

Educational Setting	Woodston Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020
Review Date	Weekly

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
<p>Communication and Preparation</p> <p>High Risk</p>	<p>1. Letter sent to parents in July 2020 regarding proposed changes to the new term</p>	<p>1. Write to parents regarding phases return to school with more details about opening, including maps of where classrooms are and entrance points in school. (Appendix 1)</p> <p>2. Ensure all staff and parents are aware that they must not attend or send children to school who are displaying symptoms of Covid or have received a positive test, or if there is someone in their household who has tested positive. Anyone testing positive without symptoms, must re-start their self-isolation period for 10 days from the onset of the symptoms. Other members of the household (including siblings) should self-isolate for 14 days from</p>	<p>Yes</p> <p>Yes</p>	<p>TG/JM</p> <p>TG/JM</p>	<p>03.09.2020</p> <p>02.09.2020</p>

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		<p>when the symptomatic person first had symptoms. – Leaflets send to parents from Government and Local Authority.</p> <p>3. Agree proposal on staffing and access for Bubbles including PPA</p> <p>4. Confirm staff views on returning, identifying who can't/reluctant to return to school at this point and plan for impact.</p> <p>5. Identify, plan for and deliver staff training needs to implement any changes to school plans (e.g. risk assessment, curriculum, behaviour, safeguarding)</p> <p>CP Training completed on 03.09.2020</p> <p>Ensure governors are kept informed of this RA and any changes once approved. Ensure Trustees are consulted regarding any substantive changes and otherwise kept informed.</p>	<p>Yes</p> <p>Yes</p>	<p>TG</p> <p>JM</p> <p>SLT</p> <p>SLT</p>	<p>w/c 07.02.2020</p> <p>ongoing</p> <p>ongoing</p>
<p>Prevention High Risk</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this?</p>			

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	<p>clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>* One room allocated at this time – to be reviewed when we have more children in. Room not been used during lockdown.</p> <p>2. Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? * Cleaners to review stock levels. New local company used who can deliver within 24 hours. * All classrooms have wash areas as well as wash areas with all toilet areas. Extra wash basins being put in over the summer holidays in Y1 girls toilets.</p> <p>3. Are there sufficient stocks of tissues and disposal bins available for all classrooms? * SB to monitor tissue levels with teachers informing of stock levels. Bins to be reviewed in September. Might need to order a second bin for all classrooms.</p> <p>4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>TG</p> <p>Cleaners / class teachers</p> <p>SB</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>* See above. Cleaning teams to be used before school. During school and after school.</p> <p>5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? Staff briefing on 04.09.2020</p> <p>6. Are their sufficient stocks available in the locations it is likely to be needed? * Children to have their individual stationery sets. Larger resources to be thoroughly cleaned or used on a three day rota. * Children to have their own water bottles that stay in school * Children to use cloakroom areas and lockers. This is to be reviewed when children are in school as long as the children are staggered when using them when dropping off and picking up.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Still reviewing</p>	<p>Cleaners</p> <p>JM/TG</p> <p>Office</p> <p>Office</p> <p>Class teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>

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		<p>* To start with books will not go home. This is to be reviewed as the term goes on. Books can go home and back into school. Once a child has finished with their book it is not used for three days.</p> <p>* Toilet areas to be used for Bubbles only. All classes to have their own set of toilets. Only communal ones are by the hall – to be used at lunch time? RAS and 1TW also share toilets but can be sectioned so Reception children use the two closest to their class and same for Year 1.</p> <p>Y3 Bubble have their own toilets but mixed for classes</p> <p>Y4 Bubble have their own toilets but mixed for classes</p> <p>Marking to be completed as per the policy and adults to wash hands. Exercise books can go home if needed.</p> <p>Individual BAME Risk Assessments to be completed for staff.</p>	<p>Yes</p>	<p>SLT Class teachers</p>	<p>Ongoing Completed</p>

