

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment

Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020			
Establishment: Woolenwick Junior School	Assessment by: Mark Borland	Date: 1/9/2020 Revised 23/09/2020	
Risk assessment number/ref: September Reopening	Manager Approval: Tasleem Koser	Date: 1/9/2020 Revised 07/09/2020 Revised 23/09/2020 Revised 04/01/21 Revised 8/3/2021	

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak](#)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	Covid Flow Chart sent home and published on website Review IR RA in place for anyone in receipt of letter asking them to isolate until the 18 th Jan 2021 4/1/2021	TK TK TK TB/JB		

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		<p>COVID information all available and up to date on the school website and regular information to continue being sent home 4/1/2021</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Members of staff who have received letters asking them to work from home will work on a plan with the Headteacher for the start of Spring 2021 Current guidance suggests this ends in two weeks and so far only a single person has received this letter. RA to be revised accordingly 4/1/2021</p> <p>Staff are encouraged to wear facemasks in communal areas especially for meetings Staff have been asked to wear visors in class when mingling with the children at close proximity, offering feedback from behind and to use the visualisers where possible to minimise risks of close contact with individuals – for the next two weeks at least. 4/1/2021</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>School is open to Key Worker and vulnerable pupils only for the next two weeks and therefore the number of pupils will be significantly reduced. Staff will therefore have less exposure to individuals, reducing the chances of contracting COVID or transmitting this. 4/1/2021</p>	<p>Staff with medical conditions are to contact the Headteacher and look into individual risk assessments where needed. 4/1/2021</p>	<p>SA</p> <p>TK</p> <p>TK</p> <p>MB</p>		
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>No symptomatic individuals to present on site. School community are to be continuously updated through School comms and letters as needed 4/1/2021</p>	<p>Purchased a new digital thermometer</p> <p>This has been purchased and can be found in the school office 4/1/2021</p>	<p>JT</p> <p>TK</p>		

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		<p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1</p>	<p>Visors are readily available and have been offered to all staff.</p> <p>Visors to be worn when mingling with pupils or staff in the same bubble and particularly in communal areas 4/1/2021</p> <p>Testing centers and information on where to get a test offered to parents. Office manager advising of nearest walk in places as we hear of them including Herts identified centres.</p> <p>A small number of tests available in the school office to be handed out in an</p>	<p>All Staff</p> <p>All Staff</p> <p>SA</p> <p>All Staff</p> <p>DH / KeJ</p> <p>All Staff</p> <p>All Staff</p> <p>TK</p>		

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		<p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>	<p>emergency where no other option is available. These are to logged to see how many we have left and who has been offered one. 21 days after delivery we can order a second set. The second order has now been requested- awaiting delivery</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. In the event of a result not coming through, the member presenting symptoms to isolate for 10days and thereafter follow the most recent Gov guidance. If the test is negative follow normal sickness protocol and return to school when feeling better</p>	<p>All Teachers</p> <p>SA</p>		
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations. – these are regularly reviewed and filled</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for children within the bubble touching surfaces of equipment or distributing equipment to others such as books.</p>	<p>Purchase an automatic hand sanitiser dispenser for reception- this has not been possible and the foyer/ reception area has a glass partition to keep visitors and office staff cordoned off. Sanitiser is available in the foyer and visitors encouraged to use this as they sign in and out of the school.</p>	<p>KS/DH/KeJ</p> <p>All Staff</p> <p>All Staff</p> <p>SA/SK</p> <p>All Teachers</p>		

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		<p>Build into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating. Handwashing before food should be undertaken rather than sanitising</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with daily removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Parents: advised to wear face covering when dropping and picking up children.</p>	<p>Regularly reinforcing this via school comms and by having members of staff on the gate prompting</p>	<p>KS</p> <p>KS</p> <p>KS/DH/KeJ</p> <p>All Staff</p>		
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place. This can and does change depending on the rooms used and where meetings have taken place</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. Wipes given to every classroom to use as needed. High touch points wiped down at lunch times by MSA using a specific bubble</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p>	<p>KS</p> <p>KS</p> <p>MSA / Teachers</p> <p>Teachers</p> <p>KS</p>		

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		<p>detergents and disinfectants to be followed. Spray onto cloth rather than a surface to avoid dispersing of viral bacteria, follow any COSH protocol for health and safety 4/1/2021</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items. Lunch time cleaning of classrooms to be undertaken with necessary precautions taken. Room is vacated and cleaned by the MSA using cleaning equipment provided for that Bubble.</p> <p>MSA's to be assigned to Bubbles and to avoid any crossing of Bubbles 4/1/2021 Cleaning cloths/disposable cloths to be used and thrown away after cleaning of classrooms. Cloths are not to be reused to reduce the spread. 4/1/2021 Cleaners have identified areas to clean and ensure that all rooms/places used are thoroughly cleaned daily 4/1/2021</p>		<p>KS</p> <p>KS/DH/KeJ</p> <p>KS/DH/KeJ</p> <p>KS/DH/KeJ</p>		

