keep abreast of, and consider, latest guidance. | SLT |  |  |
| Increased risk when using public transport | Staff, Parents and Pupils | Advice as per Gov 23/5/20 (updated 4th July)  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Staggering of the start and end of the school day to reduce pressure on bus transport at specific times   * Parents and staff have had information shared - [govt. poster via website / Twitter](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/890273/covid-19-passenger-guidance-infographic.pdf) * STAFF TO BE REMINDED, NOT TO CAR SHARE | * Further reminder to be made to parents to encourage the reduction of use of public transport and to avoid car shares / giving lifts to members of other households. | SLT |  |  |
| Spread of virus and Response to infection / Development of symptoms | Staff and Pupils | * Pupils, staff and parents (including members of the household) have access to Covid tests as per Gov announcements (test is the oral and nasal swab test to determine whether or not the patient has Covid19 NOT the test to see if they have had it in the past). A supply of these has been delivered |  |  |  |  |
| Staff at more risk of infection the more they are in school. Concerns over going home to families after lots of contact with children and possibly parents | Staff in specific year groups  Operation staff | Staff members and parents / carers must:   * Book a test if they are displaying symptoms * Stay away from the school and will be sent home to self-isolate if they develop them in school * Provide details of who they have been in contact with if asked to by NHS Track and Trace * Self-isolate if they have been in close contact with someone who displays symptoms or tests positive * In the case of a positive test, the parent *must* informthe school and continue to self-isolate in accordance with advice given when reporting to DfE / Public Health * Should a member of staff develop symptoms, they must: * Stay at home * Inform the HR officer * Book a test * Should a member of staff receive a positive test result, the staff member **must** inform the headteacher via telephone call immediately (number has been disseminated) and not divulge this information unnecessarily * Parents/carers/staff to notify school if self-isolating – this is tracked by staff in the pastoral team and HR * Protocols are in place for reporting positive cases and for establishing need for closures etc. Refer to flow chart at the end of the risk assessment for information. * If staff are required to self-isolate, a test may be taken. * Contact will be made by the school HR officer to isolating staff on a weekly basis. * If test is negative, infected person can return and household end self-isolation. However, children / staff member may be suffering from a different ailment (such as a cold or flu) and should return only when they are feeling well enough in accordance with the staff absence policy * If children are required to self-isolate: * Work will be provided in accordance with the Blended Learning Plan * Safeguarding arrangements will apply (see Safeguarding of Vulnerable Pupils section) * Families will be given the option to keep siblings at home. In these instances, work will be provided | Parents to be reminded of protocols around informing school and NHS of results of any tests  Tracking system set up to monitor when it is safe for pupils / staff to return to school | SLT and Office staff  PSA and Office staff |  |  |
| Social Distancing and keeping staff safe / Use of communal areas | Staff and visitors | * Social distancing of adults must take place. To facilitate this, separate staff and communal areas have been allocated to staff from 21st September AND THIS UPDATED IN FEB 21 * STAFF MUST BE VERY CLEAR THAT, THE SAFETY OF STAFF, CHILDREN AND OTHER SCHOOL USERS HINGES ON OUR ABILITY TO MAINATIN SOCIAL DISTANCING ARRANGEMENTS. ALL STAFF HAVE A RESPONSIBILITY TO MAINTAIN 2M+ (THE HEIGHT OF A DOOR AT RUSH GREEN) BUT IN OUR SCHOOL WE WILL AIM FOR 3M BETWEEN STAFF WHERE POSS. * FEB 21 GUIDANCE IS NOW THAT STAFF MUST NOT BE INSIDE 2M CONTACT OF EACH OTHER FOR LONGER THAN A TOTAL OF 15 MINS THROUGHOUT A WORKING DAY. * FEB 21 GUIDANCE IS NOW THAT STAFF MUST NOT BE INSIDE 1M CONTACT OF EACH OTHER FOR LONGER THAN 1 MINUTE – IT IS OK TO PASS STAFF IN A NARROW SPACE BUT NOTHING MORE * ‘main’ staff room, which will be separated into two zones (staff in EYFS, Year 4, site team). * YEAR 1 TO USE DT ROOM * Year 3 to use cookery room AND THE BACK OF THE KS2 HALL BY THE STAGING AREA * Current PPA room to be given over to staff in y5. However, there may need to be some movement of furniture to allow social distancing when other members of staff need to have access to the photocopier. * OFFICE STAFF TO USE RESPECTIVE OFFICE SPACES ONLY * Year 6 to use the spare y6 classroom * More laptops to be set up in all staff rooms to provide additional PPA space * Chairs