

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>Old Fletton Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Sarah Levy & Neal Dickson July 2020 (initially)

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<p><b>Review Date</b></p>	<p>3rd September 2020 Training Day, Monday 7th September (1st day of full opening). As needs dictate plus Friday 11th Sept (first full week of opening)</p> <p>Friday each week in the first month as routine and then as needs require</p> <p>4th January 2021</p> <p>3rd February 2021</p> <p>25th February 2021</p> <p>16th March</p> <p>16th June</p> <p>4th January 2022</p> <p><b>Colour Coding</b></p> <p>Black original risk assessment.</p> <p>Blue amendments during term 1.</p> <p>Green changes for this term.</p> <p>Red - changes following updated guidance 'Restricting attendance during the national lockdown: schools' Feb 2021</p> <p>Pink - changes following updated guidance 'Schools coronavirus (COVID-19) operational guidance'</p> <p>Brown - changes as HT made aware of a potential vulnerability at the end of the school day.</p> <p>Changes in furniture for transition fortnight</p> <p>Orange - Changes following HT briefing by Jon Lewis and minor updated guidance from DFE.</p>
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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2. clean hands thoroughly more often than usual</li> <li>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5. minimise contact between individuals and maintain social distancing wherever possible</li> <li>6. where necessary, wear appropriate personal protective equipment (PPE)</li> </ol>	<ol style="list-style-type: none"> <li>1. After school club Foyer to be used as designated space for potential COVID-19 cases and ND, SL and JW to be named first aiders who has been trained in the use of PPE.</li> <li>2. Train additional staff member on use of PPE.-(Sarah Levy)</li> <li>3. Order for soap, tissues and paper towels to ensure sufficient supply for all classrooms.</li> <li>4. Order cleaning materials (detergent and blue roll) to ensure there is sufficient for all rooms.</li> <li>5. Brief staff on cleaning requirements for classrooms (Appendix 1)</li> <li>6. Brief staff on cleaning requirements for shared spaces (adult) (Appendix 2)</li> <li>7. PPA cover teachers can wear clear face visors when carrying out their role. (Serving kitchen staff as well)</li> <li>8. All adults to wear face coverings masks at start and end of day routine.</li> <li>9. Face coverings Masks (not visors which can also be worn in addition) to be worn in when entering and sitting in all communal adult spaces including corridors e.g. the staffroom- only to be removed whilst eating, this includes PPA and CPD - Follow removal guidance (appendix 8).</li> <li>10. Staff to challenge each other when 2m distance appears not to be being observed. This continues to be the biggest risk factor in the spread of the virus. Share new 'close contact' criteria to make staff aware of their need to maintain a suitable distance from others as much as is practicable.</li> <li>11. Sanitiser at entry and exit points.</li> <li>12. Lateral flow testing is available for all staff - staff to test twice a week for asymptomatic cases - inform JW</li> <li>13. Avoid pupils from bubbles meeting in HT and school office. Call for support rather than sending pupils to a potential pinch point.</li> <li>14. Reintroduce masks at start and end of day.</li> </ol>	<p>ND</p> <p>ND</p> <p>RW</p> <p>RW</p> <p>ND/SL</p> <p>PPA teachers/ serving kitchen staff</p> <p>ALL</p> <p>Staff</p> <p>Staff</p> <p>ND/SL</p> <p>ND/SL</p> <p>ALL</p> <p>Staff and Parents</p>	<p>09.07.20</p> <p>04.09.20</p> <p>13.07.20</p> <p>13.07.20</p> <p>17.07.20 &amp; 03.09.20</p> <p>17.07.20 &amp; 03.09.20</p> <p>04.01.21</p> <p>03.02.21</p> <p>04.01.21</p> <p>03.02.21 &amp; 04.02.21</p> <p>04.01.21 &amp; 01.03.21</p> <p>01.02.21</p> <p>04.01.22</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Response to any infection	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>engage with the NHS Test and Trace process</li> <li>manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>contain any outbreak by following local health protection team advice</li> </ol>	<ol style="list-style-type: none"> <li>Share PHE flow chart with staff so that they are aware of what is required if there is a suspected COVID-19 case.</li> <li>Brief staff on Old Fletton protocol and process if there is a suspected COVID-19 space including who to contact and where to take the pupil/adult. (Appendix 3)</li> <li>Complete LA 365 notification form of a positive case</li> <li>Survey children and parents regarding access to technology and ensure all children who need it have a device to take home with them.</li> <li>Provide school books to enable remote learning including RWI spelling.</li> <li>JS to monitor attendance and access to online learning and share concerns with HT and DHT who will then follow up further e.g home visit to remove barriers.</li> <li>Teams, Lexia and Mathletics login details to be made available in the office to be shared with families who have misplaced their details.</li> <li>Inform COG of bubble closure.</li> <li>Teacher's to amend curriculum to enable remote learning e.g. swimming</li> <li>Re-send LA letter to parents regarding COVID 19</li> <li>Contact emergency school closure email for support when an outbreak has been identified, following meeting DFE criteria.</li> </ol>	<p>ND</p> <p>ND/SL</p> <p>RW/JW</p> <p>ND</p> <p>Staff</p> <p>JS/ HT/ DHT</p> <p>JW/RW</p> <p>HT</p> <p>Teachers</p> <p>SL</p> <p>ND/SL</p>	<p>17.07.20</p> <p>17.07.20 &amp; 03.09.20 &amp; 01.03.21</p> <p>When available</p> <p>As needed</p> <p>07.01.22</p> <p>As needed</p>	<p>✓</p> <p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			12. Send LA letter to parents following a confirmed positive case.	ND/SL/RW/JW	As needed	
Contingency planning for a further outbreak	All stakeholders due to contracting COVID-19	1. In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.	<p>1. In the event of a local outbreak and advice given to temporarily close (School will not close without consent from Peterborough LA / DFE):</p> <ul style="list-style-type: none"> <li>- Staff will Marvellous Me and call all parents to inform them of the need to collect their child from their designated entrance at a given collection window.</li> <li>- Classes will remain in their classroom until collection (except use of the toilet).</li> <li>- Children will be taken to their designated entrance at collection window with younger children being dismissed last.</li> <li>- SL and ND will log any decisions made and the rationale that underpins them.</li> </ul>	<p>RW/JW</p> <p>All staff</p> <p>All staff</p> <p>SL/ND</p>	As required	

