



DLAT– COVID-19 Primary School Full Opening Autumn 2020

Activity being assessed:	Re-opening of school to all pupils following COVID-19 lockdown.	Location(s) affected:	St Peter's Primary School Wymondham	 
Person(s) completing assessment:	A Scott	Date original assessment completed:	02.08.2020	
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-PESPA-Context-FINAL.pdf>

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	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. Water hygiene	Confirm with PO that he has continued to maintain the statutory premises maintenance regimes; if so the 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.	<i>D Krupp</i> To complete by Monday 24 th August. Checked by J Hopkins/A Scott	

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		<p>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><u>Managing school premises guidance</u></p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, 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>			
<i>Contracting COVID-19 from being in the</i>	<i>Pupils, staff, visitors, and</i>	Staff, pupils or visitors who have tested positive for	Re-send clear guidance to all staff and parents/carers of pupils prior	<i>A Scott 24/08/2020</i>	

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<p><i>school environment by contact with an infected person</i></p>	<p><i>the general public becoming infected with COVID-19:</i></p>	<p>COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; 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 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>Any person arriving at school exhibiting symptoms</p>	<p>to school re-opening and put on school website.</p> <p>Communicate updated information regarding how to obtain a COVID-19 test prior to school reopening and put on school website.</p> <p>Updated training and revisions for all staff on correct donning and doffing of PPE, contacting of parent/NOK, safe disposal of PPE and cleaning of area following cleaning guidance.</p> <p>Staff trained on correct procedures in the event of a positive test eg to inform the local health protection team who will provide the school with definitive advice</p>	<p><i>A Scott 24/08/2020</i></p> <p><i>A Scott by 21.08.2020</i></p> <p><i>SLT 24.08.2020 (INSET day)</i></p>	

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		<p>will be required to return home and obtain a COVID-19 test immediately. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school. Procedure in place to isolate pupils that appear symptomatic on site until collected: in the small office. Government self-isolation guidance Premises Officer informed that cleaning is needed in the isolation area.</p>			
<p>Vulnerable staff or pupils contracting COVID-19 from being in school</p>	<p>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contracting COVID-19</p>	<p>Staff and pupil survey undertaken to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an 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</p>	<p>Seek medical advice where needed. Staff and pupil survey to identify clinically vulnerable/clinically extremely vulnerable. Individual risk assessments written in collaboration with the staff member or parent to enable staff/pupil to attend. Identify staff and pupils who need to remain at home. Class teachers to create individual home learning</p>	<p><i>A Scott DATE</i> Class teachers 26.08.2020</p>	

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		home learning support covering whole curriculum to be developed on an individual basis.	support.		
Congestion when accessing or leaving school grounds/controlling mixing of bubbles.	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Start and finish times for bubbles staggered to reduce congestion. Classes/year groups given clear information about gates/times for drop off and collection. (see school based plan)</p> <p>Line up points with social distancing measures to be put in place outside main gate/ car park and EYFS entrance.</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.</p> <p>There will be a system in place with children coming in at the start of the day/leave at the end of the</p>	<p>Plan to be updated detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils.</p> <p>System to manage pupils who arrive late or are not collected on time.</p> <p>NB This may have to be adjusted if heavy rain on arrival</p>	<p>A Scott and staff on 24.08.2020</p> <p>A Scott send to parents on 24.08.2020</p>	

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		<p>day through the main gate and the EYFS gate. Times will be staggered so that groups of children arrive and leave separately.</p> <p>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>Parents to be encouraged to drop off and leave as quickly as possible. For collection, parents to wait at designated areas-main gate/EYFS gate and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p>			

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		<p>If pupils arrive late they will report to the main office and a member of bubble staff will be informed and meet them at their designated bubble entrance. If a parent is late to collect their child, they will remain with staff in their designated bubble and the parent contacted if necessary.</p> <p>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 designated gate.</p> <p>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p>			
Congestion or inability to adequately manage pupils accessing or	Pupils, staff, visitors, and the general public	Teachers to walk their designated group into the building either directly into their classroom or via their	Training of lunchtime staff and visiting staff to become familiar with school's procedures.	Attend INSET 24.08.2020	

