



Significant Findings of Risk Assessment

Site / Premises: Willowbrook Mead Primary Academy	Assessment Carried Out By	Assessment Serial Number: 003 – 19/08/20		
Department: Willowbrook Mead Primary Academy	Name: Kathryn Henrys Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Marie Collins Signature:	13/07/2020	17.2.20	KH/MC
		17/07/20	Trust review	MO /MC
			28.8.20	MC/KH/HH/MW/LN/IR
		28.8.20	14.9.20	MC/HS/IR

Additions to Risk assessment

Version	Date	Updates
Draft V1	27.5.20	Template RA. School specific additional controls added,
Draft V2	1.6.20	Site specific control measures updated
Draft V3	4.6.20	Post mitigation risk rating added
V4-	12.6.20	1.(4.5)BAME control measures
V5	10.7.20	LA and Trust updated RA for Autumn opening
V6	13.7.20	Site specific control measures, risk rating and post mitigation risk rating.
V7	20.7.20	1.(4.6) and 1.(4.7) Updated guidance from LA on clinically extremely vulnerable and clinically vulnerable staff and shielding children.
V8	19.8.20	4.1 Automatic signing for staff linked to mobile phone to reduce use of signing in pod. 5.18 Guidance on use of air conditioning units. 1.(4.6) Updated advice for pregnant staff who are advised to work from home from 28 weeks if possible. 2.1 and 2.4 10 days isolation for positive test from first day of symptoms.

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<p>General Principles of Control</p>	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). • Communication with all stakeholders and awareness and understanding of guidance, risks and control measures. <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>		<p>The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance</p>						
<p>What are the Hazards ? (What can go wrong)</p>	<p>Who might be Harmed & How?</p>	<p>Existing Control Measures (What are you already doing to manage the hazards/risks?)</p>	<p>Risk Rating with controls in place</p>			<p>Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.</p>	<p>Action By Who ?</p>	<p>Action By When ?</p>	<p>Additional Action Completed (Initials)</p>
			<p>Likelihood</p>	<p>Impact / Severity</p>	<p>Risk Rating Score</p>				
<p>Catching or Spreading COVID 19</p>	<p>Staff, Pupils, Visitors</p>	<p>1.Avoiding contact with those who have symptoms. 1.(1.1) Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>1.(1.2) Any person with symptoms of COVID 19 (persistent cough, high temperature) is NOT to attend the School, but should follow Government guidance on testing and self isolating (Until a test result is returned, if positive self isolate for 10 days and if they have a high temperature after this time, until the temperature returns to normal and if negative then they are fit to return).</p> <p>2.0 Frequent Handwashing and good Respiratory hygiene practices 1.(2.1) The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. Awaiting further guidance</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>1.(1.1,2,3,4) Management checks to ensure this is adhered to and appropriate measures taken to address issues as they arise. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus A 'Meet and Greet Protocol' will be in place to welcome pupils, staff and visitors. Signage in place to remind parents and staff not to attend school if feeling unwell.</p> <p><u>Hand Washing</u> 1. Hand washing facilities with soap and water in place. 2. Stringent hand washing taking place. 3. See hand washing guidance.</p>	<p>MC briefing</p> <p>MC</p>	<p>24.8.20</p> <p>Daily from 24.8.20</p>	<p>24.8.20 MC</p> <p>All staff 24.8.20 monitor SLT</p>