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Social Distancing in school	All stakeholders due to contracting COVID-19	<p>1. Minimise contact between individuals and maintain social distancing wherever possible</p> <p>2. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p>	1. <del>Children to be organised in year group bubbles.</del>	ND/SL	09.07.20	✓
			2. Brief all adults in school of their need to maintain a minimum 2m+ distance wherever possible from each other and 2m ideally. <del>(Marked 2m distanced spaces in shared areas)</del>	ND/SL	17.07.20 & 03.09.20	
			3. Adults who work 1:1 with pupils will do so side by side and not face to face.		17.07.20& 03.09.20	✓
			4. Purchase tables (Yr2-6) to enable children to sit side by side during lessons.	ND/SL	03.07.20	
			5. Reception and Yr 1 pupils to have minimal furniture in the classroom and designated carpet spaces to maximise distance between them and ensure side-by-side working.	RW		✓
			6. Discussion with JL on 16.06.21 for last 2 weeks of the summer term original furniture to be returned to classrooms and children are able to sit face to face etc. Rationale currently whole year group bubbles are sent home because contact tracing is not possible at lunchtime.	CH	03.09.20	✓
			7. Children will be briefed on maintaining personal space with adults and friends where possible this will be completed through PSHE lessons.	All staff	07.09.20	✓
				All staff	07.09.20	✓
			8. School will provide children to have own set of basic equipment at their table (pencil or pen, ruler, rubber, whiteboard and pen). - with the exception of reception.	Teachers	Summer term	✓
			9. No parents in school. parent communication will be via email and phone and if it is absolutely necessary to have a conversation an appointment can be made for a socially distant meeting. Remote parents' evening to be held during summer term. All visitors in school to wear a mask.	All staff	07.09.20	✓
	All staff	07.09.20				
	ALL	04.01.22	✓			
	All staff	05.11.20	✓			
	All staff	05.01.21	✓			
		01.03.21	✓			