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leaving school building or moving around during class changes.	becoming infected with COVID-19:	<p>designated cloakroom in a controlled manner. Teachers to walk their bubble in a controlled manner directly from their classroom to the designated areas main gate/EYFS gate to be reunited with their parents/carers for collection at the end of the day.</p> <p>Classrooms organised to allow for a Reception/KS1 bubble and KS2 bubble. Minimal movement of pupils around the school building. Children and staff to remain within their allocated bubble space. Movement to access toilets within classroom for EYFS/KS1 children. Unisex toilets allocated to each bubble to minimise contact of children in KS2 split into 3/4 and 5/6 children. Use of toilets timetabled to prepare for lunch. Lunchtime rota created to allow individual bubbles to access playground areas</p>	<p>Liaison with Lunch food provider to create risk assessment and suitable food hygiene practises. Cleaning and sanitisation routines in place.</p> <p>A Scott create lunch time rota and share with all staff. SLT/Office staff liaise with Food provider.</p> <p>If staff cannot attend INSET via video link, then email school procedures prior to start date.</p>	<p>A Scott by 26.08.2020</p> <p>A Scott by 26.08.2020</p> <p>A Scott 26.08.2020</p>	

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		<p>and dinner hall at allocated times. Staff to stay with bubble children while eating. Dinner supervisor to remain outside during lunchtimes.</p> <p>Staff members to supervise children inside if inclement weather.</p> <p>PE staff to report to office and access children via bubble external door.</p> <p>Outside activities where possible. Cleaning of equipment and key points in between bubbles.</p> <p>Hall ventilated during lessons.</p> <p>Social distancing signage and floor markings displayed.</p>			
<p><i>Ineffective personal hygiene measures</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p>Robust handwashing promoted.</p> <p>NHS video for handwashing used with children weekly. See attached link to <u>NHS video</u></p> <p>Ensure sufficient hand sanitiser is available. Hand sanitiser must contain a minimum of 60% alcohol</p>	<p>Signage maintained and updated as appropriate near sinks/ toilets. Check that handwashing posters are by all sinks and Catch it Kill it Bin it Posters around school</p> <p>Staff updated about the safe use of cleaning products.</p>	<p>L Jordan A Spencer 25.08.2020 and then daily check</p> <p>D Krupp: 25.08.2020</p>	

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		<p>Ensure sufficient disposable tissues are available in school.</p> <p>Ensure that all rooms/bubbles have a set of handwashing resources including hand sanitiser, hand towels, soap, anti- bac spray, cloths.</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 on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</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 immediately placed in a bin or flushed down a toilet</p>			

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		<p>following use – used tissues must not be left on desks or other surfaces.</p> <p>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>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Hands will be washed at the classroom sinks/toilet blocks before eating to reduce contact of pupils.</p> <p>If children need to use the bathroom whilst they are outside they will need to use the KS1 and KS2 access doors to the toilet. Spare staff will ensure that toilets are sanitised after use.</p>			

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		<p>Children will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Children will be supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities.</p> <p>Toilet breaks during the day will be on a timed rota. If a child needs to access the toilet at other times a member of staff will accompany them to ensure social distancing is followed. The toilet will be sanitised.</p> <p>Children and staff can provide their own soap, sanitiser, hand cream if needed due to specific skin condition. Permission from parent/carer needed <u>via Dojo/email</u> to avoid cross-contamination of documents to and from home.</p>			