		<p>1.(2.2) Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>1.(2.3) Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving the area.</p> <p>1.(2.4) Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. For SEN & Early years children regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Where possible, there should be an identified adult documented through the SEND individual risk assessment.</p> <p>1.(2.5) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>1.(2.6) Tissues will be provided for all employees. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>1.(2.7) Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>1.(2.8) Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>3.0 Regular Cleaning of Setting See '10. Cleaning Hazard'.</p>			<p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - print</p> <p>4. Drying of hands with disposable paper towels. (hand dryers switched off) https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>5. Gel sanitisers in any area where washing facilities not readily available</p> <p>1.(2.4) Employees and pupils to be reminded on a regular bases to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Children briefed during first week when limited numbers in school. Younger children and those with additional may need additional support.</p> <p>1.(2.6)Employees and pupils to be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>1.(2.8) Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> •Reception areas •Toilets •Notice boards in staffrooms, workrooms and staff kitchens •Meeting rooms <p>https://www.gov.uk/government/publicatio</p>	<p>MC HH MW</p> <p>MH HH MW</p> <p>DL GC</p>	<p>24.8.20 and weekly/ As required</p> <p>24.8.20 and weekly/ As required</p> <p>28.8.20</p>	<p>All staff 24.8.20 monitor SLT</p> <p>All staff 24.8.20 monitor SLT</p> <p>28.8.20 DL GC</p>
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	<p>roles to work from home if at all possible. Those who are less than 28 weeks pregnant can continue to work on site with appropriate risk assessments and any necessary modifications to ensure social distancing.</p> <p>1.(4.7)Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p>1.(4.8) There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles, We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p> <p>1.(4.9) An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>1.(4.10) Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>1.(4.11) Review the use of meeting rooms, halls and areas and activities that typically involve a larger gathering of people. (assemblies, staff meetings, phase, Academy council)</p> <p>5.0 Communication with all Stakeholders and awareness of guidance, risks and control measures</p> <p>1.(5.1) A copy of this risk assessment and any safe systems of work must be provided to staff before they start work, and be displayed in school. Staff to sign to say they have read and will comply.</p>				<p>1.(4.7)Individual risk assessments for pupils updated in the context of full opening during Covid-19 in order to ensure that risks are identified and mitigated.</p> <p>1.(4.8) Where a member of staff feels that this risk assessment does not cover their individual circumstances they should request an individual risk assessment be undertaken.</p> <p>1.(4.10) All paperwork should be emailed where possible including overtime, orders, absence requests, course requests. BACs claims etc. Guidance on marking in Supplementary Guidance for September opening.</p>	<p>SL/HS/ MW</p> <p>All staff</p> <p>MC KH LN</p>	<p>28.8.20</p> <p>As require</p> <p>Daily from 24.8.20</p>	<p>28.8.20 MC</p> <p>24.8.20 MC</p> <p>24.8.20 MC</p> <p>28.8.20 KH</p>
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		<p>1.(5.2) Signs to be displayed outside meeting rooms etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>1.(5.3) A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.</p> <p>1.(5.4) Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>1.(5.5) “Toolbox talks” will be carried out 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. This will include informing personnel of the known symptoms.</p> <p>1.(5.6) Staff are to challenge any person not adhering to the control measures in this risk assessment.</p> <p>1.(5.7) Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>1.(5.8)Contingency plans are in place to provide e-learning for pupils should this become necessary.</p>				<p>1.(5.4)AMICA counselling service promoted to all employees. Adult mental health trained staff available</p> <p>Line managers regularly keep in touch with those in work, working from home and unwell to see if they need any support.</p> <p>HR@tmet.uk – central HR can be contacted by any employee at this email address. Line managers to make colleagues aware. Staff directed to https://www.educationsupport.org.uk/ for online support.</p>	<p>MC</p> <p>HH MW</p>	<p>As required</p> <p>As required</p>	<p>24.8.20 MC</p>
Catching or Spreading COVID 19		All control measures in place - Post mitigation risk rating	2	3	6	<p>Evidence Supplementary Guidance for September opening Extremely Clinically Vulnerable RA Review of Clinically vulnerable RA</p> <p>Monitoring Start of term business briefing Weekly staff meeting</p>			
2. Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>2.1 When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p>	3	3	9	<p>2.1 All staff to follow the COVID19 School response procedure. (note * some first aiders may not be able to undertake first aid duties as a control measure). - If a pupil (or member of staff) falls ill</p>	MC	24.8.20	24.8.20 MC

		<p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>2.2 Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>2.3 If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).</p> <p>2.4 Where a person tests positive for COVID 19 they should remain at home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>2.5 Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>2.6 As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England’s Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>2.7 If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Principal immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. 			<p>pupil and supervising member of staff to both wear face masks to prevent the spread as soon as symptoms noted.</p> <ul style="list-style-type: none"> - the isolation room for suspected symptomatic persons in the signed COVID room opposite class 6 - parents will be contacted immediately - Staff member to wear apron, gloves and face shield and should sit outside the room if possible with the door open to aid ventilation - In an emergency call 999 - When removing PPE wash and dry hands using disposable towel and dispose of all in bins provided. <p>Kits stored in stockroom.</p> <p>2.7 and 2.9 The First Aid room for suspected COVID illness pupils will be the signed room opposite class 6. All resources and signage in place.</p> <p>Staff member to clean surfaces once pupil leaves room, remove PPE and clean.</p>	IR	24.8.20	28.8.20 MC
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		<ul style="list-style-type: none"> • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>2.8 Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>2.9 If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>2.10 If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>				<p>2.9 A log of children sent home with symptoms and those reporting symptoms will be maintained by the office team. End dates for self isolation will be monitored. This to be recorded on CPOMs</p> <p>2.10 Staff Sickness absence to be recorded accurately and ensure that any COVID symptom absence highlighted and staff told to be tested.</p> <p>All Incidents to be recorded and reported to Principal. Wellbeing check and RA of staff who have been in contact with pupil to be undertaken.</p>	<p>JR VB</p> <p>LN</p> <p>All first aiders</p>	<p>Daily as required</p> <p>Daily as required</p> <p>Daily as required</p>	<p>LN to monitor</p> <p>LN</p> <p>MC as required</p>
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<p>2. Suspected case whilst on site or Positive Viral test result</p>		<p>All control measures in place – post mitigation risk rating</p>	2	3	6	<p>Evidence COVID 19 School response procedure. Absence management recording and procedures. Monitoring By SLT Absence management procedures.</p>			
<p>3.Travel off site</p>	<p>Staff, Pupils</p>	<p>3.1 Travel is only required for essential purposes.</p> <p>3.2 Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>3.3 All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>3.4 Where travel is essential, use private single occupancy where possible.</p> <p>3.5 Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>3.6 School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>3.7 All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>3.8 Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p>	3	3	9	<p>3.3 All staff encouraged to travel to work by car, walking or cycling and to avoid the use of public transport. Where unavoidable face covering must be worn.</p> <p>3.4 Car sharing is discouraged and staff reminded to wear a mask if travelling with someone outside their household. See Supplementary Guidance September opening document.</p> <p>3.5 All educational visits to be approved by SLT prior to booking. No Educational visits or swimming Autumn 1st half</p> <p>3.6 External companies organised by LA for school transport, LA have agreed driver, escort and one pupil per vehicle. Emailed LA re adult use of masks 13.7.20</p>	<p>MC</p> <p>MC</p> <p>MC</p> <p>KH</p>	<p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>28.8.20</p>	<p>24.8.20 MC</p> <p>24.8.20 MC</p> <p>As required MC</p> <p>No school transport used</p>

