



DLAT– COVID-19 Primary School Full Opening Autumn 2020

Activity being assessed:	Re-opening of school following COVID-19 lockdown.	Location(s) affected: the whole site	Redmile Primary School	 
Person(s) completing assessment:	Alison Longden	Date original assessment completed:	06.08.20	
Date of review:		Review completed by:		

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

Notes:

- **(SFAIRP) So far as is reasonably possible.**
- **The term classes and bubbles have been used and mean the same thing.**
- **All staff to ensure that they have read and understand the implications of this Risk Assessment.**
- **All staff to re-familiarise themselves with the 'What are you already doing' column and ensure that these procedures are back in place. The 'Action by whom and when' refers to 'Do you need to do anything else to manage the risk' column now that the whole school will be returning.**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Re-opening after a lengthy closure/ Summer Holiday.	Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises	<p>Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</p> <p>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>Air conditioning units which serve individual rooms only pose minimal risk and can be used as required.</p> <p><u>Managing school premises guidance</u></p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary,</p>	Confirm that there has been continued statutorily premises maintenance, the probably only additional task will be the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.	Wendy Elliott (PO) 14/08/20	

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		<p>utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use.</p> <p>Update key holder information.</p>			
<p>Contracting COVID-19 from being in the school environment by contact with an infected person</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and put on school website.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected:</p> <p>Isolation Area - Shelter on the field/ Resources room in wet weather.</p> <p>Communication plan to be put in place to make PO aware if resources room has been used for isolation or (under exceptional circumstances) a parent has been on site – therefore deep cleaning</p>	<p>HOS & First Aid Lead(Cara Maloney) 24/08/20</p>	

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		<p>allowed into the school premises until they have self-isolated for the government period of 14 days.</p> <p>If a staff member or pupil has a positive COVID-19 test the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p> <p>Use of a school head thermometer to be used to identify a high temperature.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.</p> <p>Government self-isolation guidance</p>	<p>required.</p> <p>Communicate any new/recent information regarding how to obtain a COVID-19 test.</p>		
Vulnerable staff or pupils contracting	Staff deemed vulnerable see	Staff and pupil survey undertaken to determine	Seek medical advice where needed.	Lead First Aid (CM)/ HOS	

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COVID-19 from being in school	government list are likely to experience worse symptoms and additional health issues if contract COVID-19	individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category a individual risk assessment will be put in place to provide adequate controls within school. Where pupils health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.	Staff and pupil survey to indicate if clinically vulnerable/ clinically extremely vulnerable Individual RA to be written with staff / parent to enable pupil to attend Identify pupils that still need to stay at home.	HOS to create & distribute survey RA to be written by CC & HOS HOS to confirm stay at home requirement. Class teacher to create home learning support	
Congestion when accessing or leaving school grounds/ controlling mixing of bubbles.	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Start and finish times for Bubbles staggered to reduce congestion. Entrance into school will be by drive gate only. Social distancing reminders in place for families as they wait for gate to be opened. Parents to	Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils. Parents to be reminded of system if pupils arrive late or are not	HOS – indicate start and end times for each bubble to parents. 17/08/20. For parents	

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		<p>be encouraged to drop off and leave as quickly as possible. Socially distance children line up points to be clearly displayed and used along driveway. Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about gates/times for drop off and collection.</p> <p>As soon as children arrive in school, they will be escorted straight to the entrance of their classroom and will line up outside and wait until they are asked to enter.</p> <p>For collection, parents to wait at designated area outside the school at the bottom of the</p>	<p>collected on time – to phone the school office/drop off and pick up to be at drive gate.</p> <p>NB This may have to be adjusted if heavy rain on arrival</p>	<p>with multiple chn to drop off and collect – to use times of youngest child. 26.08.20</p> <p>PO to mark 2m intervals on drive 24.08.20</p>	