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<p>Response to any infection</p> <p>High Risk</p>	<p>engage with the NHS Test and Trace process</p> <p>manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>contain any outbreak by following local health protection team advice</p>	<p>Do members of staff know what is required of them?</p> <p>The definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles. It is people who:</p> <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or • were coughed or sneezed on by the case or • had unprotected physical contact (skin to skin) with case or • Spent more than 1 minute within 1 metre of the case or • spent more than 15 minutes within 2 metres of the case or • travelled in a car or other small vehicle (even on a short journey) 	<p>Yes</p>	<p>JM/TG Office</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> * Any visitor into school to completed a form giving their details in case of need for 'Test and Trace'. *Continue to follow previous Risk Assessment guidance around anyone with symptoms. 			
Contingency planning for a further outbreak High Risk	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<ul style="list-style-type: none"> School to plan for local lockdown. Remote learning to take place in case of school closure. Will need to be reviewed and planned for when teachers plan for the previous week. 	Yes	SLT Class teachers	As needed
Social Distancing in school High Risk	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<ul style="list-style-type: none"> Year group Bubbles to be created. Children will mix within the year group but not with other Bubbles/year groups. Outdoor areas to be assigned to Bubbles. Social distancing to be applied where possible. Children to have breaks and lunchtimes with their Bubbles. Adults to be included in Bubbles. Where needed an adult can be included in two Bubbles e.g. Di R and AG who can cover where a Bubble is short of adults. Di R to cover Y6 AG (due to illness) 	Yes Yes	TG	Ongoing

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		<ul style="list-style-type: none"> • Supply teachers to be used if required due to DR coving Y6 • AG could be Y3/4 • Children to sit facing away from each other where possible • Adults to try and maintain a 2M+ distance from children (where possible) and adults. If not possible adults to stay less than 15 minutes. Or closer than 1M to be less than a minute. • Areas to be well ventilated where possible • Learning Mentor to work with children across Bubbles. LM not to enter existing Bubble. LM to clean between each child. LM to carry out social distancing as stated above. 	<p>Yes</p>	<p>Class teachers Class teachers</p>	<p>Completed Completed</p>
<p>Recovery Curriculum High Risk</p>	<ul style="list-style-type: none"> • See previous Risk Assessment 	<ul style="list-style-type: none"> • Power of Reading Book to be used • Maths guidance from DfE to be used/White Rose maths to continue to be used – including the option to revisit previous year groups • Lots of PSHCE / circle time to allow children to express how they have been feeling and how we can move forward • Decide on PE lessons that can take place outdoors with timetables 	<p>Yes</p>	<p>SLT Class teachers</p>	<p>Ongoing</p>

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		<p>resources. AG completed timetable on 03.09.2020</p> <ul style="list-style-type: none"> Limit sharing of stationery – children to have their own pencil case with their own stationery – 07.09.2020 All assemblies, social gatherings, sports clubs cancelled until alternative workaround can be found whilst maintaining social distancing. 			
<p>Home Learning High Risk</p>		<ul style="list-style-type: none"> Agree Home Learning approach for potential lockdown or for individuals self-isolating or shielding Agree how we will 'link' in school and at home learning. 28.09.2020 – New page added to website – Off Site Learning. Y5 Bubble that was collapsed last week has a page dedicated to resources and activities set by the teachers that continue the learning at home. 06.10.2020 – Y5 Off Site learning page achieved. New Y6 Off Site learning page set up and home learning packs created. PoR book to be used along with Maths revision and a selection of activities linked to other areas of the curriculum. 	<p>Still reviewing Yes</p>	<p>SLT</p>	<p>As needed</p>

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		<ul style="list-style-type: none"> PoR books still being used along with directed Maths tasks with answers. A Timetable with other areas of the curriculum also has been uploaded. Parents have been emailed and packs have been printed in school ready for collection if required. Still need to agree what is bought back into school from the isolation period. PoR book to be recapped when children are back but not the work. 			
EYFS/Y1 High Risk	<ul style="list-style-type: none"> See previous Risk Assessment 	<ul style="list-style-type: none"> Consider how play equipment is used ensuring it is appropriately cleaned. Limit any soft furnishings/equipment that is hard to clean 	Yes	SLT	completed
SEND, Inclusion, Welfare & Safeguarding High Risk	<ul style="list-style-type: none"> See previous Risk Assessment 	<ul style="list-style-type: none"> Identify EHCP children are returning and complete Risk Assessments for EHCP children SENCO to review Risk Assessments if required Agree what support is available for vulnerable children. <p>Welfare:</p> <ul style="list-style-type: none"> Plan likely mental health, pastoral or wider wellbeing support for children 	Yes	SENCO/ SLT / FLO	Ongoing