in communal and staff areas to be spaced out to 3m (chairs to be STACKED AND removed if necessary AND SCREENS TO BE USED) * TAPE TO BE PLACED ON THE FLOOR IN COMMUNAL AREAS TO HELP SPACE CHAIR ARRANGEMENTS * ONLY ONE PERSON TO USE KITCHEN EQUIPMENT AT ANY ONE TIME * STAFF TO BE RESPONSIBLE FOR WIPING DOWN AND CLEANING EQUIPMENT AFTER USE * Computers and chairs in the PPA room have been spread out or removed * PPA time may be taken at home where possible * ALL STAFF ARE ENCOURAGED TO STAY 3M APART WHERE POSSIBLE OR 2M+ AS A MINIMUM (EQUATES TO THE HEIGHT OF OUR SCHOOL DOORS)   All staff rooms to include the following equipment:   * Kettle (or urn where there is no running water) * Microwave * Toaster * Basic refreshments (tea, coffee, sugar, milk) * Fridge * All adults to wear a face mask (not shield) in corridors and all communal areas except when eating * All staff and pupils to follow Gov advice regarding regular hand washing. Pupils are supervised when handwashing. TROUGH SINKS TO BE USED (EXCEPT IN INCLEMENT WEATHER) * STAFF TO BE INSTRUCTED TO PRIORITISE HANDWASHING OVER USE OF HANDGEL USE * Face coverings are to be worn at all times * Staff are reminded that social distancing must be adhered to both in and away from school   Perspex screens have been sourced and installed in staff rooms to provide barriers on tables – this will protect staff while eating or working etc.   * Toilets allocated to different groups of adults: * Year 6 Corridor: staff in years 5 & 6 * By old Junior School office: Years 2 & 3 * Main staff toilets (opposite Y1): Years 1 & 4 * EYFS: EYFS * Where school visitors, external professionals and contractors attend the school, PPE (including a face covering) is to be worn at all times. Disposable face masks to be held in the office for those without. * Visitors should have had a negative test result in the previous 3 days before entering the school. If a test has not been taken, the school can offer a lateral flow test. Visitors should also be asked whether they are displaying any symptoms of Covid-19 * Pictorial notices to maintain social distancing displayed * Staff and Governor meetings in SMALL groups in large spaces (e.g. school hall) to ensure that distancing can be maintained. Attendance at INSET to be by ‘bubble’, rather than whole school. When meetings / INSETs are held, staff should wear face covering. WHERE POSSIBLE, MEETINGS WILL BE HELD IN WELL VENTILATED ROOMS OR OUTSIDE. MOST MEETINGS WILL BE HELD REMOTELY. STAFF MEETINGS WILL BE HELD EVERY 3 WEEKS, IN SMALL GROUPS (AS DESCRIBED) * Any visitors to the school (for example trainees, educational workshop providers etc.), to be allocated a bubble to work with. Visitors to use the communal areas assigned to their specific bubble. However, in accordance with government guidance, they may work with children in more than one bubble over the course of their visit. * REDUCTION OF MIXING BETWEEN BUBBLES WILL BE MAINTAINED, HOWEVER THIS IS MITIGATION NOT ELIMINATION. WRAP-AROUND CARE AND SPECIALIST TEACHING AND SUPPORT MUST CONTINUE, AS PER DFE GUIDANCE * BRIEFING AND CONSULTATION WITH ALL STAFF GROUPS AND GOVS TO TAKE PLACE ON WEDS 3RD, THURS 4TH AND FRI 5TH MARCH * Wherever possible, staff are encouraged to remain within their bubbles. However, there may be circumstances where in order to maintain school operations, this will not be possible. For example, using printers and photocopiers which are located in other areas of the school | Regular reminders given to staff to promote social distancing communal areas such as the staff room  SET UP OF ADDITIONAL STAFFROOM SPACE AT BACK OF KS2 HALL AND EXISITNG STAFFROOMS  SOAP DISPENSERS TO BE INSTALLED BY OUTDOOR TROUGH SINKS  BLUE HANDTOWEL ROLLS TO BE PLACED BY SINKS  INSTRUCT STAFF AND CHILDREN ON USE OF HANDWASHING OVER USE OF HANDGEL. HANDGEL IS NOT A SUBSTITUTE FOR HANDWASHING, EVEN WHEN COLD WATER IS USED. |  |  |  |
| Child becoming sick or unwell with possible Covid | Staff  Children  Visitors | Protocol developed in line with [Government Guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) to include:   * If anyone becomes unwell with a new, dry, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). * If the child has symptoms of Covid-19, child to wait in THE FRONT RECEPTION AREA until parent is able to collect. This room has BETTER VENTILATION * If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. * PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). * In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive   They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  |  |  |  |
| Student Information | Staff may be working with unfamiliar children with specific medical of behavioural or other needs which they are not already aware of | * CEV PUPILS COVERED ELSEWHERE * STAFF AND PUPILS HAVE TIMETABLED USE OF THE HARP FACILITY | * List of medical information to be compiled * Relevant staff to add any further information as deemed necessary * Lists displayed discreetly in cupboard within classroom for staff working with children to refer to where necessary | CS / TI  Class teacher / YGL / PL |  |  |