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		<p>school drive and staff to bring out children to them for collection. Once child(ren) and parents reunited, parents are requested to leave site immediately whilst maintaining (SFAIRP) social distancing.</p> <p>For parents who are unable to adhere to this – phone calls to be made to school to indicate what time they will arrive. Children are to remain within their bubble until their parent has arrived.</p> <p>Staff advised to arrive by designated time prior to pupil’s arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>All staff to enter and exit by the main school entrance and travel alone or with people from the same household.</p> <p>Parents will not be allowed on</p>			

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		<p>site – unless in exceptional circumstances i.e. the HOS deems it necessary due to the safety of a child. If a pupil needs to be collected during the school day, they will be accompanied by a staff member and handed back to parents at the gate at the bottom of the drive. Any concerns or queries will be dealt with over the phone or by email.</p> <p>There will be a one-way system at the entrance to the drive with 2m intervals marked out on drive, social distancing posters to be placed on path and verge to remind parents.</p>			
Congestion or inability to	Pupils, staff, visitors, and	Teachers to walk their classes into the building either	Parents with more than one child will be given a designated time to	HOS to inform	

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adequately manage pupils accessing or leaving school building or moving around during class changes.	the general public becoming infected with COVID-19:	<p>directly into their classrooms. Reception & Class 1 entrance / exit: fire door at far end of class 1 classroom; own separate toilets</p> <p>Class 2 entrance /exit: link door; own separate toilets</p> <p>Class 3 entrance /exit: fire door; own separate toilets</p> <p>Teachers to walk their classes in a controlled manner directly from their classroom to the drive to be reunited with their parents/carers for collection at the end of the day.</p> <p>Staggered timetable of breaks/ lunchtimes/playtimes/ entry and exit times.</p> <p>Minimal movement of pupils around the school building.</p> <p>Social distancing signage and floor markings displayed.</p> <p>SFARP – classes will have a base in school which stays consistent and they will have the same staff working with</p>	<p>drop off and pick up their children.</p> <p>Toilets to be designated/labelled for years 3&4 and 5&6 in the cloakroom area.</p> <p>Children moving between the reception and class 1 classrooms are to walk outside and use the blue door to enter the reception classroom.</p> <p>Revisit fire procedures</p>	<p>parents of times 17.08.20</p> <p>PO to allocate 2 toilets to year 3.4 (1M & 1F) and 2 toilets to year 5.6 (1M & 1F) Labelled by support staff 24.08.20</p> <p>PO/HOS/all staff 24.08.20</p>	

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		them.			
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school.</p> <p>Following use of toilet facilities hands must be washed with liquid soap and warm water.</p> <p>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands must be washed with liquid soap and warm water or hand sanitiser.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be</p>	<p>Revisit NHS video for handwashing to be viewed by staff and all children. NHS video (reminder for staff and pupils who have already been in school / set the standard for new staff and children who have returned to school for first time.)</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Ensure sufficient hand sanitiser is available.</p> <p>Reallocate blue lidded bins to dispose of tissues to ensure that all classrooms/staffroom/ASC/Hall/Office have one</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p>	<p>ALL staff 24.08.20</p> <p>Pupils 26.08.20</p> <p>PO 24.08.20</p> <p>PO 24.08.20</p> <p>PO 24.08.20</p> <p>Support Staff 24.08.20</p> <p>Support Staff 24.08.20</p>	

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		<p>immediately placed in the blue lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, kill it, Bin it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Where pupils are to use hand sanitiser this should be done under adult supervision.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Hand sanitiser must contain a minimum of 60% alcohol.</p> <p>Non-essential items not to be brought into school by pupils or staff.</p>			

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		Staff and children may bring in personalised liquid soap and/or hand cream as children are washing hands every 90 minutes and cases of sore hands/ eczema may increase. Parents to confirm this on Seesaw.			
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Parents are not currently allowed into reception area without an appointment. Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building. Staff to pass through reception maintaining appropriate social distancing. Due to office size, layout and limited space, non-office-based staff are not to enter	Visitors book to be kept inside the office. Office staff to complete it on behalf of the visitor to avoid cross contamination. Tack and Trace details to be taken and placed in a folder –kept for 21 days and then destroyed. Reinstate electronic register	Office Staff 24.08.20 HOS / teachers 24.08.20	