		<p>3.9 Where possible, open vehicle windows for increased ventilation.</p> <p>3.10 If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>3.11 On dedicated transport,</p> <ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Vehicles are to be regularly cleaned, including touch points. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. 				<p>3.10 Review the use of the school minibus and associated RA prior to the minibus being used. Brief drivers of new procedures. * update CURRENTLY DO NOT USE WITH PUPILS. No privately owned vehicle should be used to transport children displaying symptoms unless and emergency and approved by the Principal.</p>	KH LN	30.9.20	28.8.20 MC Check training records and RA prior to use
3. Travel off site		All control measures in place – post mitigation risk rating	1	3	3	Evidence Supplementary guidance for September opening Mini bus RA School transport review			
4. Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>4.1 Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). • Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, 	3	3	9	<p>4.1 See Supplementary Guidance September opening for drop off and collection guidance, start and finish times and monitoring of entrances and exits. One-way system in place.</p> <p>4.1 Automatic system for staff signing in using mobile phone installed as an option for staff to use to avoid using signing in pod. Staff advised at briefing.</p> <p>Signage and Meet and Greet protocol (in Supplementary Guidance September opening) updated.</p>	MC GS IR DL GC	24.8.20 28.8.20 24.8.20	24.8.20 MC 28.8.20 28.8.20 HS

		<p>telephone handsets, desks, particularly during peak flow times.</p> <ul style="list-style-type: none"> Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. If Parents pay for uniform or other school equipment through the app, it will be sent to the classroom so that it goes home with the child and it avoids parents having to come into school. <p>4.2 Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>4.3 Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>4.4 Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p>			<p>Hand sanitisers also available on reception, exits and entrances and in classrooms, checked and restocked regularly.</p> <p>See Cleaning.</p> <p>WHO guidance in Supplementary Guidance for September opening. All rooms have PPE/contaminated pedal waste bins appropriately labelled.</p> <p>4.2 Appropriate signage on display in reception for visitors. RA available at reception if requested.</p> <p>4.2, 4.3 and 4.4 Meet and Greet protocol (in Supplementary Guidance September opening) updated.</p> <p>In place and monitored daily.</p>	<p>IR</p> <p>MC IR</p> <p>DL GC</p> <p>MC</p> <p>IR</p>	<p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>Daily</p>	<p>28.8.20 IR</p> <p>28.8.20 MC/IR</p> <p>28.8.20 MC</p> <p>24.8.20 MC</p> <p>As required</p>
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		<p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>				4.4 Communication to parents and signage around school.	MC	24.8.20	28.8.20 MC
4. Contamination during access to and egress from site		All Control Measures in place – Post mitigation risk rating	2	3	6	Evidence Supplementary Guidance for September opening Monitoring SLT and staff to monitor arrival and departure by parents and pupils in line with guidance. Reception and Premises Officer to feed back to SLT any issues.			
5. Contamination within Internal Areas	Staff, Pupils, Visitors	<p>5.1 It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>5.2 Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>5.3 Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>5.4 Consider marking out separate areas for each group etc.</p> <p>5.5 Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p>	3	3	9	<p>See Supplementary Guidance September opening document.</p> <p>5.2 Where it is not possible to rearrange the room to all desks forward facing then screens will be purchased.</p> <p>5.3 Dining hall will not be used in the autumn term.</p> <p>5.4 The playground will be divided into zones to ensure children do not mix with other year groups.</p> <p>5.5. Guidance on group and intervention work is contained in the Supplementary Guidance for September opening document. Records will be kept of all children and groupings accessing individual and group support. Breakfast club will be available for key worker children who will sit in their year group bubble and will not mix with other children. Records will be kept of all children attending. ipads will be available</p>	MC	24.8.20	24.8.20 MC
							MC	24.8.20	24.8.20 MC
							MC	24.8.20	24.8.20 MC
							MC	24.8.20	28.8.20 HS
							MC	24.8.20	24.8.20 MC
									No ASC in autumn 1