| School Uniform |  | * School uniform to be worn by children and staff as per government guidance   *We would encourage all schools to maintain their usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.*  *Uniforms do not need to be cleaned:*  *• more often than usual*  *• using different methods* | * Information to be disseminated in letters to parents |  |  |  |
| Free School Meals | Children from deprived households may not be receiving adequate levels of nutrition whilst not attending school | * If children who are eligible for benefits-linked free school meals, vouchers to be purchased via schoolvouchers.com | * RC and CH to liaise on reporting self-isolating children to ensure that FSM pupils have vouchers made available | RC / CH | Ongoing |  |
| Entry to school premises | Staff, pupils, parents, contractors, visitors  Reduce opportunity for different social groups and households to come into contact with each other.  Main risks assessed are:   * narrow entrances to school (two-way traffic, buggies etc) * congregation of parents and children in playground and at school gates * Premises not big enough for all children and their families to be on site at once whilst maintaining social distancing * Children and adults displaying symptoms entering building * Children and adults carrying the virus into the building | * Additional staff members on playground to welcome all children. Staff member to wash hands before entering classrooms. * Reminders of protocols sent home and displayed at gates and throughout the school premises. These include: * Face masks to be worn * One adult per family is encouraged * Messages to be relayed via telephone or email – no face-to-face contact. * Stagger start and finish times as follows:  |  |  |  | | --- | --- | --- | | Year | Start Time | End of School Day | | Nursery (am) | 08:30 | 11:30 | | Nursery (pm) | 12:30 | 15:30 | | Reception | 08:30 | 14:40 | | Year 1 | 08:50 | 15:00 | | Year 2 | 08:40 | 14:50 | | Year 3 | 08:40 | 14:50 | | Year 4 | 08:50 | 15:00 | | Year 5 | 09:00 | 15:15 | | Year 6 | 09:00 | 15:15 |   *These times to be strictly adhered to – no children arriving early.*   * CHILDREN TO WASH HANDS ON ENTRY TO SCHOOL. CHILDREN ARE ENCOURAGED TO WASH THEIR HANDS PRIOR TO THE SCHOOL START AND THE CALL TO LINE UP. THIS CAN BE DONE USING THE SINK TROUGHS AROUND THE PLAYGROUND EDGES * Staff on duty to monitor behaviour in the playground before school. Children to be encouraged to line up on entry to playground; no games of football etc. * CLIMBING FRAME TO BE CLOSED OFF * Metal and plastic barriers have been purchased to demarcate where parents can stand – this will prevent parents coming into close proximity of staff and other children   Additional barriers placed along main entry to school to further enforce the one-way system and to lessen risk of visitors coming into close contact with each other when entering / egressing the school site.  Additional signage placed around school grounds, particularly at the gates, to remind visitors to wear a mask when on school premises.  Posters produced with children, staff and parents emphasising the need to wear a face covering on school site. Use of social-proofing will help reinforce the message.   * On dropping children off, no contact between parents and teachers – communication should be via telephone or email with office. Parents to direct children to the teacher; they are not to escort child to the line and wait with them. * Year 5 & 6 children to enter building straight away from 8:50 – no expectation to line up in full classes. Gates to be closed as per usual routine by staff members on playground duty. Parents may drop children off at the lower gate, but no entry into the playground permitted. * Additional car parking spaces have been provided in KS2 playground. This area to be separated from rest of playground to ensure children don’t go near staff cars. Site team to ensure that enough space is retained for emergency vehicle access.   Late Arrivals   * Late arriving children to enter KS2 Hall; parents to be reminded of importance of keeping to the timetable. TAs to escort children to their class. * Parents **must** sign children in – no parents to simply drop their child off. * Late arrivals to be given a ‘late card’ to take to class. This to be shown to the teacher then binned. These will be printed on paper to make them disposable and to help limit spread of possible virus. * Registers to remain open until 9:20 – teachers to mark children as present (/) or N * List of late children taken to office to be double-checked * Children to wash hands as they enter the building. Additional handwashing troughs have been purchased to facilitate this. * More handwashing troughs have been installed following handwashing audit.   