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		<p>returning to school (for example, bereavement support) and discuss with your local authority what wider support services are available. Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously affected.</p> <ul style="list-style-type: none"> Put in place measures to check on staff wellbeing (including for leaders). HT and SLT to check in on all staff regardless if they are onsite. Staff have a responsibility to inform HT of any changes in their circumstances. Staff have breakfast on a Friday. There are no planned staff meetings. Staff can leave when all the children have left. The above is amended to fit in with new term: 	<p>Yes</p> <p>Yes</p>		

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		<ul style="list-style-type: none"> • HT and SLT to check in on all staff regardless if they are onsite. Staff have a responsibility to inform HT of any changes in their circumstances. - this remains the same. • No staff breakfast on Friday. • Staff meetings to go ahead in the Hall socially distanced at 2M. • Staff can leave as pre-lockdown. <p>Safeguarding:</p> <ul style="list-style-type: none"> • Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. • Inclusion Team to continue to monitor and make that appropriate calls to families and relevant outside agencies including 'virtual meetings' over Teams where required 	<p>Yes</p>		

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		<ul style="list-style-type: none"> Check for revised protocols from your local authority and update safeguarding policy if necessary. Keep reviewing LA guidance 			
Behaviour High Risk	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Staff to set behaviour standards to children. Children who have not attended school since lockdown to be explained new amendments to the Behaviour Policy (old Appendix F) and new golden rules to be shared (old Appendix G) New staff to be inducted as normal with the new arrangements explained to them Encourage staff to cooperate with the 'Test and Trace' program. 	Yes	SLT Class teachers	Ongoing
Break/Lunch times High Risk	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> Bubbles to have breaktimes within their Bubbles and in designated zones using three playgrounds and the field. Lunch times to be completed in Bubbles. R, Y1 and Y2 to eat in the hall and KS2 to eat in classrooms/Gym. Bubble adults to supervise. Lunchtimes to be an hour to allow for adult breaks. Additional Kitchen staff to be considered to help serve the children 	Yes	SLT	Ongoing

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		and/or help clean the hall in between each sitting.			
Lunchtime Catering facilities High Risk	<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queuing Different lunch periods 	<ul style="list-style-type: none"> Ideas at this time (July 2020). EYFS, Y1 and Y2 to eat in the Hall over a staggered period. KS2 to have a packed lunch in their classrooms. FSM in KS2 to potentially eat in the Gym. KS2 FSM eating in the Hall at given times. Children to eat in their Bubbles. Each Bubble to have an hour lunch. This will help facilitate adult breaks for half an hour. Adults in the lunch Hall to be used to clean tables and chairs before the next sitting. Tables to be sanitised before and after the children have their lunch. From 14.09.2020 R, Y1 and Y2 to go in the Hall for lunch. Y3/4 school diners in the Hall Y5/6 schools diners collect and eat in the classroom Only Kitchen staff to enter the Kitchen area 	<p>Yes</p> <p>Yes</p>	<p>Kitchen staff</p> <p>JM/TG</p>	<p>Ongoing</p>
FSM Off Site.	<ul style="list-style-type: none"> Providing children who are entitled to Free School Meals with a hot dinner. 	<ul style="list-style-type: none"> As we have a high number of FSM children and the short notice of Bubbles being collapsed, we have decided to 	Yes	TG	Completed

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		<p>currently at this time. Will review when new cohort are in.</p> <ul style="list-style-type: none"> • Provide relevant guidance to parents on drop off and pick up arrangements. • School drop off and pick up times to be given to parents before Sept 2020. • Year group dates for starting to be communicated to parents before Sept 2020. • New Reception cohort to have taster session two weeks leading up the 21st of Sept 2020. See separate letter and pack sent to parents (Appendix 1) • Staff and children to stay to the left of the corridor when moving around school. Children are limited to the amount of time in corridors e.g. lunch • No masks to be worn in school as staff will maintain a 2M distance or 1M+ for less than 15 minutes when inside. • Staff toilets: Kier 1 and 2 build have individual toilets with soap and cleaning products inside. Staff toilets in the old wing hold three cubicles with two hand basins that are 1M apart and ensure the adults are facing the same way – not each other 			