		<p><i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>5.6 These groups are as far as possible to keep to the same areas within the School.</p> <p>5.7 Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffroom is to be kept to a minimum.</p> <p>5.8 Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>5.9 In Assemblies each group is to be kept separate from others (This may require single group or class assemblies).</p> <p>5.10 All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>5.11 Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>5.12 Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>5.13 Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>5.14 Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. 			<p>and sanitised after use. After school clubs may be offered within single year groups, but not until after Autumn 1st half.</p> <p>5.6 Classes will predominately remain in their class base or use the outside for all activities. The hall may be used for single year groups.</p> <p>5.7 Staff areas will be reassessed for maximum occupancy and staff will be allocated different rooms to ensure that social distancing can be maintained at break times. KS2 in staff room and KS1 in Infant hall. Where staff are entitled to a break this will have a timetabled break of at least 30 minutes around the middle of the day. Time in the staff room will be at least 2m SD where there are staff from different year groups.</p> <p>5.9 Assemblies will take place on line or within classes</p> <p>5.10 Hand sanitiser is available in all classrooms and should be used where this is difficult.</p> <p>5.13 Staff will maintain social distancing from colleagues and Principals will review workrooms, staff rooms and other communal staff spaces to ensure this is facilitated and monitored. Direct instructions will be given to staff and breaches dealt with seriously as failure to</p>	<p>MC</p> <p>MC</p> <p>MC</p> <p>IR</p> <p>MC</p>	<p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p>	<p>24.8.20 MC</p> <p>28.8.20 MC</p> <p>24.8.20 MC</p> <p>On going IR</p> <p>24.8.20 MC</p>
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		<ul style="list-style-type: none"> • Pupils should be reminded only to bring essential items into the school. • No singing allowed • For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ • Water bottles to be kept under the child's seat • Any food shared with the class must be in individual sealed packages. <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – By putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>5.15 Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>5.16 Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements are not compromised. Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail safe way to ensure fire safety is maintained.</p> <p>5.17 Ensure occupied rooms are well ventilated, opening windows where possible. Centralised ventilation systems that the circulate air between different rooms only are to be turned off, and fresh air ventilation selected. <i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p>				<p>comply could increase the self isolation need.</p> <p>Meeting room usage needs to maintain social distancing. Signage displayed reminding of social distancing rules and maximum occupancy. Video meetings to be considered if this cannot be ensured.</p> <p>5.14 Pupils will be allocated individual equipment packs. Communal areas such as the library will not be used and classes will be allocated class library stock. A quarantine system will be introduced for books before reintegrating for use. Review practical science and DT curriculum in line with guidance. Limited use of soft furnishings where deemed essential. These must be sprayed between use with anti-bac fabric spray.</p> <p>Singing only in class bubbles and all children forward facing with teacher at the back.</p> <p>5.15 Staff briefings reviewed and changes made to comply with social distancing rules. Consider video meetings if social distancing isn't possible.</p> <p>5.16 Review fire procedures to ensure that doors can be propped open to increase ventilation</p> <p>5.17 Air conditioning units can be used in the upstairs classrooms on the following basis: - the air conditioning will run from 7am – 9am with windows and doors closed. - windows and doors will then be opened for fresh air ventilation and the aircon switched off. - the aircon can be run again with windows and doors closed at break times and after school if required.</p>	<p>MC</p> <p>MC</p> <p>Subject leads</p> <p>MC</p> <p>KH LN</p> <p>MC</p>	<p>24.8.20</p> <p>28.8.20</p> <p>28.8.20</p> <p>24.8.20</p> <p>24.8.20</p> <p>24.8.20</p>	<p>28.8.20 MC</p> <p>28.8.20 HS</p> <p>28.8.20 MC</p> <p>24.8.20 MC</p> <p>28.8.20 KH</p> <p>24.8.20 MC</p>
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		<p>5.18 Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the school are not compromised). When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>5.19 Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>5.20 Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>5.21 Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>5.22 The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately. Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>5.23 Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>5.24 Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>			<p>- the aircon will only be run with occupants in the room who are in the same bubble. Where cover staff are in the room the aircon should not be used. - staff are to be reminded that they must not cut through the classrooms on the top floor and must use the stairs and bottom corridor. - this will be monitored and any changes updated in the risk assessment prior to implementation.</p> <p>5.18 Signage in corridors highlights the need to walk on the left as an internal one way system is not possible in KS1. In KS2 a one way system is in place. External one way system in place and monitored by on duty staff.</p> <p>5.20 Maximise use of outdoor space where we know the transmission rate is lower.</p> <p>5.21 Lift use by HG and SP only. Touch points to be cleaned during the frequently touched clean.</p> <p>5.22 in place</p> <p>5.23 review to ensure sufficient bins now in place. PO to monitor daily</p> <p>5.24 Reminders to parents to send children with a water bottle before opening with water available for children who forget, Review bottled water stock.</p> <p>5.25 TREATS If children bring in treats for their birthday,</p>	<p>MC</p> <p>MC</p> <p>IR</p> <p>IR</p> <p>MC</p>	<p>24.8.20</p> <p>24.8.20</p> <p>Daily</p> <p>24.8.20</p> <p>24.8.20</p>	<p>28.8.20 HS</p> <p>MC 24.8.20</p> <p>IR daily</p> <p>28.8.20 MC</p> <p>28.8.20 MC</p>
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						the teacher must share these with the class ensuring that they wear gloves- ftreats not in sealed packages should be discouraged.Children must clean hands before eating.			
5. Contamination within Internal Areas		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Supplementary Guidance for September opening Fire procedures Monitoring SLT/ Staff meetings			
6. Contamination in Outdoor Areas	Staff, Pupils	<p>6.1 It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>6.2 Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>6.3 Timetables to be reviewed to stagger break times and reduce congestion.</p> <p>6.4 Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>6.5 These groups are as far as possible to keep to the same areas.</p> <p>6.6 External play equipment if used, should be cleaned after each use.</p> <p>6.7 Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>6.8 Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>6.9 The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p>	2	3	6	<p>6.1 Playgrounds to be split into zones to ensure that pupils do not mix and lunch and break times staggered. See Supplementary guidance for September opening.</p> <p>6.2 Cones remind children where to line up. Review markings to see if a refresh and additional required.</p> <p>6.6 The EYFS outdoor play equipment may be used by small groups and cleaned after each use. See EYFS supplementary guidance. Other outdoor play equipment remains out of use.</p> <p>6.7 Hand sanitisers at exits and entrances and hand washing in toilets and classrooms.</p> <p>6.8 Review PE curriculum in line with guidance. PE leader advised and is reviewing curriculum.</p>	MC	24.8.20	28.8.20 HS
							MC	24.8.20	28.8.20 HS
							MC	24.8.20	24.8.20 MC
							IR	24.8.20	28.8.20 IR/MC
							Subject lead	24.8.20	28.8.20 RR
							AS	24.8.20	