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Social Distancing in school	All stakeholders due to contracting COVID-19		<p>1. Staff meetings and training days - staff remain in bubbles and Teams used to deliver training. Staff instructed to bring in beverages to avoid unnecessary crowding in the staff room</p> <p>2. Staff to challenge each other when 2m distance appears not to be being observed. (See Prevention point 10)</p> <p>13. Reallocate support staff (Y2) into different work spaces to enable social distancing in small classrooms.</p>	<p>All staff</p> <p>All staff</p> <p>ND</p>	<p>05.01.21</p> <p>01.03.21</p> <p>01.03.21</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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Cleaning	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Deep clean undertaken during half-term of the summer term.</li> <li>More frequent cleaning procedures should be in place across the site, this has been achieved through the appointment of a full-time cleaner on site between 9:30-2:30, their focus is: communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Handrails on staircases and corridors,</li> <li>Lift and hoist controls,</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>If you have been informed that someone has tested positive with COVID-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</li> <li>Cleaning contractor ensures all training for the onsite cleaner including use of PPE has been undertaken.</li> <li><del>Year 2 to be allocated access to the trim trail no other bubble to use this space. Children will wash their hands on returning to class. Year 4 &amp; 6 to be allocated access to the outdoor gym no other bubble to use this space. Children will wash their hands on returning to class.</del></li> <li><del>New lunchtime spaces allocated for transition week (Appendix 4 - NEW)</del></li> <li>Draw up staff cleaning requirements for classrooms. (Appendix 1)</li> <li>Enable access for the daily cleaner as required and to request support from the cleaner if needed.</li> <li>Draw up a cleaning protocol for staff to follow for shared equipment. (Appendix 1)</li> </ol>	<p>ND/SL</p> <p>Easy Clean</p> <p>ND/SL</p> <p>SL</p> <p>ND</p> <p>All staff</p> <p>ND</p>	<p>As needed</p> <p>07.09.20</p> <p>09.07.20</p> <p>02.11.20</p> <p>16.06.21</p> <p>09.07.20</p> <p>07.09.20</p> <p>09.07.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lunchtime Catering facilities	All stakeholders due to contracting COVID-19	1. Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> <li>o Serving food</li> <li>o Queuing</li> <li>o Different lunch periods</li> </ul>	1. Menus to be decided upon to enable easy service / carrying and to reduce the amount of preparation time meaning staff don't have to be in an enclosed space for as long. <b>Second lunch option provided for children on days where only one meal vegetarian meal option is offered.</b>	SL/KD  KD KD	10.07.20  07.09.20 <b>22.02.21</b>	✓  ✓
			2. Cleaning protocols and rota to be made for the hall between groups getting their lunch.	ND/SL	13.07.20	✓
			3. A lunchtime protocol to be developed to ensure minimised contact between bubbles, cleaning and transfer of plates and cutlery (Appendix 4) (Appendix 4 – NEW)	ND/SL KD	07.09.20	✓
			4. One bubble to collect pre-served dinner at a time. <b>Year 6 to eat in the hall.</b>	RW	07.09.20	✓
			5. Removed salad bar.	KD	07.09.20	✓
			6. School dinners to be paid for through remote payment method.		07.09.20	✓
			7. Kitchen windows and doors to be opened at the start of the day to ensure good ventilation.	RW	05.01.21	✓
			8. <b>Wonde vouchers to be provided to FSM pupils at home.</b>			✓
			9. <b>Kitchen staff to wear a mask when not lone working. Kitchen staff to wear a mask when serving meals.</b>	Kitchen staff	02.03.21	