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		<p>the office area, requests to be made from the doorway.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p> <p>If staff share desks, a cleaning regime must be introduced to sanitise desks between “shifts”.</p> <p>Hand sanitiser to be made available at visitors signing in area.</p> <p>If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</p> <p>Office staff to receive electronic registers from teachers. No children to be sent to the office – door to office to be kept shut at all times.</p>			

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Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Classrooms with external door direct to the outside to be used where possible.</p> <p>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable.</p> <p>Staff to maintain social distancing from other members of staff and pupils where possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</p> <p>Soft toys removed from all classroom and learning areas.</p> <p>Pupils will have named pupil pack with pens, pencils, ruler,</p>	<p>Should younger children require a comforter/soft toy, one will be allowed and should be kept for their use only – avoid if possible.</p> <p>ASC – staff to sanitise touch points (door handles/light switches etc.) in the hall and sanitise toilets before and after each session.</p> <p>External users (LOBO Dance) - to sanitise touch points (door handles/light switches etc.) in the hall and sanitise toilets before and after each session.</p> <p>Lunchtime rota to be in place to allow chn to have lunch in hall whilst ensuring no cross contamination of bubbles. Time to be factored in to allow for tables/chairs to be cleaned before each class arrives.</p> <p>PO to provide cleaning and sanitising products & equipment for Lunchtime supervisors, ASC and</p>	<p>PO / ASC staff 24/08/20</p> <p>PO/ Cheryl Lobo If/when dance school reconvenes (Monday Evenings)</p> <p>HOS/Teacher/ Support staff 24.08.20</p> <p>PO 24/08/20</p>	

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		<p>and any other essential equipment to learning.</p> <p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p> <p>Timetabled</p>	<p>Lobo Dance</p> <p>Recommencing reading books home - Limit the amount of books that children can take home at any one time. Once returned they are to be quarantined for 72hours before being put back on the shelves.</p> <p>Teachers to allow time in lessons for pupil self-marking and evaluation (Class 2 & 3). SFAIRP in class 1.</p>	<p>Teachers/ support staff 24/08/20</p> <p>Teachers 26/08/20</p>	

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		<p>break/lunch/playtimes to be in place which ensure no crossing of bubbles.</p> <p>On PE days children to come dressed in PE clothes to avoid changing</p>			
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff to access welfare facilities/staff room maintaining appropriate social distancing.</p> <p>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required.</p> <p>Only liquid soap is permitted</p>	Toilets to be designated/labelled for years 3&4 and 5&6 in the cloakroom area.	PO to allocate 2 toilets to year 3.4 (1M & 1F) and 2 toilets to year 5.6 (1M & 1F) Labelled by support staff 24/08/20	

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		<p>in school. Hand drying will be by disposable towels only, roll hand towels have been removed. Additional cleaning of toilet and sink facilities to be implemented throughout the school day. Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required. Specific soap can be used if needed due to skin allergies. Permission needed via seesaw / email from parent. Staff only to use water from the water cooler. Children to bring a CLEARLY labelled drinks bottle each day. Adults wash hands after handling water cooler.</p>			
Possible contamination from inadequate social distancing or cross contamination of	Pupils, staff, visitors, and the general public becoming infected with	Break times staggered with staff and pupils allocated specific break times and areas to be accessed “within Bubbles”. Staff to alternate	Staff to alternate supervising pupils during break times. Each class is to have its own playtime box of equipment which is to be cleaned at the end of each break-time/use.	Support staff and teachers	