		<p>6.10 Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>6.11 Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>				<p>6.9 Revised lunchtime activities offer. Each year group will have their own equipment.</p>			28.8.20 HS/AS
6. Contamination within Outdoor Areas		All control measures in place – Post mitigation risk rating	1	3	3	<p>Evidence Supplementary Guidance for September opening Monitoring SLT and on duty staff</p>			
7. Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>7.1 All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>7.2 Food and drink should only be consumed in dedicated facilities where possible.</p> <p>7.3 Break times should be staggered to reduce congestion and contact at all times.</p> <p>7.4 Hand cleaning facilities or 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>7.5 In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>7.6 Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>7.7 Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>7.8 Payments should be taken by contactless methods wherever possible.</p> <p>7.9 Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p>	3	3	9	<p>7.2 Staff room for KS2 staff and Infant Hall for KS1 staff as detailed in the Supplementary Guidance for September opening. Adults socially distancing and maximum 15 minutes if staff from different year groups together. Pupils will eat lunch in classrooms or outside.</p> <p>7.6 Bagels will be offered to children at breakfast club (including nurture breakfast). Staff will distribute these out wearing gloves to reduce contamination.</p> <p>7.6 Packed lunches only for Autumn1 eaten outside or in classrooms. One member of staff will deliver lunches to classes or one member from bubble will collect lunches LN met 28.8.20</p> <p>7.7 Staff will be encourage to bring their own cups, cutlery and remove and wash. Staff are also encouraged to bring their own water bottle.</p>	MC	24.8.20	24.8.20 MC
							LC	07.09.20	
							MC	24.8.20	28.8.20 LN
							MC	24.8.20	24.8.20 MC