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		Site manager has created specific Bubble Cleaning packs to avoid crossing over of bubbles. 4/1/2021				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Week 1 (Possibly week 2 – tbc) Spring Term- Children will remain in their Bubbles and only Key Worker or vulnerable pupils are to come in to school – to be revised weekly.</p> <p>These pupils are to be taught by teachers and support staff within the Bubble for the week. They will continue to have the provision identified below including staggered entrance and exits, staggered breaks and designated break areas and keep to their Bubbles with no mingling with other children. Children may keep a mask on when entering and exiting the site but will be asked not wear these in the classroom.</p> <p>Children can bring in their own hand sanitizers or use the ones available in all classrooms.</p> <p>Children will continue to hand wash/sanitize as they go out to breaks 4/1/2021</p> <p>The children will be in Year Group Bubbles (Max 60 children). Groups to remain clear and consistent.</p> <p>Every effort will be made to Limit interaction between groups by:</p> <p>Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Zircon will now be moved into another area where there are external windows/doors for ventilation purposes. 4/1/2021</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Staff moving around the room within the bubble and getting quite close to children, or staff who have to teach across bubbles are asked to wear a visor and maintain a 2m distance. Staff will be contained to a Bubble as much as possible- where it is not possible to stick to a Bubble, masks and hand sanitizers will be used between bubbles etc and risks will be evaluated as they arise and addressed. Currently for PPA purposes a member</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Dining room contains a water fountain and pupils may cross this to fill bottles. Water bottles purchased for each class to top up bottles.</p>	<p>All Teachers</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>All Staff</p> <p>All Staff</p> <p>SA</p> <p>SA</p>		

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		<p>of staff may need to work with two Bubbles and therefore there is the added risk of potentially contaminating both. Therefore, in the first two weeks of the Spring Term, this is to be avoided. Where there is not sufficient staff to cover PPA and a member needs to enter into another Bubble- all precautions to be taken. 4/1/2021 Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>SLT to enter and be present whilst maintaining social distancing when needed. SLT will ensure their hands are washed before and after entering each bubble.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Primary to remain in year groups for the majority of the time. Pupils sitting side by side rather than face to face</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p> <p>Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>Breakfast and afterschool clubs – Blast club offering breakfast in their bubbles. Risk assessment for BLAST in place</p> <p>Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits</p>	<p>PGL refunds have been issued and the residential trip postponed until next October</p> <p>All Teachers to review music plans to ensure they are compliant.</p> <p>CLEAPS risk assessments shared with staff on INSET day</p>	<p>JB/MB</p> <p>JB/MB</p> <p>JB/MB</p> <p>MB</p> <p>MB</p> <p>All Teachers</p> <p>All Teachers</p>		

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		<p>No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. Reviewed the equipment needed as sharing between bubbles not recommended DT: Cooking Teachers to look into how to modify or move the units for Design Technology which involve cooking in groups. Due to the risks involved, sharing or equipment to be avoided and manual handling of food products not to be undertaken where food is being shared within a group.</p> <p>PE / school sport SLT to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and skills for contact sports to be taught, but actual games to be avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>	<p>Sports apprentice asked to look into Covid friendly activities</p> <p>Teachers to review PE plans</p> <p>Further DfE guidance on music delivery expected</p>			

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<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Accesses points reviewed and alternative gates will be open.</p> <p>Year 5 – enter via field gate and exit via the same gate- Year 6 and Coral- enter via the bike shed gate and exit via the same gate. Walking in via the pedestrian entrance and out via the car gate exit. This is a double gate and both the gates will not be open and therefore no cars can enter/exit. Vehicles will be refused entry/exit unless there is a prior arrangement with the school which cannot be helped due to disability/emergency/legal transport requirement. In such an event, adults will stop any pedestrian flow and help to guide the vehicle in or out of the premises. This is expected for 2 vehicles (1 infant and 1 Junior for the travelling community who must come on site to pick up and drop off).</p> <p>Year 4 Jet- enter via the main office gate and exit via the same gate Year 3- enter at 8:40am (10 mins before the Year 4 children/parents) and exit at 3:20pm. This is staggered to accommodate the narrow path and avoid a bottle neck.</p> <p>A perimeter to be marked out for parents to stand behind when dropping or collecting children to avoid gathering directly outside the classroom doors. Parents are welcome to engage with teachers if they need to but this is to minimise a crowd around the door where possible.</p> <p>Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Adhere visual aids to help parents socially distance / supervise entry and collection. Adhere floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Visitors</p>	<p>Communicate changes and allocated times to parents / pupils.</p> <p>Change to Year 3 timings communicated to parents</p> <p>Video published to show parents how to enter.</p> <p>Communication sent to parents regarding cycle path cutting across the Year 5 entrance and Mark and CoG looking into the potholes outside school and organizing a letter to the council.</p> <p>Sign for visitor expectations</p> <p>CPOMS has been used to monitor any visitors but a track and trace book is now being used to record phone numbers</p>	<p>SLT</p> <p>TK/AP/KS</p> <p>All Staff</p> <p>Everyone</p> <p>SA/SK</p> <p>All Staff</p>		