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equipment at Break times or during external learning activities	COVID-19:	<p>regarding the supervision of children and cleaning of equipment to ensure Fixed external play equipment to be frequently cleaned. Only hard equipment that can be sanitised prior and after use to be available to pupils. If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Consider and develop a plan depending on the number and size of playgrounds/fields etc. Specify zones, times and supervision ratios for each bubble and communicate. Staffing ratios assessed and determined in “Bubbles” – see plan</p> <p>If pupils are eating, hands to be washed (see handwashing).</p> <p>After external activities – staff and pupils to wash hands (see handwashing).</p>	<p>Recommencement of fruit and milk - Fruit to be washed and cartons of milk to be wiped before giving to pupils to avoid cross contamination from external source.</p> <p>Re-opening of trim trail/climbing frame. PO to research cleaning product recommended by YDM Boon.</p>	<p>Support staff 26/08/20</p> <p>PO and office staff 24.08/20</p>	

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		Sports coach to be responsible for cleaning sports equipment after each classes use. PO to cordon off the playground and field into 2 areas in order to accommodate 2 bubbles at a time		PO 26.08.20	
Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Lunch times staggered with staff and pupils allocated specific lunch times when hall can be accessed. Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one “Bubble” group at a time. No self-service food facilities available including salad bars. If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and a suitable hard surface cleaner/sanitiser in between sittings.	PO to provide cleaning and sanitising products & equipment for Lunchtime supervisors, HOS to discuss with catering team how break and lunch periods will be managed. Catering team to review risk assessments and communicate with all relevant staff. Training of lunchtime staff and visiting staff to become familiar with school’s procedures.	PO 24.08.20 HOS 24.08.20 LTS 24.08.20 PO /HOS 24.08.20	

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		<p>Pupils to wait in hall until all of “class group” finished before going either out to their designated play areas or back to classroom</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>Timetabled break/lunch/playtimes to be in place which ensure no crossing of bubbles.</p> <p>PO to cordon off the playground and field into 2 areas in order to accommodate 2 bubbles at a time</p>		<p>PO</p> <p>26.08.20</p>	
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>No whole school assemblies to take place to reduce mixing of bubbles.</p> <p>Weekly whole school virtual assemblies and class assemblies.</p>			
Insufficient access to	Pupils, staff,	Sufficient first aid provisions	Review and update first aid risk	HOS/CM	

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first aid	visitors, and the general public may sustain greater injury through inadequate support and treatment	<p>are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess.</p> <p>All incidents of first aid must be recorded with EHT/HOS and reviewed on a daily basis. Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.</p> <p>All groups to have a First aid book in the classroom to record incidents. Notes are sent home with children to inform parents.</p> <p>First Aid kits are checked and updated with additional disposable gloves available.</p> <p>There is at least 1 first aider in each room (SFAIRP).</p>	<p>assessment</p> <p>CM to review and update first aid boxes and PPE provision in each classroom/playground / hall /ASC</p> <p>Review of first aider training to ensure all new staff/returning staff are trained to the correct level – organise training if needed inc. ASC.</p>	<p>24.08.20</p> <p>CM 24.08.20</p> <p>CM/LG 24.08.20</p>	

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		<p>General first aid will be dealt with either in the classroom base or playground by support staff. PPE packs will be available in each classroom/playground base and staff aware.</p> <p>If symptoms are identified a pupil will go to they will sit in a dedicated room/area Isolation Area – Shelter on the field/Resources room in wet weather. Lead first aider (Cara Maloney) called.</p> <p>Staff administering first aid to any other adult, additional PPE inc. mask should worn if social distancing cannot be maintained.</p>			
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Standard universal hygiene measures should be followed in line with first aid training at all times.</p> <p>Disposable gloves are universally recommended to be worn when providing first aid and this should be</p>			

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		<p>adhered to. A box of gloves available in all classrooms. It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance.</p> <p>PPE packs will be available in each classroom base and staff aware.</p> <p>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</p> <p>(see contaminated waste)</p>			
Inadequate management of essential pupil medication	Pupils health may suffer if not managed	<p>Robust medication management procedures within school (see medication policy). Essential medication e.g. inhalers, Epi-pens will be managed within “Bubble” by key member of staff following</p>	Review EHCP/IHCP for pupils with ongoing medical needs – create additional individual risk assessments with named staff for administering e.g. administering Epi-pen/inhalers etc. Review and update asthma policy	Cluster SENDCo – Charlotte Cahill / Lead First Aider-CM/ HOS 24.08.20	