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Fire Safety	Children and staff due to fire on the premises &/or contracting COVID-19.	<ol style="list-style-type: none"> <li>1. Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</li> <li>2. Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>3. Reminders to staff and pupils that if the fire alarm is activated that they must try to maintain 1M+ if possible.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return Fire Safety Policy to pre-COVID version.</li> <li>2. Each bubble to complete own fire drill separately to minimise interactions with other bubbles.</li> <li>3. <del>Critical worker and vulnerable pupil bubbles</del> Classes to complete their own fire drill for the Spring Term to take place on W/C 21.03.21. Classes to complete a further fire drill during the summer term. Record of completion to be kept by JW.</li> <li>4. Conducted whole school fire drill during Autumn term.</li> </ol>	<p>RW</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>All</p>	<p>07.09.20</p> <p>Sept 2020</p> <p>March 26th</p> <p>June 2021</p> <p>November 2021</p>	<p>✓</p> <p>✓</p>

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Access/Egress of school building and site	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>One way traffic through external gates to avoid face to face passing.</li> <li>Allocated door or one way system so that each year group bubble avoids face to face passing with another bubble.</li> <li>All doors to be propped open to reduce the need for touch whilst taking into account fire protection measures.</li> <li>Increased cleaning of handles and touch plates.</li> <li>All stakeholders to wash hands on entry to classroom.</li> <li>Allocated drop off and collection times</li> </ol>	1. Year group bubbles to be allocated specific entrances that must be used and specific staggered entry / exit times. (Appendix 5)	ND/SL	17.07.20	✓
			2. Year group bubbles to be allocated staggered lunchtimes. (Appendix 4 NEW) and their own dedicated space for break time.	ND/SL	17.07.20	✓
			3. A child (physical need) to have own entry and access point to year 6 to take into account mobility need.	ND	17.07.20	✓
			4. Parents to be informed of new start and end of day arrangements by MM and website letter. This will include entry point, time and the fact that the parents cannot enter the building and must be 1m apart whilst waiting.	RW	17.07.20 & again on 04.09.20	✓
			5. All adults to wear face coverings at start and end of day routine.	All	04.11.20	✓
			6. SL, JS, ND, JW complete duty outside at the start and end to support effective routines	ND, SL, JS		
			7. Parents to be reminded of staggered starts and entrances ready for March 8th opening.	HT	01.03.21	✓
			8. Parents of year 1 and 2 to be made aware of no access to the class teacher until all children dismissed.	HT	16.03.21	✓
			9. Staff training via conversation with conversation with HT and PDM meeting on 16.03.21	HT	16.03.21	✓
			10. Named adult and back up adult allocated to each gate on playground: Am – St Margaret's Rd = ND (DG), Visitor Carpark = SL (JW), Parent waiting area = TM – Pm: St Margaret's Rd = ND (DG), Visitor Carpark = JS (SL), Parent waiting area = TM			

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First Aid	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> </ol>	<ol style="list-style-type: none"> <li>ND/SL/JW to be named as nominated staff for dealing with potential COVID-19 pupils.</li> <li>First Aid (non COVID) will be dealt with by primarily in the bubble if possible and adults who have appropriate qualifications - but if not, then ND is a designated paediatric first aider and will deal with more significant events using ASC as a base.</li> <li>All first aiders to use gloves to reduce skin to skin contact.</li> <li>Office to provide updated list of medical needs for bubbles, this to be shared with school staff and stored in line with GDPR requirements.</li> <li>Lunchtime supervisors provided with first aid bum bag packs to enable effective first aid provision.</li> </ol>	<p>ND/SL</p> <p>All staff</p> <p>First aiders</p> <p>RW/FR</p> <p>RW/FR</p>	<p>07.09.20</p> <p>07.09.20</p> <p>07.09.20</p> <p>07.09.20</p> <p>04.11.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Waste	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> </ol>	<ol style="list-style-type: none"> <li>Onsite cleaner empties waste bins throughout the day and follows guidance from the cleaning contractor regarding PPE.</li> </ol>	Cleaner	07.09.20	✓
Break/Lunch times	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>The school will stagger lunchtimes and have allocated spaces during break times to achieve the social distancing.</li> </ol>	<ol style="list-style-type: none"> <li>Year group bubbles to be allocated staggered lunchtimes (Appendix 4) and break-time space.</li> <li>Purchase additional play equipment for each bubble.</li> </ol>	<p>ND</p> <p>SS</p>	<p>17.07.20</p> <p>20.10.20</p>	<p>✓</p> <p>✓</p>