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		<p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. We will be asking any non-essential visitors not to come in over the next two weeks 4/1/2021</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>All visitors to maintain a 2m distance and wear a mask. Masks can be removed in an office where a 2m distance can be maintained from others or where the room is not in use.</p> <p>Visitors are not encouraged on site- but where they are needed, they remain outside of the bubbles and if observing children or adults, do so from a distance.</p> <p>Visitors to use own stationary or equipment where possible and refreshments are not encouraged- but depending on the length of the visit can be offered- maintain hygiene protocol and using disposable cups where possible.</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>Perspex screens purchased for both main offices and people in offices have changed positions and offices to allow for further space</p>			
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources</p>	<p>Office wipe down checklist</p> <p>Wipes available for wipe downs of other equipment that is communal</p>	<p>All Parents</p> <p>All Office Staff</p> <p>All Staff</p>		

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		<p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc. Reading books are to be offered from within own bubble and more books have been ordered to accommodate this,</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs Books, 72 hours for plastic where shared between bubbles) before being used by another group. Stemmer can be used to sterilise where possible</p> <p>Schools to ensure anti-bacterial wipes are available in all rooms and teacher to ensure students wipe down after use. If student too young then arrangements for support staff etc. to clean</p>	<p>Steamer has been purchased to steam down resources</p> <p>Quarantining of equipment to take place where shared across bubbles or other bubbles have touched things.</p> <p>Science topic boxes given to each bubble to avoid cross contamination</p>	<p>KS/DH/KeJ</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible) or wear a mask- face covering or visor during meetings.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible). In Zircon class door to remain open at all times to allow for ventilation.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Staff moving between bubbles to wear visors or masks where possible and be extra vigilant about the 2m distancing from pupils</p> <p>All MSAS to wear a mask or visor at all times.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via</p>		<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		

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		<p>electronic means (Microsoft Teams etc.) Allow for partial introductory sessions with participants taking themselves to work elsewhere as a method of having face to face training and then working away from a large group of people</p> <p>Staff rooms There will 2 staff rooms (Cooper additional). All staff encouraged to bring own cutlery and cups. Sink in Art area to be used where needed. Cooper room to be locked when not in use due to hot urns. Year 3 and 5 will use Cooper Room and Year 4 and 6 to use the staff room.</p> <p>For the next two weeks- staffrooms will only be open to get a drink or to use the fridge. Staff are asked to wipe down surfaces touched, avoid using the staffroom at all if possible, not to seat themselves in there to have their lunch. Lunch to be taken in a safe space elsewhere- this can be offsite if need be- 4/1/2021</p> <p>Stairs / corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups. Equipment per bubble to be kept in a separate bag</p>	<p>Additional microwave purchased for this room</p> <p>Mark out zoned areas</p>	<p>All Staff</p> <p>All Staff</p>		
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Rota for collect food from the dining room.</p> <p>Milk will be stored in kitchen fridge. Hatch to be opened and milk left for bubble teams to collect</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use</p>		<p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		

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		<p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to remain in their classrooms and TAs and or MSAs to deliver their packed lunches to them if ordered from school. Plated meals have been stopped and a hot and cold packed lunch option offered instead.</p> <p>Provision Discussed with Catering provider.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Drinking water has been offered and bought in to help avoid any issues with topping up of water from the fountain and avoid congestion.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.</p>	Bins and tables outside each classroom	TK		
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking to school. Cycling can not be offered due to the closure of the bike shed- confined space.</p> <p>Review travel plan</p> <p>Public transport</p> <p>All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)</p> <p>Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p>		SA/SK		
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p>		SA/SK		

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		Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment. Any non-essential work is to be delayed- 4/1/2021				
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ Only one person being treated in the first aid room at a time and anyone who needs to wait waits out in the corridor. If Daily medication is administered it is administered from The office where needed.		All First Aiders		
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.		SLT All Staff		
Emergency procedures (Fire)	Staff,	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).	Markings for fire drill and lining up	TK/KS		

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alarm activations etc)	Students / pupils / wider contacts Spread of COVID 19	Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants Fire drill has taken place and new assembly points assigned to each group of children and bubbles. Measures taken to avoid pupils crossing into other bubbles and this has been tested to work under the 3min guidance. However, in the event of an emergency staff are to ensure children are taken outside quickly and if this means crossing a bubble- a fire hazard would be more dangerous and therefore the safety of individuals to be considered over crossing of bubbles.		All Staff		
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Vehicles on site: A few identified key vehicles (due to disability or county restrictions) may come into the school car park and collect children. Staff on duty at the gates to help man oeuvre such vehicles off site to avoid any pedestrians crossing over at the same time.		All Staff		
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All checks are underway and being followed up.	KS		
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.	Plans have been emailed to staff and shared via the website	All Staff		

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		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimizing risk, including need to maintain distance (2m where possible) from other staff and pupils.	Volunteers for reading are currently not invited on site			

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

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

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>