Handwashing troughs to be ALLOCATED TO:  E – IN CLASS AND TOILET AREAS – TROUGHS NOT NEEDED  Y1 – BY DINING HALL AND FARM  Y2 – BY DINING HALL AND FARM  Y3 – PLAYGROUND TROUGH BY STAFFROOM  Y4 – AT TOP OF PLAYGROUND BY SA’S OFFICE  Y5 – TROUGH SINK BY IT SUITE  Y6 – TROUGH SINK AT RAMP ON BOTTOM PLAYGROUND AND TOP OF PLAYGROUND BY SA’S OFFICE  SLT to monitor entry to school premises in mornings – this will reduce parental contact with teachers and encourage / remind parents to abide by social distancing measures and wearing of face masks etc. | Audit to be carried to ensure that the allocated troughs are being used with minimal disruption to the school timetable and to also minimise possible contact between children and classes in different bubbles  SOAP DISPENSERS TO BE ADDED  BLUE TOWELLING AND BINS TO BE PROVIDED | SLT  SLT / YGL |  |  |
| Home time / egress from school premises | Staff, pupils, parents, visitors | * Limit number of adults allowed on school premises to one per family * One-way system to avoid bottlenecks and pinch points. Clear signage in place * Reminders of protocols sent home and displayed at gates and throughout the premises * Staggered finish times as in table above * These times to be strictly adhered to – parents discouraged from entering school site early or collecting early. This will only be allowed if agreed by SLT in advance * Barriers purchased and set out to mark off where parents can stand – this will prevent parents coming into close proximity of staff and other children * On collecting children, no contact between parents and teachers – communication should be via telephone or email with office. Teachers to direct children to their parent * Children to wash hands as they leave their classroom * Staff to monitor children in corridor to ensure social distancing is taking place * Children collected late to go to the hall and sit distanced from one another. Parents to be reminded of timekeeping on collection. | * Message to be sent to parents of year 5 / 6 children that walk home/use public transport are advised to speak to their own children about risks of mixing with children outside their groups and about making their way straight home. This is supported at school. Parents understand that we are unable to police this. | SLT/CT |  |  |
| EYFS-specific  (Nursery and Reception) | Staff, pupils, parents | *Entry – Control Measures and Considerations*   * Children in classes RO and RT to walk around the playground and enter through the Reception playground areas. * Children in classes RB and RE to be dropped off at the entrance to the covered area. * Parents to drop children at yellow line at top of ramp – no contact between parents and staff * Staff to wear face shields to reduce risk of transmission * Nursery children to be taken through the gate into the car park. This will alleviate pinch point at door. * Parents then leave via the car park. Car park to be taped off to create a pathway leading to the main playground.   *In Class Considerations and Control Measures*   * Rubber sheets removed from doors * Hygiene and cleaning arrangements as detailed elsewhere in this assessment * Any REC change bags to be left on child’s peg. Items needed for change bags to be given to staff member at door. * Addition of anti-bacterial washing up liquid to water used in water play * Additional washing facilities have been installed (soap dispensers, stools, paper towel dispensers etc.) * EYFS CLASSES SPLIT INTO 2 BUBBLES, INSIDE OUTSIDE PLAY TO TIMETABLED FOR EAUL ACCESS * Due to the nature of provision in EYFS and Year 1, children may use shared resources (e.g. pencils etc.). However, these should be cleaned or disinfected regularly.   *Toilets – Considerations and Control Measures*   * Toileting – will need to be supervised by an adult, as will handwashing. Ensure that: * Adequate staffing in place * Staff and pupils are safeguarded in the event of a child needing to be changed (see intimate care policy). * Additional cleaner to be DEPLOYED to ensure Nursery toilets can be cleaned between am and pm sessions | BJ to discuss with SLT options for additional cleaner in EYFS | Site team  SLT / Site team  SLT |  |  |