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Staff/Pupils within the shielded / vulnerable group	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ol>	<ol style="list-style-type: none"> <li>2 risk assessments need to be carried out on two members of staff who are extremely clinically vulnerable.</li> <li>6 risk assessments need to be carried out on six members of staff who are clinically vulnerable.</li> <li>Carried out more RA as a greater number of staff were identified as CV</li> <li>Offer RA reviews to all CV staff.</li> <li>SAFE officer to monitor vulnerable pupils working at home and if they are not logging onto their learning to call that day to find out why and try to resolve the issue.</li> <li>SAFE office to complete safe and well phone calls to vulnerable pupils weekly.</li> <li>Risk assessments and reviews to be carried out following a staff request.</li> <li>Pregnant staff to be reminded of the need to shield at 28 weeks inline with their RA.</li> </ol>	<p>ND/SL</p> <p>ND/SL</p> <p>ND/RW</p> <p>ND/SL</p> <p>SAFE officer</p> <p>Safe officer RW/ND</p> <p>RW</p>	<p>03.09.20</p> <p>03.09.20</p> <p>04.11.20</p> <p>05.01.21</p> <p>05.01.21</p> <p>05.01.21</p> <p>01.03.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Contractors	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ol>	<ol style="list-style-type: none"> <li>Providing access and working conditions that enable contractors to work on new school building without coming into contact with any school stakeholders.</li> </ol>	SL, RW, RM	04.01.2022	
Property Compliance	All stakeholders due to unsafe building.	<ol style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ol>	<ol style="list-style-type: none"> <li>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</li> </ol>	RW	Ongoing	