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		<ul style="list-style-type: none"> Email to staff reminding them about distancing and amount of time spent at given distances – 06.10.2020 Email to staff offering the use of visors when working with children indoors – 06.10.2020 Email to parents to encourage them to wear masks when dropping off and picking up their children – 07.10.2020 			
<p>First Aid</p> <p>High Risk</p>	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> All first aid trained adults have their own first aid pack which they will have within their Bubble. This can be used in and outside. SENCO to ensure all medical bags are up to date and with the correct Bubble. School to continue to follow LA guidelines on First Aid (old Appendix F) This is to be reviewed with further guidance 	<p>Yes</p>	<p>SENCO</p>	<p>Completed</p>

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Extra-curricular activities (coaches, tutors, after school) High Risk	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> No planned trips at this time (July 2020) To be reviewed as and when in the Autumn Term if extra-curricular activities are introduced. No plans to have specialist teachers/coaches in at this time (July 2020) 	Yes	Office	Ongoing
Physical activity High Risk	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <ul style="list-style-type: none"> All children to come to school in PE kit on PE days to help with changing and bringing extra items into the building. AG to complete timetable 03.09.2020 PE guidance to be circulated to staff 	Yes	TG/AG	Completed
School Staffroom High Risk	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Staffroom to maintain a one way system. Break and Lunch times staggered to minimise overcrowding in staffroom Wipes and hand sanitiser to be kept near the fridges and drink making areas. 	Yes	JM/TG	Completed

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<p>Breakfast/after school club High Risk</p>	<ul style="list-style-type: none"> Currently closed 	<ul style="list-style-type: none"> Decide on staffing Decide on opening and closing times Ensure hand washing facilities are available Create a pathway to and from the classroom Bubbles Ensure where possible consistent Breakfast Club / After school Club bubbles are created Staff to sign children in and out of Breakfast and After school club. 	<p>Still reviewing</p>	<p>JM/AR</p>	<p>By start of term</p>
<p>Music Teachers / choir High Risk</p>	<ul style="list-style-type: none"> Non are attending due to Lockdown. Remote lessons taking place 	<ul style="list-style-type: none"> Establish Risk Assessment from JMP Music Decide if class lessons are to start with each child having their own instrument Decide if music teachers can be on site and hold individual lessons safely Rooms organised – all with washing facilities inside or nearby. Whole class violin lessons to continue – storage of instruments to be in cupboard. Cases to be wiped if touched by a second hand – but then not used for a week. Instruments only to be touched and used by individual children. All instruments named and linked to a child. 	<p>Yes</p>	<p>TG/DR</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> School to hold music teachers details in case of need for 'Track and Trace' 			
<p>Cleaning High Risk</p>	<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Consider whether any outdoor play equipment should be used and if so, ensure pupils wash their hands afterwards. School following PE advice from Stuart Allison Consultancy. 			

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Attendance High Risk	<ul style="list-style-type: none"> Following the guidance and monitoring all absences as previous Risk Assessment 	<ul style="list-style-type: none"> Attendance to return to normal procedures. Attendance policy to be enforced including calling homes, making visits, police Safe and Welfare checks. 	Yes	SD	Ongoing
Fire Safety High Risk	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <ul style="list-style-type: none"> TG to hold a Fire Safety briefing in Sept 2020. TG to read the guidance sent via Cambridgeshire Fire and Rescue service and amend any relevant policies/procedures 09.07.2020 Due to having year group Bubbles – Fire Assembly points will revert to original. The whole school will be on the field. 	Yes	TG	w/c 07.09.2020
Waste High Risk	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. School has teams of cleaners that work before, during and after school. Cleaners will enter classrooms when children are outside to help removal of waste and to clean tables and chairs. Waste at lunchtime also removed from the premises straight after lunch. 	Yes	Cleaners	Ongoing