| Reception areas | Staff, pupils, parents, contractors, visitors | * Communication between school office and parents to be carried out via telephone or email, unless there are mitigating circumstances:   -Language barriers  -paperwork required  -emergency collection of child  -late drop off   * One-at-a-time policy for entrance to the office in place and is well-signed * At busy times (e.g. drop off and collection), member of staff to stand at the door to allow parents in – this will reduce number of people pressing the button. * 2m lines marked in case queues for the office form * Office staff to ensure screens remain closed where possible (to aid communication, a small gap to the main window may be used if necessary). * Line marked on floor 2m from front desk * When receiving items such as paperwork or small deliveries, staff to ask visitors to stand behind 2m line * Enhanced cleaning in place in line with [latest government advice on cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). * Hand sanitiser / handwashing facilities in place for anyone entering the building. * Where items will have regular contact (such as signing in screen), cleaning product or gloves supplied to minimise contact, with spray to be used to disinfect equipment. * Sanitisation / hand washing protocols to be observed when handling deliveries. * Staff to minimise number of visitors and contractors: where possible, scheduled maintenance to take place during school closure unless this compromises health and safety of those on site; no educational visitors to be invited in without prior risk assessment being completed * Office staff to maintain cleanliness of electronic equipment (e.g. telephone, computer, photocopier) by wiping down and using Dettol spray after use | * Parents to be informed via Communication Plan   Site manager to replenish stock of Dettol spray | SLT | Ongoing |  |
| Corridors and Shared areas used by pupils | Staff, pupils, parents, contractors, visitors | * Specific areas of the school allocated to specific groups of children to minimise contact * Stagger release of pupils at break time and lunchtimes to reduce traffic and avoid spread of infection. Timetable has been compiled. * At lunch times, Y1 and Y4 to enter the playground via doors closest to the staff room. Years 2 and 3 to re-enter the building via old junior office doors / classroom doors. This will limit opportunities for bubbles to pass each other in the corridors. * MDAs to only send children to dining hall when the queue is low to avoid large numbers of children waiting in confined space (corridor). Use of walkie talkies to facilitate this * Children to be given age-appropriate instruction on how to pass other children in the corridors (i.e. not to walk too close to others, wait to one side to allow others to pass etc. | * Reminders to be issued to midday staff and children about which toilets etc. they are permitted to use |  |  |  |
| Classrooms | Staff, pupils, contractors,  More risk of infection the more they are in school. Concerns over going home to families after lots of contact with staff, children and possibly risk to parents and families at home  Potential increase in risk to staff allocated only the specified year groups in school. Those staff will have increased exposure over other staff members  Potential increased risk to BAME | * EYFS as discussed on Page 4 * Bubbles of 2x year groups created to minimise risk of transmission, reduce footfall on school site and reduce impact on operation of the school of a confirmed case * Tables arranged in forward-facing rows as per government guidance. If necessary, remove excess desks and furniture from rooms. * Younger children that need changing use additional staff from office if required to ensure that 2 adults are present where the child is unable to change themselves (existing policy) * Hand sanitiser is available in classrooms for staff to use * Children are familiarised with the part of the school they are in – toilets and exits etc * Each child to be provided with set of stationery required for the day’s activities. These are not to be shared with other children. Staff to give instruction to children on good protocol (i.e. not sharing each other’s equipment). * Where subject-specific equipment and apparatus is needed to be shared between classes (such as art or DT resources), equipment should be cleaned before use. This ensures that there is no reliance on other members of staff to safeguard against infection. * PE equipment has been disseminated between classes and bubbles. * Reading books to be sent home on a daily basis, but staff to minimise handling of these and ensure either use of gloves if handling them is necessary. SHINY COVERED READING BOOKS TO BE WIPED DOWN WITH ANTIBACTERIAL WIPES BEFORE RETURNING TO SHELVES * Social distancing guidelines to be applied, monitored and corrected by all staff * Toilets are cleaned on an enhanced cleaning schedule * Teachers to wash hands before and after handling pupils’ equipment and work etc. Where practicable, teaching staff to wear disposable gloves. * Enhanced cleaning schedule to be implemented. This includes 3x daily cleaning of: * Main school door handles * Staffroom doors * Exit buttons * Class room doors * Hand rails * Signing in screen * Toilets   Tick chart to be completed when high-contact items have been cleaned. THIS TO BE REINSTATED FEB 21   * Windows to be left open to increase level of ventilation with classrooms * Use of outdoor spaces for learning to be encouraged to reduce length of time in confined spaces. * No shared water – children bring in water bottles