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		Non-essential items not to be brought into school by pupils or staff.			
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Parents are not currently allowed into reception area without an appointment and only if there's an emergency.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>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 via video link but in a planned manner within the building if necessary.</p> <p>Essential meetings take place in the staff room to ensure easy access and social distancing.</p> <p>Staff ensure that area is cleaned after use to reduce the risk of cross contamination.</p> <p>Staff to pass through</p>	Ensure that new staff and staff who have been shielding, are familiar with the routines.	A Scott 24.08.2020	

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		<p>reception maintaining appropriate social distancing.</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter 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>Hand sanitiser to be made available at visitors signing in area.</p> <p>Visitors including contractors will be asked to provide personal details in a Track and Trace procedure.</p> <p>Office staff will record the information and it will be stored securely. The data will be stored for 21 days.</p> <p>If teaching and support staff need to use the phone in the office they clean the phone prior to/after using</p>			

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		<p>equipment using suitable cleaning materials/sanitisers. IT and phone equipment will be cleaned throughout the day and where possible only used by one person. Class registers are completed on an Excel document and emailed to the office to avoid contact with staff at the start of morning and afternoon sessions. Office staff to print a list of pupils, this should be taken outside by them/allocated LSA in the event of a fire. Reception accessed from external door by visitors-ensure clear guidance and signage.</p> <p>For use of the photocopier, laminator and other shared devices a cleaning regime must be introduced to sanitise between use.</p>			
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public	Classroom external door direct to the outside to be used where possible. Table and chair layout	Fire procedures to be reviewed If younger pupils need a comfort	J Hopkins A Scott 25.08.2020	

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	<p>becoming infected with COVID-19:</p>	<p>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. Staff are to maintain social distancing from other members of staff and pupils where possible. Outdoor learning to be considered and undertaken maintaining social distancing. Pupils to be given their own designated desk to minimise any potential cross contamination. Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas. Soft toys removed from all classroom and learning areas. Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. Use of communal</p>	<p>of a soft toy one should be brought from home and kept for their use only – avoid if possible</p> <p>Hall will be sanitised after each bubble use at lunchtime and during PE sessions. Staff will sanitise toilets after use.</p>	<p>All staff</p>	

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		<p>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>Steamer used to sanitise toys/resources and PE equipment at the end of the day. Equipment will be frequently sanitised prior to 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>Children allocated Ipads and laptops. Equipment will be frequently sanitised prior to and after use.</p> <p>If sharing with another, it must be cleaned by an adult wearing gloves, in between swapping over.</p>			

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		<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>Lunches are to be eaten in the hall and furniture sanitised prior to and after each bubble eats food.</p> <p>Staff will alternate being with children and having a break/lunch break so that children can remain in their bubble. Play will take place on the playground and field.</p> <p>Bubbles will take turns eating and playing outside following a rota. The dinner supervisor will remain outside for each bubble to reduce contact.</p> <p>Bubble groups have specific tables within the hall to avoid cross contamination.</p> <p>Each group will have a</p>			

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		specific box of PE equipment and this will be cleaned daily.			
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff to only access toilet areas one at a time.</p> <p>Bubbles will have set unisex toilets designated for their use. Use of toilets will be timetabled and individual use monitored by staff.</p> <p>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas. Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>Staff to access welfare facilities maintaining appropriate social distancing.</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</p>	<p>Allocate toilets to bubble groups.</p> <p>Audit of stock of cleaning equipment done prior to the start of term. Regular stock audit.</p>	<p>I Beadle 25.08.2020</p> <p>D Krupp audit and maintain stock</p>	

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		<p>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 in school.</p> <p>Hand drying will be by air hand drier or disposable towels only.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day. Staff to clean toilet and sink facilities after child's use.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p> <p>Staff only to provide water from the water cooler.</p> <p>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	Break times are staggered with staff and pupils allocated specific break times EYFS/KS1 10.15-10.30 and KS2 bubbles 10.30-	Support staff in each bubble will be responsible for cleaning of equipment and resources used using Spray disinfectants, and/or steam cleaner.	Support staff daily	