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		<p>7.10 Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>7.11 Tables and chairs should be cleaned between each use.</p> <p>7.12 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>7.13 All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>				<p>Pupils who order a school meal will have a packed lunch. All pupils encouraged to bring their own water bottle.</p> <p>7.8 No cash payments allowed. 7.8 School Comms in place for payments by pupils and staff and ordering of dinner options.</p> <p>7.9 Disposable cups/ water bottles for pupils who forget drinks bottle in infant hall staffroom area</p>	JN JR LN LN	01.9.20 24.8.20 28.8.20	28.8.20 MC 28.8.20 LN 28.8.20 MC
7.Halls and Canteen use - exposure from large numbers of persons		All control measures in place – Post mitigation risk rating	1	3	3	Evidence Supplementary Guidance on September opening Monitoring SLT to monitor PE and sports use of hall.			
8. Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>8.1 Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>8.2 Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>8.3 Consider increasing the number or size of facilities available on site if possible.</p> <p>8.4 Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>8.5 Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>8.6 Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>8.7 Wash & dry hands after using the facilities.</p>	3	3	9	<p>8.1 No specific sports changing facilities. FS&KS1 will come to school changed for PE or will not change for PE in autumn 1 to avoid staff having to support and compromising social distancing.</p> <p>8.2 See 10.Cleaning Additional cleans twice daily. Intimate care to be carried out according to existing school policy. Staff who are required to carry out intimate care will be provided with relevant PPE. All PPE disposed of in line with guidelines and stringent handwashing advice.</p> <p>8.4 Assess toilet facilities and protocol for sending pupils to use. Supervision outside toilets at lunch/break times.</p> <p>8.5 all hand dryers turned off and paper towels available in all toilets.</p> <p>8.6 Monitored by adult at break time. Staff toilets – Staff to use a knock and</p>	MC IR MC IR MC	24.8.20 24.8.20 24.8.20 24.8.20 24.8.20	24.8.20 MC IR 28.8.20 28.8.20 MC 28.8.20 IR 28.8.20 MC

						respond system to establish whether there are others in the staff toilet.			
8. Use of Changing facilities, toilets, showers and drying rooms		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Supplementary Guidance for September opening Monitoring SLT			
9. Allocation of staff		<p>9.1 Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Principal. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing amongst staff; therefore, the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. <p>9.2 Only essential lone working is permitted. Those staff identified as possibly lone working in their area in school, should read and sign the lone worker risk assessment.</p>	3	3	9	<p>See Supplementary Guidance for September opening</p> <p>9.1 Pupils will remain in class groups in their class base and taught in a way that they are kept away from other groups where possible. There may be contact within a year group bubble. This will minimise the numbers who may need to self isolate.</p> <p>The timetabling, zoning of areas for year groups and sequencing of curriculum delivery (practical versus theory) is planned to minimise contact between bubbles and movement around the site.</p> <p>Roles have been reviewed and staff deployed in accordance with the needs of the pupils and to enable Staff to operate as part of a bubble where possible. Where this is not possible in order to deliver a full curriculum the member of staff will ensure 2m distance is maintained from pupils and colleagues.</p> <p>All statutory roles are covered through the entirety of the day (DSL, first aid)</p> <p>Staff will maintain social distancing from colleagues and Principals will review workrooms, staff rooms and other communal staff spaces to ensure this is facilitated and monitored. Direct instructions will be given to staff and breaches dealt with seriously as failure to comply could increase the self isolation need.</p>	MC	24.8.20	24.8.20 MC
							MC	24.8.20	24.8.20 MC
							MC	24.8.20	24.8.20 MC
							MC	24.8.20	24.8.20 MC

						See Supplementary Guidance for September opening for information regarding PPA and the teaching of enrichment activities.			
9. Allocation of staff		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Supplementary Guidance for September opening			
10. Work planning	Staff, Pupils,	10.1 Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.	3	3	9	See Supplementary Guidance for September opening 10.1 Where tables cannot be forward facing screens should be used to separate pupils. In year 1, where children may occasionally sit opposite each other, additional hand sanitiser and tissues placed on each table. Year 1 to make use of outdoor learning patios.	MC	24.8.20	28.8.20 MC
		10.2 Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.				10.2 Timetables and lesson plans reviewed by SLT.	MC	24.8.20	28.8.20
		10.3 Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion. Any use of shared offices, etc. is also to be staggered.				10.3 Drop off points and entrances/exits carefully manages movement on site to all for social distancing. See supplementary guidance.	MC	24.8.20	24.8.20 MC
		10.4 Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible. <i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i>				10.4 Cross bubble working kept to a minimum,	MC	24.8.20	24.8.20 MC
		10.5 Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.							