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Hygiene	All stakeholders due to contracting COVID-19	<p>1. The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>2. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p>	1. Hand washing protocol to be developed and shared with staff to enable social distancing whilst washing hands. (Appendix 6)	ND	09.07.20	✓
			2. High need pupils have additional adult support to enable them to wash their hands following the school protocol.	ND	07.09.20	✓
			3. Adequate supplies of hand soap and paper towels to be ordered.			✓
			4. Teachers to model and ensure children follow respiratory hygiene (catch it, bin it, kill it). (Appendix 7) Provide children with individual tissues at workstation to facilitate this.	RW	17.07.20	✓
			5. In EYFS and Yr 1 children to wash hands or use hand gel as they transition between areas of continuous provision this will enable access to a full range of resources (pg14 Guidance for Full Opening).	ND	09.07.20	
			* separate appendix of continuous provision activities on offer and the mitigations of risk for each one to be agreed on the training day with all EYFS staff (for clarity: Sand is NOT on offer and play dough is individually portioned.)	CH	17.07.20	✓
			6. To ensure good natural ventilation open classroom windows at the start of each day. And prop non fire doors open. Subject to extreme cold weather ensure windows fully open during break and lunch to facilitate maximum ventilation during this period.	All staff	07.09.20	✓
			7. To remove soft furnishings from shared areas.	All staff	17.07.20	✓
8. CO2 monitors have been installed in classrooms and work spaces and action taken in light of readings.	All staff	04.01.22	✓			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Reporting Covid-19 incidents	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ol>	<ol style="list-style-type: none"> <li>To have copies available of: Stay at home guidance for households with possible (COVID-19) infection in a variety of languages.</li> <li>Complete LA 365 notification form of a positive case</li> <li>School staff to report lateral flow results to JW two times per week.</li> <li>HT to inform COG if there is a positive PCR result.</li> <li>Complete the emergency closure request for support form.</li> </ol>	<p>RW</p> <p>RW/JW</p> <p>Staff/JW</p> <p>HT</p> <p>HT/DHT</p>	<p>03.09.20</p> <p>As available</p> <p>As needed</p> <p>As needed</p>	<p>✓</p>
Administrative Staff	Office staff due to contracting COVID-19	<ol style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> </ol>	<ol style="list-style-type: none"> <li>Purchased perspex screen to ensure a barrier between admin staff who share an office.</li> <li>Head and Deputy to work in separate office spaces to ensure that they are not part of the same 'bubble'</li> <li>Head, DHT and PA seated 2M+ apart in a well ventilated office.</li> <li>School office closed to all visitors, appointments only. This reduces the number of contacts for staff.</li> <li>All adults must wear a mask when entering the school office.</li> </ol>	<p>RW</p> <p>ND/SL</p> <p>SL/JL/ND</p> <p>SL/ND</p> <p>All adults</p>	<p>08.07.20</p> <p>08.07.20</p> <p>08.07.20</p> <p>04.09.20</p> <p>01.02.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Personal Protective Equipment	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>1. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>2. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>3. Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ol>	1. 1:1 staff have been informed that they may use a face covering / mask when working with a child closely for more than 15 min. All other stakeholders are not permitted to wear a face covering or mask unless on the playground or in an adult shared space or as part of an individual PA.	ND/SL	03.09.20	✓
			2. Adults must wear a mask in shared spaces e.g. corridors and staffroom. Clear visors maybe worn in addition at an individuals request.	All staff	02.03.21	✓
			3. A clear visor maybe worn in class when working with children at an individuals request. Masks are not to be worn when working with pupils unless it a 1:1 TA	All staff	02.03.21	
			4. There is also a face shield available for the designated COVID responders.	HT/DHT	01.09.21	
Curriculum & Behaviour	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>1. Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>2. School will carry out inductions to inform staff and pupils of the changes.</li> <li>3. Encourage staff to cooperate with government plans for contact tracing.</li> <li>4. Maintaining our current behaviour policy which enables appropriate sanctions for act of deliberate spitting etc.</li> </ol>	1. PSHE lessons to be delivered as part of curriculum during the first fortnight of school that will focus on a range of areas including the need to respect personal space.	Teachers	07.09.20	✓
			2. Staff to be briefed on expectations that they maintain 2m social distancing from one another where possible. Unless a transient pass.	ND/SL	03.09.20	✓
			3. There is no intention to suspend any element of the curriculum with the exception of swimming.	SL	08.03.21	
			4. School visits still suspended.	ND/SL	04.01.22	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
School Staffroom	All staff due to contracting COVID-19	1. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	<p>1. Staggered start times, end times, lunch and break times to ensure no over crowding. Only 6 adults in the classroom at one time.</p> <p>2. Cleaning materials and protocol for shared spaces. (Appendix 2)</p> <p>3. Additional cleaner.</p> <p>4. Furniture socially distanced.</p> <p>5. Provided a socially distanced space to eat lunch away from children.</p> <p>6. To clean space before use as the staffroom is used by groups.</p> <p>1. Face coverings to be worn when entering and sitting in communal adult spaces e.g. the staffroom only to be removed whilst eating.</p> <p>2. Staff to challenge each other when 2m distance appears not to be being observed. This continues to be the biggest risk factor in the spread of the virus</p>	<p>ND</p> <p>ND</p> <p>RW ND/SL ND/SL Staff</p> <p>Staff</p> <p>Staff</p>	<p>17.07.20</p> <p>09.07.20</p> <p>In place In place In place 04.11.20</p> <p>05.01.21</p> <p>05.01.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Infection Control	Staff Pupils Handwashing	<p>1. Staff and pupils have access at all times to water and soap for hand washing.</p> <p>2. Removal of shared items eg. utensils</p>	<p>1. Cutlery to be provided to pupils when they eat their lunch to avoid them handling this shared resource.</p> <p>2. Purchase additional hand sanitiser.</p> <p>1. EYFS staff antibac hands between interactions with pupils.</p> <p>2. Face coverings Masks (not visors which can also be worn in addition) to be worn in when entering and sitting in all communal adult spaces including corridors e.g. the staffroom only to be removed whilst eating - Follow removal guidance (appendix 8).</p>	<p>KD</p> <p>RW</p> <p>ND/SL</p>	<p>07.09.20</p> <p>05.01.21</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Equality Impact Assessment	Staff & Pupils	1. A equality impact assessment has been completed and can be found on the school website and as Appendix 8.		SL/ND	09.07.20	✓