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equipment at Break times or during external learning activities	infected with COVID-19:	<p>10.50. Fixed external play equipment to be frequently cleaned. Only hard equipment that can be sanitised prior and after use to be available to pupils. Each class group should have a box of PE equipment which will be cleaned after use daily. If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours. Rota created to determine/specify areas, times and staff for each bubble and shared with all staff including lunchtime supervisor.. If pupils are eating, hands to be washed (see handwashing). After external activities – staff and pupils to wash hands (see handwashing).</p>	Resources eg maths equipment, EYFS toys can be soaked in Miltons solution and air dried.	D Krupp	
Possible contamination from inadequate social distancing or cross	Pupils, staff, visitors, and the general public	Lunch times are staggered with staff and pupils allocated specific lunch times and areas to be	Consider and develop plan/rota depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and	J Hopkins A Scott 24.08.2020	

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contamination of equipment at lunchtime	becoming infected with COVID-19:	<p>accessed. (see rota)</p> <p>Areas in the hall used for eating will be allocated to specific bubbles and set up to maintain social distancing eating (SFAIRP)</p> <p>Pupils are supervised to lunch areas, one bubble group at a time.</p> <p>Where possible bubbles will have specific tables. 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.</p> <p>Pupils to wait in lunch areas until all of bubble finished before going either out to the 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>Pupils will be supervised in hand washing prior to lunch in their classroom</p> <p>bases/allocated toilets. (see handwashing).</p>	<p>supervisions ratio's and "Bubbles"</p> <p>Share rota with all staff.</p> <p>Catering team to review risk assessments and communicated with all relevant staff.</p> <p>SLT to discuss with catering team how lunch periods will be managed.</p>	FSS by 25.08.2020	

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		<p>Staff should provide their own cup and cutlery.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP).</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>Class assemblies will be in the specific class bases and a period of reflection only.</p> <p>Virtual assemblies may take place weekly.</p>		All staff	
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<p>Sufficient first aid provisions 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 or member of SLT reviewing on a daily basis.</p> <p>Staff pass information to EHT/HoS, SLT, office staff daily.</p> <p>All groups to have a First aid book in the classroom to</p>	Review first aid risk assessment – ensure that first aid trained staff are present in each bubble.	<p>I Beadle /A Scott update First Aid RA by 26.08.2020</p> <p>K Kingston-Brown check and update kits 25.08.2020</p>	

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		<p>record incidents. Parents/cares are contacted via telephone/Dojo/email First Aid kits are checked and updated. 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. Staff to wear suitable PPE and dispose of safely.</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 will be followed in line with first aid training at all times. Visors and PPE in packs in all class bases for supporting a pupil/adult who is symptomatic. Staff have mask and gloves with them when outside. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. It is not deemed necessary to wear a face mask when dealing with general first</p>			

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		<p>aid even if social distancing cannot be maintained – refer to Government Guidance.</p> <p>Disposable fluid resistant surgical face masks and disposable aprons are available and can be worn by staff delivering first aid or providing care if they prefer.</p> <p>As all staff are first aid trained, each teacher designated to a group is responsible for providing aid, with assistance from another adult if required. See First Aid/medication policy.</p> <p>General first aid will be dealt with in the classroom base by bubble staff unless symptoms identified where pupil will go to designated room. The small office will be used as a designated room for an adult/pupil to wait for collection if symptomatic. The small office will be accessed from outside by the KS1 and KS2 bubble pupils/staff.</p>			

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		<p>The Premises Officer will be informed of the need for a deep clean of small office if used.</p> <p>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</p> <p>PPE packs will be available in each classroom base and staff aware.</p> <p>A box of gloves available in all classrooms.</p> <p>(see contaminated waste)</p>			
Inadequate management of essential pupil medication	Pupils health may suffer if not managed	<p>Robust medication management procedures in place within school (see medication policy)</p> <p>Essential medication eg inhalers, Epipens will be managed within the bubbles by key named members of staff following the school's standard procedures.</p> <p>The administration of medication will be witnessed and recorded.</p> <p>Medication will be stored safely within the bubble.</p>	<p>Review IHCP for pupils with ongoing medical needs –Contact medical practitioners involved in care for appropriate advice if required.</p> <p>Create additional individual risk assessments if needed.</p>	<i>C Cahill</i>	