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		<p>10.6 Priority is to be given to outdoor PE activities over indoor ones.</p> <p>10.7 The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>10.8 Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>				<p>10.7 Individual resources packs to be in place for pupils. IT equipment allocated for the day and all equipment cleaned after use.</p> <p>10.8 SENCO to review and update</p>	<p>MC</p> <p>SL</p>	<p>24.8.20</p> <p>24.8.20</p>	<p>28.8.20 MC</p> <p>**</p>
10.Work planning		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Supplementary Guidance for September opening Monitoring Timetables and lesson plans			
11 Cleaning	Staff, Pupils, Visitors	<p>11.1 A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>11.2 Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. 	3	3	9	<p>11.0 PO responsible for managing cleaning team and adherence to Cleaning protocol.</p> <p>11.0 PO to arrange for cleaning of frequently touched areas; in am after break and in pm after lunch and stock replenished. All tables cleaned at lunchtime by staff prior to eating and after eating.</p> <p>11.2 PO to ensure cleaning team follow cleaning protocol and cleaning standards are high.</p> <p>11.3 Classroom box in all classrooms will contain: Anti viral spray, COSHH RA</p>	<p>IR</p> <p>IR</p> <p>IR</p>	<p>daily</p> <p>Daily</p> <p>Daily</p>	<p>IR daily</p> <p>IR monitor timetable in place 2.9.20</p> <p>IR Daily</p> <p>28.8.20 IR</p>

		<ul style="list-style-type: none"> Cleaners are to wash & dry their hands after removing the PPE. <p>11.3 Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>11.4 Bin liners should be used in all bins and bins emptied daily.</p> <p>11.5 External play equipment is to be cleaned regularly and between each group use.</p> <p>11.6 Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>				<p>Cloths Gloves, Masks and aprons Tissues</p> <p>11.4 Pedal bins in rooms for potentially contaminated waste (tissues, wipes, PPE) appropriately labelled.</p> <p>11.5 The EYFS outdoor play equipment may be used by small groups. Children to handwash before and after. See EYFS supplementary guidance. Other outdoor play equipment remains out of use</p>	<p>IR</p> <p>LM/MW</p>	<p>24.8.20</p> <p>Daily</p>	<p>28.8.20 IR/HS</p> <p>28.8.20 MW/LM</p>
11. Cleaning		All control measures in place – Post mitigation risk rating	2	3	6	<p>Evidence Supplementary Guidance for September opening Cleaning protocol Monitoring PO and SLT weekly</p>			
12. Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>12.1 If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>12.2 Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>12.3 Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>12.4 Waste bags and containers - to be kept closed.</p> <p>12.5 Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	3	9	<p>12.2 Safe place will be under hall canopy and PO and Office staff to instruct delivery driver to leave deliveries in safe place. PO to collect and move asap and within 1 hour maximum. Supplementary Guidance for September opening document Meet and greet protocol. 12.5 PO and Cleaners collect waste and follow cleaning protocol. Refuse collected weekly out of hours.</p>	<p>IR</p> <p>IR</p>	<p>As required</p> <p>weekly</p>	<p>IR daily</p> <p>IR daily</p>
12. Deliveries & Waste collection.		All control measures in place – Post mitigation risk rating	2	3	6	<p>Evidence Supplementary Guidance for September opening Monitoring By PO weekly</p>			

<p>13. Contractors</p>	<p>Staff, Pupils, Contractors</p>	<p>13.1 Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>13.2 Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>13.3 All contractors are to wash their hands upon entering the site.</p> <p>13.4 Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. <p>13.5 Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>13.6 The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>13.7 Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>13.8 Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>13.1 Signage in reception. Lidded bins will be available to contractors to dispose of gloves and wipes. These will be disposed of by an appropriate member of staff and in accordance with most recent guidance.</p> <p>13.2 Where a contractor refuses or repeatedly fails to observe the social distance principles, then the Premises Officer will ask the contractor to leave the site and alternative arrangements will be made to complete the job. If a job cannot be carried out following the social distancing principles; this must be discussed with the company the contractor came from.</p> <p>13.3 Meet and greet protocol in Supplementary Guidance for September opening document</p> <p>13.5 PO to undertake verbal inductions socially distanced and update Contractors induction pack to ensure relevant information is available.</p> <p>13.6 The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p> <p>13.7 PO to allocate separate welfare facilities for contractors on site for longer periods of time.</p>	<p>IR</p> <p>IR</p> <p>MC</p> <p>IR</p> <p>IR</p> <p>IR</p>	<p>24.8.20</p> <p>As required</p> <p>24.8.20</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>	<p>28.8.20 IR</p> <p>IR as required</p> <p>24.8.20 MC</p> <p>IR as required</p> <p>IR as required</p> <p>IR as required</p>
<p>12. Contractors</p>		<p>All control measures in place – Post mitigation risk rating</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Evidence Supplementary Guidance on September opening – Meet and Greet protocol Monitoring By PO and BM</p>			
<p>14. Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>14.1 Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>14.1 Appropriate signage displayed around school</p>	<p>DL GC</p>	<p>24.8.20</p>	<p>28.8.20 HS/MC</p>