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of staff	Pupils	<ol style="list-style-type: none"> <li>1. Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>2. The extent to which existing planning, schemes of work will need to be adapted</li> </ol>	<ol style="list-style-type: none"> <li>1. See appendices for rotas and time tables and supply staff and peripatetic staff will be used as required.</li> <li>2. Cover for CEV since being placed in tier 4.</li> <li>3. Bubble Ring-fenced group closures where necessary and curriculum provision altered.</li> <li>4. Roles to be reassigned to ensure as many pupils are able to attend as possible, whilst maintaining safety.</li> </ol>	SL/ND	17.07.20	✓
				SL/ND	01.01.21	✓
				SL/ND	01.01.21	✓
				SL/ND	01.01.21	✓
Increased risk of transmission	Staff and Pupils social distancing	<ol style="list-style-type: none"> <li>1. Ensure availability of staff is adequate</li> <li>2. Ensure that social distancing measures can be maintained as much as possible.</li> <li>3. Review activities that can be carried out</li> <li>4. The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>5. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home apart from reading books.</li> </ol>	<ol style="list-style-type: none"> <li>1. Indoor PE and singing have been removed from the current timetable.</li> <li>2. Brief staff on the use of urgent cards to deal with incidents of deliberate spitting and coughing.</li> <li>3. Reading books returned to school need to be placed in a box for 72 hours before being added to bookshelf.</li> <li>4. Children placed in year group bubbles of 60 during January Lockdown will try to limit to 15 within each classroom therefore a maximum bubble of 30.</li> <li>5. Avoiding children mixing contact between bubbles</li> <li>6. Arranging classrooms with forward wall facing desks (Y2-6)</li> <li>7. Staff maintaining distance from pupils and other staff as much as possible</li> <li>8. Staff limiting the amount of time with individual pupils as per national guidance</li> <li>9. Take any necessary action suggested by the LA in response to an outbreak.</li> </ol>	SL/ND	09.07.20	✓
				SL/ND	03.09.20	✓
				Teachers	07.09.20	✓
				ND/SL	09.07.20	✓
				All staff	07.09.20	✓
				ND/SL	07.09.20	✓
				All staff	Ongoing	✓

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Learning outside the classroom (day trips, etc.)	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ol>	<ol style="list-style-type: none"> <li>No trips planned and no trip will go ahead without contacting Stephen Brown.</li> </ol>	ND/SL	Ongoing	
Extra-curricular activities (coaches, tutors, after school)	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ol>	<ol style="list-style-type: none"> <li><del>None planned due to lack of appropriate space due to the movement of wrap around care.</del></li> </ol>	ND/SL	09.07.20	✓
Physical activity	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ol>	<ol style="list-style-type: none"> <li>All PE lessons to take place outside following guidance from PCC as the indoor space is not large enough to distance pupils.</li> <li>Modified PE activities to be completed in classroom e.g. Yoga</li> <li>Trim trail and gym allocated to specific ring-fenced groups as when required.</li> </ol>	<p>Teachers</p> <p>Teachers ND/SL</p>	<p>07.09.20</p> <p>02.03.21 17.07.20</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Signage	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ol>	<ol style="list-style-type: none"> <li>Signage ordered for: hand washing, respiratory hygiene and distancing.</li> </ol>	RW	09.07.20	✓

### Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

## General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

Model Risk Assessment