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		<p>the school's standard procedures.</p> <p>Where there is specific training required for essential medication, where possible a trained member of staff will be within "Bubble", if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</p>			
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Symptomatic person should not be on site – see section 1. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room/area of the school groups, isolated in the Isolation Area – Shelter on the field/Resources room in wet weather. Additional sets of PPE kept in office in separate bags which contains full PPE wear in case of symptomatic individual.	<p>Communicate information regarding how to obtain a COVID-19 test to all staff – ensure that instructions are readily available and displayed in staff room.</p> <p>If a pupil displays symptoms and requires a C'19 test the sibling/s with also automatically also be sent home until it is confirmed as a negative case</p>	HOS 24.08.20	

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		<p>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, or outside designated area; parent/carer will be contacted and required to collect pupil immediately. Staff member supervising will then remove all PPE and dispose of into a plastic bag (see contaminated waste) for immediate disposal outside and will wash hands thoroughly. PPE (kept in each classroom / EHT's office / office with additional PPE equipment). Staff member will be given the option to go home and thoroughly shower/change clothes. Government guidance will then be followed. Staff member supervising will</p>			

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		then remove all PPE and disposed of Government guidance will then be followed			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required. Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff will be shown how to safely don and doff PPE.	Training for all staff WHO video - Donning and doffing PPE NHS video – for handwashing	All staff 24.08.20	
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key	Signage to be reviewed and renewed inside and outside the school.	PO/ Support staff 24.08.20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>corridor doors will be held open to avoid handle contamination.</p> <p>Fire doors to be closed when pupils leave site.</p> <p>Each class/bubble to have their own entrance/exit, start/finish, lunch/break times.</p> <p>See section 4 re parents dropping off and collecting children.</p>			
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Appropriate Social distancing must be observed at all times.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moves to promote social distancing.</p> <p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p>	Staff may wish bring their own crockery and cutlery.	All staff 24.08.20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p> <p>Dishwasher temperature increased to 60 degrees.</p> <p>Hand towels dispenser in situ.</p>			
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Cleaning regimes to be reviewed. It is highly likely Cleaning of toilets, washbasins and touch points will require more frequent cleaning i.e. after break and lunchtimes by support staff.</p> <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all areas</p>	<p>Enhanced hygiene & cleaning training to given by HOS/Lead First Aider/PO</p> <p>Cleaning of toilets, washbasin and touch points to be recorded daily to indicate this has been done.</p>	<p>All staff 24.08.20</p> <p>HOS 24.08.20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area.</p> <p>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>they go along.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required.</p> <p>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, <u>Government guidelines COVID-19 cleaning</u> of additional cleaning will be followed.</p> <p>Daily cleaning records are maintained</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area (quarantine bin) for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.	Check all classrooms/office/staffroom/resources room/ASC have a range of bins/bin bags for the disposal of tissues, recycling, non-recycling etc. Quarantine bin to be labelled and placed in outside in the bin area.	PO 24.08.20	
Use of third-party facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Overnight and overseas will not take place. Any off-site activity be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual bubbles and where safety is considered of paramount importance.			
Inadequate social distancing and contaminated surfaces on public	Pupils, staff, visitors, and the general public becoming	Parents to use their own transport to bring their children to and from school.	Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport	Staff and pupils 26.08.20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