from home on their desks. Disposable cups may be provided for children who forget to bring in a bottle. * Lidded bins have been provided * Behaviour policy has been amended to include Covid-related issues (e.g. spitting etc.) * All equipment in Computer suite to be sprayed down before and after classes enter. Children should also wash hands before and after visiting the computer suite. * WHERE CLASSROOM EQUIPMENT IS SHARED BETWEEN CLASSES, EQUIPMENT SHOULD BE CLEANED BY RECEIVING TEACHING STAFF * Computing teacher to teach from the front wearing face covering and to avoid touching children’s equipment * Homework now set through use of Google Classroom to reduce number of books etc being brought in from home in all year groups with the exception of EYFS and Y1 * Wherever possible, staff to teach and support from the front or side of the class to reduce contact with children to a minimum. * No Maths sets – this will minimise possible transmission within year groups. * Reception, y1 and y2 will set across 2 classes rather than 4 to minimise risk to whole year groups (RO & RE / RB & RT) * Y1 – classes to stick to their bays and designated quads (1K & 1E / 1D & 1G) * Y2 – classes to stick to their bays and designated quads (2C & 2M / 2L & 2BM) * Phonics to be set across these paired classes, not whole year groups. * Outside areas for Reception to be set on a rota basis, swapping weekly. * Minimise items brought in from home (e.g. pictures for show and tell etc). Message to be sent via ParentMail to discourage * Where children bring in a mobile phone (years 5 & 6 only), these should not be touched by members of staff * CLASSROOM DOORS TO BE LEFT OPEN AND ROOMS COMFORTABLY VENTILATED * OUTSIDE PLAYGROUND DOORS TO BE LEFT OPEN AT PLAY TO ENCOURAGE AIR MOVEMENT * Marking and feedback should still take place as per school policy. However, staff should ensure that the control measures such as regular handwashing takes place. If staff feel more comfortable, gloves may be worn when handling children’s books. | SLT and site team to ensure that egress routes are maintained.   * Ensure that there is enough stationery in the school for each child to have a set. If not, DS to order. * SLT and site manager to undertake H&S walks regularly to ensure safety protocols in classrooms are in place. * ANTIBACTERIAL WIPES TO BE PURCHASED FOR EACH CLASS * Feedback from cleaning staff welcomed and taken on board.   Message to be sent via parentmail to ensure parents are aware that only essential possessions should be brought into school | RC and BJ  Class Teacher  Class teachers and DS  KM / CTs / YGLs  SLT/CT  Site Manager  SLT / Office | Upon expanded reopening  Prior to expanded opening  Upon expanded reopening  Upon expanded reopening  Ongoing |  |
| High Needs SEND Provision (1:1) | Staff working within close proximity of students who cannot adhere to social distancing protocols (less than one metre) | * Risk assessments for students and staff. * Individual risk assessments completed for all staff acting as a 1:1 from September 1st * Individual risk assessments completed for high-needs children * Ensure risk assessments are cognisant of DfE safe working guidance for education published 1st June, 16th June and UNISON commentary and checklist for September 2020. * Timetable for HARP / Nurture rooms to be compiled to ensure that number of adults is minimised * Use of outdoor space to be encouraged where possible. |  |  |  |  |
| Lunch times | Staff, pupils, contractors, | * Children wash hands before and after lunch play   (COMING INTO SCHOOL ALSO AT THE END OF MORNING PLAY)   * Age-appropriate instruction given reminding children of social distancing requirements before every lunchtime. * Training / guidance given to first aid staff on best practise and use of PPE * Full PPE to be worn by first aiders and in EYFS where changing may be required * Play equipment limited to bubbles and cleaned after use * Staggered lunch breaks (see timetable) * Children have been allocated different dining halls according to their bubbles. Tables etc. are cleaned between sittings. * Eating of packed lunches outdoors to be encouraged when the weather is warm enough. * Nursery ‘all day’ children to take their lunch in the Nursery building. * Dinner registers to be left by the main entrance in the foyer, to reduce need for kitchen staff to enter the main school building. |  |  |  |  |
| Hall / assemblies | Staff, pupils, Contractors, | * Assemblies to be led by head teacher in individual classes – no large gatherings of pupils in the hall to take place. * Halls may be used for PE lessons, but will be mopped at night * Each bubble to be allocated a specific hall for PE. Timetabling of the halls to then be organised by YGL of relevant year groups * Dining Hall: Years 2 & 3 * KS2 Hall: Years 5 & 6 * KS1 Hall: Years 1 & 4 | * YGL to continually monitor timetable of hall | HT/SLT  YGLs | Upon expanded reopening |  |