		<p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>14.2 Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>14.3 Provide additional hand washing & drying facilities where necessary.</p> <p>14.4 Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>14.5 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>14.6 Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				14.4 PO to ensure additional cleans am and pm.	IR	daily	IR monitor timetable in place 2.9.20
14. Poor Hygiene		All control measures in place – Post mitigation risk rating	2	3	6	<p>Evidence Supplementary Guidance for September opening Cleaning Protocol</p> <p>Monitoring Cleaning standards monitoring by PO and SLT Business Meeting</p>			
15. Lack of awareness	Staff, Pupils, Visitors	<p>15.1 Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>15.2 Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>15.3 “Toolbox talks” will be carried out 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. This will include informing personnel of the known symptoms.</p> <p>15.4 Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	3	3	9	<p>15.3 Business meeting at the start of term will cover RA control measures.</p> <p>Standing item on weekly business meeting.</p>	MC MC	24.8.20 weekly	24.8.20 MC Weekly MC

15. Lack of awareness		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Business meeting minutes Monitoring Weekly business meeting minutes			
16. Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	16.1 Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). 16.2 Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.	3	3	9	This will reflect: <ul style="list-style-type: none"> • How to maintain good through flow of air without increasing the risk of fire spreading. Identify which door are safe to prop open and which need to stay close for fire safety reasons. • Children and staff may be in unfamiliar classrooms and will need to be aware of escape routes. • Ensure that no fire escape routes get locked down and that no furniture is stored in front of fire doors or blocking escape routes Fire drill to be undertaken by the end of the second full week.	KH MC	24.8.20 18.9.20	24.8.20 KH 28.8.20 MC/IR
16. Emergency procedures (Fire alarms activations etc)		All control measures in place – Post mitigation risk rating	2	3	6	Evidence Fire Procedures Monitoring Fire drill			
17. First Aid provision	Staff Pupils, Visitors	17.1 First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained. 17.2 Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary. 17.3 When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). 17.4 Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.	3	3	9	17.1 (note * some first aiders may not be able to undertake first aid duties as a control measure). - If a pupil (or member of staff) falls ill pupil and supervising member of staff to both wear face masks to prevent the spread as soon as symptoms noted. - the isolation room for suspected symptomatic persons in the Radio room - parents will be contacted immediately - Staff member to wear apron, gloves and face shield and should sit outside the room if possible with the door open to aid ventilation - In an emergency call 999 All other first aid dealt with in the first aid room or class base. PPE where 2m distancing cannot be maintained (mask, face shield, gloves, apron etc)	MC First aiders	24.8.20	24.8.20 MC

						Staff member to clean surfaces once pupil leaves room, remove PPE and clean.	First aiders		
17.First Aid provision		All control measures in place – Post mitigation risk rating	2	3	6	Evidence List of current first aiders Monitoring First aid records			

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

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

Cleaning Guidance

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

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

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

Guidance for the full opening of schools from the start of the autumn term:

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

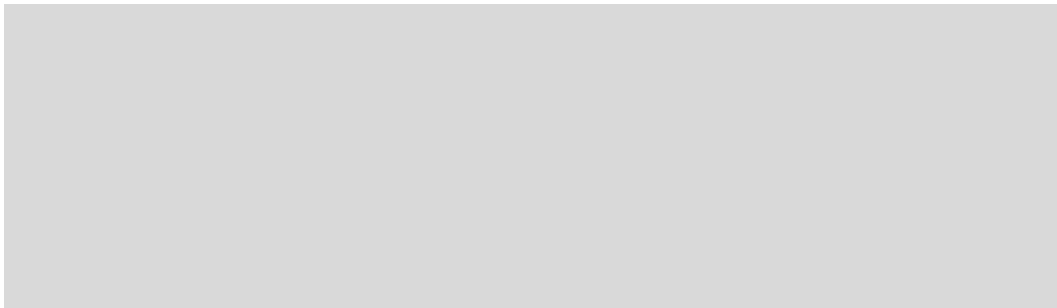
Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table						
LEVEL OF RISK	OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			
HIGH RISK	15-25		Immediate Management Action			
MEDIUM RISK	9-12		Plan for Change			
LOW RISK	1-8		Continue to Manage			
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					
Risk Score						

Risk Scoring Guide			
Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.
Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.			
	LIKELIHOOD	SCORE	EXPECTED FREQUENCY

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.



Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Blank