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		<p>Where there is specific training required for essential medication, a trained member of staff will be within the bubble, if this is not possible, the trained staff members name and how to contact must be displayed in the classroom. The child with medical needs will use the toilet on their own and staff will clean following use. The EHCP child will access an allocated staff toilet and staff will clean following use.</p>			
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Symptomatic person should not be on site – see first section.</p> <p>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, the small office, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in a room (small office)</p>	Communicate updated information regarding how to obtain a COVID-19 test to all staff and have instructions available.	A Scott 24.08.2020	

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		<p>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, parent/carer will be contacted and required to collect pupil asap.</p> <p>Staff member supervising will then remove all PPE and dispose of (see contaminated waste) into a double bagged plastic bags for immediate disposal outside the library where it will be left for 72 hours before being added to general waste and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</p> <p>Visors and PPE in packs in all class bases and in the small office.</p> <p>Premises Officer informed of need for a deep clean of the small office.</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>Staff may wish to consider having a spare set of clothes and shoes in their car to change in to at any time.</p> <p><u>Government guidance</u> will then be followed</p> <p>If a symptomatic child is sent home, any siblings will also be sent home.</p>			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves, aprons, visors, and masks (PPE) are available for use as identified required.</p> <p>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.</p> <p>Staff will be shown how to safely don and doff PPE.</p>	<p>Training for all staff on return to school in August including WHO video for masks <u>NHS video</u> for handwashing www.youtube.com/watch?v=4ij1I00B2hk</p>	A Scott SLT 24.08.2020	
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	<p>A one-way system put in place outside school main gate and in the car park and outside the EYFS gate.</p> <p>External floor covering path laid to EYFS classroom to minimise slip hazard.</p>	<p>D Krupp 25.08.2020</p> <p>D Krupp by end of Sept 2020</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>around the school restricted.</p> <p>Pupils to remain within the allocated bubble class bases. Start and Finish at different times for each bubble. Playtime and lunch time rota on different outdoor spaces.</p> <p>Outside accessed through external doors only.</p> <p>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.</p> <p>Fire doors to be closed when pupils leave site.</p> <p>Staff to close door sat the end of the day. Premises Officer to close all doors.</p>			
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff	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>Whole staff group may</p>	<p>EYFS/KS1/KS2 bubble access staff room via hall observing social distancing.</p> <p>Staff bring their own crockery and cutlery.</p>	All staff 24.08.2020	

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
offices, PPA rooms etc.		<p>gather together outside or in the hall, observing social distancing guidance.</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> <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>Where possible staff remain in their classroom to work.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>			
Insufficient or	Pupils, staff,	Cleaning regimes to be	Cleaning staff will receive	A Scott	