| Toilets | Staff, pupils, Contractors, visitors | * Enhanced cleaning schedule has been implemented * Good hygiene promoted * Staff toilets to be part of the enhanced cleaning schedule and posters also to be displayed. |  |  |  |  |
| Break times | Staff, pupils, visitors | * Age-appropriate instruction given reminding children of social distancing requirements before every breaktime. * Children should wash hands before and after break * Break times are staggered (see timetable above) * Adequate staffing levels to ensure social distancing can be adhered to * Training / guidance given to first aid staff on best practise and use of PPE * Full PPE to be worn by first aiders * Staff to wear face coverings * Water fountains to be disconnected * Site team to clean any metal surfaces at the end of the day | * Continue to monitor government advice, especially any future updates on first aid in schools | SLT / CS | Ongoing |  |
| Wrap-around care (Breakfast and After School Club) | Staff, pupils, parents, | *Wrap around care is the same consistent groups of children, managed by advanced bookings*   * System of booking and recording children who will be attending BASC is now in place. * Children *must* be booked into BASC by the Friday preceding each week to allow for management of groupings. * Children to be arranged into bubbles as per regular school day. Hall to be set into zones to ensure that children adhere to these bubbles. Consider using other areas of the school if separation of bubbles is not easily managed. * Equipment to be shared on a rota to ensure that no cross-contamination between bubbles occurs. * Tables and equipment to be cleaned after use and regularly throughout the club opening times. * On collection and drop off, parents to remain outside of the hall – this to be enforced by ASC staff * Staff to supervise child washing hands thoroughly for 20 seconds with running water and soap as soon as the child has entered school. * Minimise items brought from home entering school. * Avoid handling children’s belongings. * Ensure that there is no sharing of food or drinks and that all utensils used by children and washed thoroughly after each use. * Tissues to be made readily available and children reminded to dispose after each use * Staff wear face coverings * Staff to maintain 2m distance from parents collecting and dropping children off. | Ensure that ASC / BC is fully staffed | Office Staff and ASC Lead  ASC Lead | Upon expanded reopening |  |
| PPE | Staff, pupils, parents, visitors | * Some PPE is available, including: * Gloves * Anti-bacterial wash * Hand washing facilities * Face masks (made by staff member) * Further PPE is on order, including: * Gloves * Anti-bacterial wash * Face shields * Face masks * Aprons * When working in class with children, face coverings must be worn. This may be a mask or a visor at the staff member’s discretion. However, in communal areas of the school, a mask (not a visor) should be worn. * PPE including face shields, gloves and aprons must be worn by staff when administering first aid at all first aid points * First aid should be administered in well ventilated areas where possible * Training given to staff on proper use and disposal of PPE | * Staff training required on how to safely use PPE   Continued ordering of PPE to be maintained ensuring plenty of stock in case of shortage | SLT | Ongoing and further PPE upon expanded reopening |  |
| Fire drills / Emergency situations | Staff, pupils, Contractors, visitors | * Read fire protocol as per usual school procedures and quick egress of the building will be the priority over social distancing arrangements * Fire Drill and Lockdown Drill to be carried out and social distancing to be maintained. When lining up, social distancing to be maintained and managed by staff * Teachers to explain evacuation procedures to their children and rehearse egress route and familiarise them with assembly points etc. This will take the place of a whole school fire drill. * Class registers to be brought from office to relevant playground | Staff and pupils familiarise themselves with Health and Safety Policies | All staff | Ongoing |  |
| Transport Arrangements | Staff, pupils, Contractors, visitors | * No trips to be arranged, therefore no transport required. | * Monitor government advice for any changes regarding school trips, swimming etc. | SLT | Ongoing |  |
| School Trips | Staff, pupils, parents | * Government advice is that trips may now go ahead dependent upon rigorous risk assessments. For the time being, all school trips (including swimming) suspended | * Review later in academic year and in conjunction with external providers (e.g. swimming teachers) | SLT | Ongoing |  |