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<p>Staff/Pupils within the shielded group High Risk</p>	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> One member of staff is classed as Clinically Extremely Vulnerable and individual Risk Assessment to be completed. Staff who are clinically vulnerable to have individual Risk Assessments if and when required e.g. doctors request. If condition is managed with medication and or diet then no further Risk Assessment is required. Identified staff who require an individual Risk Assessment to be completed as and when needed e.g. pregnancy. 	<p>Yes</p>	<p>AH/TG</p>	<p>Ongoing</p>
<p>Contractors High Risk</p>	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Any contractor on site must have prearranged their visit and if required produce their Risk Assessment and/or be guided by the schools. All planned maintenance to be completed in holidays or when children are not on site. All contractors to comply with Test and Trace procedures. 	<p>Yes</p>	<p>TG</p>	<p>Ongoing</p>

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<p>Property Compliance High Risk</p>	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 			
<p>Hygiene High Risk</p>	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> As mentioned above New local cleaning company now used. All wash areas to have soap. Hand sanitisation stations to remain throughout keep points in school e.g. outside of classroom doors – key entrance/exit points. This to be reviewed as further guidance is given Review with children about how to wash hands appropriately and for how long. Ensure all staff and children are aware of and promote 'Catch it, bin it, kill it' system of control and ensure use of bins appropriately. Staff updated with guidance on changing nappies including new 'record' book and how to safely clean their hands after changing. Apply the nappy guidance to changing/washing a child if required. 	<p>Yes</p>	<p>Cleaners All staff</p>	<p>Ongoing</p>

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
		E.g. PPE to be worn and appropriate hand washing to completed when finished. Parents to be contacted as normal.			
Accident reporting Covid-19 incidents High Risk	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, you should contact your competent Health & Safety Adviser. 		Yes	All staff	
Administrative Staff High Risk	<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> School office to work in the Main Office at 1M plus. If required senior administrator to work in OWN Trust office. Office staff to sign children in and out as parents are not allowed in the building and stops other adults touching resources that are in school e.g. pen Only Office staff to enter the Office including JM, TG, LH and SG 	Yes	SD	Completed

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
Personal Protective Equipment High Risk	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> PPE to be stored in isolation room. TG has watched the guidance on wearing PPE. Adults encouraged to stay 2M apart where possible and if not to be less than 15 minutes in time together. PPE to be worn when changing a child after an accident. 	Yes	TG	Completed
Infection Control High Risk	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g. Utensils 	<ul style="list-style-type: none"> All classrooms have hand washing areas with soap. All toilet areas have soap and water. Shared items only used where needed and to be cleaned after use and/or not used for 72 hours. If children have been sharing items then hands to be washed before touching something else. 	Yes	SLT	Ongoing
Lack of staff High Risk	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> Year group Bubbles to be created. This allows for staff to have breaks when needed and at lunchtime. SLT to monitor staff well-being and HR to monitor staff absence. MB and AG can be used to support a Bubble if staffing levels require it. 	Yes	JM/TG	Ongoing

<p>What are the hazards? Risk Rating</p>	<p>What are you doing already?</p>	<p>What further action is necessary?</p>	<p>Completed Risk Minimised</p>	<p>Action by whom?</p>	<p>Action by when?</p>
		<ul style="list-style-type: none"> Due to having Bubbles of 2/3 classes in the case of any staff absence then planning can be shared across the team. In the case of a Year group Bubble being closed then Remote learning to take effect. 			
<p>Increased risk of transmission High Risk</p>	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible 	<p>Yes</p>	<p>TG</p>	<p>Completed</p>

<p>What are the hazards? Risk Rating</p>	<p>What are you doing already?</p>	<p>What further action is necessary?</p>	<p>Completed Risk Minimised</p>	<p>Action by whom?</p>	<p>Action by when?</p>
<p>Dedicated school transport, including statutory provision</p> <p>High Risk</p>	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<ul style="list-style-type: none"> • We currently have one looked after child who will be brought to school in a Taxi. She is under 11 so no need for a mask and can sanitise her hands when entering into school. 	<p>Yes</p>	<p>SD</p>	<p>Ongoing</p>
<p>Visitors</p>		<ul style="list-style-type: none"> • All visitors to fill in 'Test and Trace' form. • Social distancing to be maintained where possible at all times. • Visitors to be informed of school procedures and where necessary given a copy of the Risk Assessment. • Visitors only to enter the building where it is required. 	<p>Yes</p>	<p>TG</p>	