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 cleaning	visitors, and the general public becoming infected with COVID-19	<p>reviewed. Cleaning of toilets, washrooms and touch points will require more frequent cleaning i.e. after break and lunchtimes. Cleaners continue to wear clothing and PPE as determined by their existing risk assessments. Check appropriate clothing/PPE is available.</p> <p>Standard cleaning regimes adapted and updated to ensure all areas 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</p>	<p>appropriate training on cleaning regimes.</p> <p>Training followed up with written document. Document stored in H and S file.</p>	<p>D Krupp 25.08.2020</p> <p>A Scott liaise with A Cook.</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>staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area. 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 they go along. Staff will clean/wipe classroom tables at key point during the day. Staff will clean/wipe dinner tables after use. Staff will wear gloves and dispose of cloths/tissues after use.</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</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>a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, ICT equipment 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, the Premises Officer will be informed and <u>Government guidelines COVID-19</u> for additional cleaning will be followed.</p>			
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area 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.</p>	<p>Ensure all classrooms/offices have black bags available.</p> <p>Allocate area near boiler house for contaminated waste storage.</p>	<p>D Krupp daily</p> <p>A Scott D Krupp 25.08.2020</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
Use of third-party facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Overnight and overseas trips 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.			
Inadequate social distancing and contaminated surfaces on public transport Currently, N/A	Pupils, staff, visitors, and the general public becoming infected with COVID-19		If this became applicable: Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort. If possible, pupils to have their own seat on transport for every journey – only possible where small numbers.		
Inadequate social distancing and contaminated surfaces on school	Pupils and staff becoming infected with COVID-19	Review transports provision and routes. Ask parents if they will be using school transport or	If this became applicable: Contact transport provider and ask for risk assessment/company policy.	<i>E Heaton 24.08.2020</i>	

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>provided transport</p> <p>Currently, N/A</p>		<p>their own.</p>	<p>Transport provision has been reviewed to minimise cross contamination of bubbles. Where staff and pupils access school by public transport they must wear a face covering at all times.</p> <p>Siblings will sit together.</p> <p>Pupils in bubbles will sit together.</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>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> <p>Hand sanitiser to be removed from vehicle.</p>		
<p>Behaviour and wellbeing of all pupils</p>	<p>Pupils and staff may be affected by physical,</p>	<p>Review of current risk assessments that individual pupils may have.</p> <p>Consider risk assessments</p>	<p>Review of behaviour policies to ensure COVID- 19 related incidents are updated.</p>	<p>J Hopkins 24.08.2020</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
	mental, and emotional injury/distress	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. SENDCO available in school. Refer to guidance from outside agencies. Use the positive handling advice issued by the training provider. (Refer to individual risk assessments).	Consider PPE needs as part of risk assessments as appropriate.	C Cahill 25.08.2020	
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff are aware of Safeguarding Leads and who to contact in the event of absence. All staff have had safeguarding training. Staff have been reminded of the importance to look out and note changes to "normal" behaviours of pupils and report any	Update safeguarding procedures and inform staff and governors. Share DSL contact information document with new staff.	J Hopkins A Scott 24.08.2020	

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
		concerns immediately			
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 have an 'open door' approach to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Remind staff about support available Display Mental Health Week Poster and where to access support	A Scott/J Hopkins 24.08.2020 A Scott (when poster is available)	
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	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) Liaise with SENDCO and	Questionnaire about stress/anxiety experienced by children re-sent to parents . 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. Communicate with parents'	A Scott/C Cahill 17.08.2020 A Scott 17.08.2020 Teachers 25.08.2020 J Hopkins	

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
		look into possible phased returns for SEND children or children with anxiety. Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns. Initial topics to include PHSE and emotional coaching.	information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs	Throughout summer holiday	
Signature of Senior Leadership Team:			Date: 07.07.2020		
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>
<i>Video conference</i>	<i>SLT across Vale partnership Schools</i>	<i>09.08.2020</i>			
<i>Email</i>	<i>All staff (including visiting staff) and governors</i>	<i>14.08.2020</i>			
<i>Email</i>	<i>H&S advisor</i>	<i>13.08.20</i>			
<i>Email</i>	<i>CEO of Trust</i>	<i>14.08.20</i>			

<i>Dojo and website</i>	<i>Parents/carers</i>	<i>17.08.2020</i>			
<i>Email</i>	<i>Catering company and staff</i>	<i>24.08.2020</i>			

<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	<i>Date communicated:</i>
<i>Email/meeting</i>	<i>Teaching staff/support staff/Premises Officer/lunchtime staff/Office staff</i>	<i>24.08.2020</i>
<i>Email</i>	<i>CEO</i>	<i>14.08.2020</i>