transport	infected with COVID-19		<p>face mask should be carefully doffed to avoid contamination into a seal plastic bag.</p> <p>On arrival at school hands to be sanitised in line with standard arrival procedures.</p> <p>It is strongly advised that wherever possible the use of public transport should be a last resort especially if a child is vulnerable or living with vulnerable adults.</p> <p>SFAIRP chn should be seated in accordance with social distancing and in family bubbles.</p>		
Inadequate social distancing and contaminated surfaces on school provided transport	Pupils and staff becoming infected with COVID-19	Parents to use their own transport to bring their chn to and from school.	<p>Transport provider to be asked to provide risk assessment/policy</p> <p>Review transports provision and routes to minimise cross contamination of bubbles.</p> <p>SFAIRP chn should be seated in accordance with social distancing and in family bubbles.</p> <p>Pupils will be required to sanitise hands on embarking.</p> <p>Touch points on vehicles will be cleaned after each use with suitable disinfectant.</p>	<p>HOS 24.08.20</p> <p>Support staff to organise seating plan 24.08.20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p>As far as is possible same vehicle to be used for same pupils with the same driver.</p> <p>On exiting school transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.</p> <p>On arrival at school hands to be sanitised in line with standard arrival procedures.</p>		
Behaviour and wellbeing of all pupils	Pupils and staff may be affected by physical, mental, and emotional injury/distress	<p>Review of current risk assessments that individual pupils may have.</p> <p>Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils.</p> <p>SENDCO available in school – if not available EHT/HOS to be responsible.</p>	<p>Review of behaviour policies to ensure COVID- 19 related incidents are covered</p> <p>SENDCo to review needs of SEND pupils and produce individual risk assessments as required, supporting these pupils.</p>	<p>J Hopkins 24.08.20</p> <p>Charlotte Cahill 24.08.20</p>	
Ineffective	Pupils may be	School has robust	Include review of safeguarding	HOS	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
safeguarding measures	more vulnerable during times of uncertainty, stress, or financial strain	safeguarding measures in place with a Designated Safeguarding Lead who is available. Enhanced safeguarding training completed to ensure that a trained DSL is on site at all times. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately	procedures during Inset training. Redistribute policies inc. new KCSIE to all staff and wider community e.g. governors	24.08.20	
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and	Remind staff of procedures and support available Display Mental Health Week Poster and where to access support	EHT/HOS 24.08.20 HOS – when available	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).			
Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	<p>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious)</p> <p>Liaise with SENDCO and look into possible phased returns for SEND children or children with anxiety. Structure school return - wellbeing conversations and activities to enable pupils to talk about any concerns. Initial topics to inc. PSHE and emotional support.</p>	<p>Questionnaire about stress/anxiety experienced by children re-sent to parents.</p> <p>Letter sent out informing parents of procedures on return to school. Teachers do a video to send to their bubble with information of how it will be at school and giving reassurance.</p> <p>Communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs</p>	<p>Charlotte Cahill 17.08.20</p> <p>HOS 17.08.20 Teachers 25.08.20</p> <p>EHT/HOS/SEN DCo</p>	
Signature of Senior Leadership Team:			Date: 12.08.20		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
A Longden – Head of School					
Date review required:		Date review required:	Date review required:	Date review required:	

<i>Consultation method (mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
Video Conference	Vale Partnership SLT	09.08.20			
Email and Video Conference	All staff inc. wider school community and governors	13.08.20			
Email	H&S advisor – Adrian Cook	13.08.20			
Email	Trust CEO	13.08.20			
Email	EHT	13.08.20			
Seesaw	Parents	17.08.20			
Email	Catering – Suzie Robinson	13.08.20			
Email	Bus company	17.08.20			

<p><i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting</i> <i>Person communicating – recommend HT/SLT or Line Manager</i></p>	<p><i>Communicated to:</i> <i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i></p>	<p><i>Date communicated:</i></p>
<p>Inset Training - 24th August '20 – HOS/PO/Lead First Aider</p>	<p>Teachers, Support Staff, Office staff, The CREW Club Staff, Premises Officer, Sports Coach, Dance coach – in person. Governors – virtually</p>	
<p>Music and French teachers – Familiarisation meeting and RA controls and training – 28th August '20 – HOS</p>	<p>Michaela, Libby and Leah from Primary PPA</p>	