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
		<ul style="list-style-type: none"> • Visitors are not to use staff toilets or if in an emergency to inform a staff member and to be cleaned. • Risk Assessments from visitors need to be given before visits. • Areas to be cleaned immediately after use by a visitor e.g. table and chair. 			
School Nursing Team – Flu Vaccinations	<ul style="list-style-type: none"> • Use of one location for the team to base and children go to that ‘room’ for their vaccination. 	<ul style="list-style-type: none"> • Children to stay within their Bubble and a member of the School Nursing Team to enter the classroom. • Nursing Team to wear PPE • Nursing Team to wash and sanitise hands regularly • Fresh PPE to be worn in each new Bubble. • Nursing Team not to use the staffroom • Drinks to be supplied to Nursing Team • Designated Room / Toilet area to be given to the Nursing Team. • Follow Risk Assessment sent by Nursing Team. 	Yes	TG/SD	By 14.10.2020
Supply Teachers		<ul style="list-style-type: none"> • All supply teachers to fill in ‘Test and Trace’ form. • Social distancing to be maintained where possible at all times. • Supply teachers to be informed of school procedures to follow and where 	Yes	TG	W/c 14.09.2020

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
		necessary given a copy of the Risk Assessment. <ul style="list-style-type: none"> • Risk Assessment from Supply agency to be given to school • Supply teacher to only go into a maximum of two bubbles during each visit. 			
EYFS parent visits		<ul style="list-style-type: none"> • All parents to fill in 'Test and Trace' form. • Social distancing to be maintained where possible at all times. • Parents not to use staff toilets. • Parents to hand sanitiser on entry • Limit parents to 10 per session • Gym to be used for presentation – large space that isn't currently used • Chairs to be cleaned after each session in the Gym • Classrooms to be cleaned after each session including children's toilets if required. • Parents to wear masks unless they have a medical reason not to 	Yes	TG	
Nursery		<ul style="list-style-type: none"> • Nursery staff to access toilets in the School building – these are regularly cleaned. 	Yes	TG/JL	

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
		<ul style="list-style-type: none"> Nursery staff to use an unused group room for lunch and to remain socially distanced. Nursery to inform school of any suspected cases in both staff and any siblings. School to inform Nursery of any confirmed cases in both staff and siblings 			
Learning outside the classroom (day trips, etc.) High Risk	<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	For more information contact Stephen Brown (Outdoor Education Adviser.)			
Signage High Risk	<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Signage to be displayed to encourage good hygiene procedures, social distancing etc. Markings where appropriate on the playground to encourage social distancing. 	Yes	TG	Completed

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

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

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

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

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

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

What happens if someone becomes unwell at an educational setting?

If anyone becomes unwell with:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

There are various other symptoms discussed in the media around children but this is the threshold set by the NHS process for testing and we must adhere to these.

In an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) which sets out that they should start to self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.

If a parent has called 119 and they have been told they don't need a test as their symptoms aren't 'due to COVID,' then the child can attend school if they are not displaying any symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to start to self-isolate for 10 days. Their fellow household members should start to self-isolate for 14 days. All staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests positive, the rest of their class or group within their Bubble should be sent home and advised to start to self-isolate for 14 days and encouraged to take a test. If a test is taken and it is negative, they cannot return to the setting as they still need to remain isolating for the 14 day period as they are regarded as 'close contacts'. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Parents to be informed about any confirmed cases of Coronavirus in their child's Bubble.

If an adult in an adult Bubble e.g. the office or kitchen tests positive for coronavirus then they stay at home for 10 days and their Bubble starts to self-isolate for 14 days and take a test.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Further guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Engage with the NHS Test and Trace process.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection>) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

School will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10- day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.