| Reoccupation of areas which have not been in use. | Staff, pupils, contractors, visitors.  Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order required. | * All school areas have been maintained throughout lockdown as per usual protocol * Site manager has confirmed that water flushing has taken place to reduce risk of legionella. * Non-essential maintenance may be rescheduled for the summer to reduce number of visitors on site. Other maintenance to take place following appropriate risk assessment if deemed necessary. | * SLT to liaise with site manager to ensure that all site maintenance and checks have been undertaken. | RC & BJ | Ongoing |  |
| First Aid Administration by staff | Staff, pupils, parents, visitors | * Adequate numbers of trained staff to administer First Aid at all times of day (including EYFS First Aid). Teaching assistants to be on playground duty with responsibility for a maximum of 2 classes. * Check First aid boxes content and facilities available * Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask/face shield. Eye protection is also required if the casualty is coughing, spitting or vomiting * PPE / Handwashing protocols to be followed * With the exception of major injuries (such as those which may require seeking medical intervention/ ambulance etc.), trained first aiders to deal with issues in class or at the playground first aid stations. Only more serious incidents to be taken to the school office. * Across each year group, one (or two where possible) first aid stations to be set up, including books for recording injuries and administration of first aid. | * Continue to monitor government advice, especially any future updates on first aid in schools * SLT to complete EYFS First Aid Certificate * All staff (incl. TAs and MDAs to be made aware) * Break duty timetable to be produced to ensure that there are adequate first aiders in the playground | SLT / CS  SLT / CS  CS | Upon expanded reopening |  |
| COSHH  Cleaning / Sanitisation products | Pupils and staff  Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children | * COSHH risk assessment updated to include all newly introduced cleaning products * Training provided to all relevant staff members required to use cleaning products * Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. * Strict instruction to staff to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times | * Updated COSHH RA completed | BJ | Ongoing |  |
| Dealing with / clearing up with Body Fluids | Staff, pupils, visitors | * Body Fluids protocol updated to include COVID-19 risks to include: * Where clearing up of body fluids is required, the staff member must wear appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield * PPE and waste disposal protocols to be followed (double bag waste) * Handwashing protocols to be followed | * Introduction of face masks/shields and plastic aprons | SLT | Upon expanded reopening |  |
| Movement between bubbles | Staff moving pupils between bubbles (such as for first aid, late entry etc.) | * Movement between bubbles has been minimised as much as possible, however, government guidance states that staff may work between bubbles:   *All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.*   * PPE – including face coverings – to be worn at all times * Handwashing and good hygiene promoted * Staff reminded to maintain adequate distance between themselves and other school users |  |  |  |  |

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

**Covid Flow Chart**

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| **Member of staff tests positive following a PCR test** |
| **Inform Headteacher immediately**  **Do not inform other staff members at this stage; this is to help control the flow of information, avoid panic, enquiries from staff and parents (delaying the process), allow time to obtain wider information and to determine a plan of action before sharing with the wider community.** |
| **Are they symptomatic or asymptomatic?** |
| **Headteacher, with the assistance of the infected staff member, will work backwards from the test date, to identify those**  **that have come into close contact and record these on the CRP record sheet. This will be done with reference to the school risk assessment and DfE Operational Guidance Feb21.** |
| **Head Teacher will contact Matthew Cole (Director of PH) to run through risk assessment process, contacts etc and get advice on next steps.** |
| **Headteacher (or another nominated member of staff, including year group leaders) will contact any affected individuals and direct them to isolate and have a PCR test in the interim period.**  **Headteacher will confirm actions with Matthew Cole and let Jane Hargreaves, Chair and Vice Chair of Govs and a general update to staff.** |
| **Matthew Cole (Director of PH)**  **will report positive case**  **to DfE, LCRC and Jane Hargreaves** |
| **Headteacher will send letters to parents/carers and affected staff** |
| **Isolation period for staff testing positive commences** |
| **SLT will re-evaluate risk assessment and make changes**  **or additions where necessary** |