

Significant Findings of Risk Assessment

(8th March 2021 Reopening)



Site / Premises: Sandfield Close Primary School	Assessment Carried Out By Name: Natalie Sutton Signature:	Assessment Serial Number: 004 – 03.03.2021		
Department:		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School 8 th March 2021 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc. Name: Amanda Dhillon Signature:	01.03.2021	14.09.2020	Natalie Sutton
		15.10.2020	02.11.2020	Natalie Sutton
		09.11.2020	05.12.2020	Natalie Sutton
		26.02.2021	01.04.2021	Natalie Sutton

Risk Rating.

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

General Principles of Control	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance
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What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.	3	2	6	All staff/pupils/visitors MUST wash/sanitise their hands upon entering and exiting the school site. Staff and pupils are encouraged to wash their hands regularly following the 20 second rule guidance provided by Public Health. Hand washing should be done within own areas/classrooms where possible to minimise the risk and access to other areas where possible. Handwash and disposable towels are available in ALL areas and are stocked up regularly as part of the cleaning schedule.	All Staff/ Pupils/Visitors	01.03.2021	NS
		All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc., which should be disposed of into the bins provided.	3	3	9				
		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	3	3	9				
		Tissues will be provided for employees, SEND & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.	3	3	9				
		If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.	3	3	9				
		Follow good respiratory hygiene and skin cleaning hygiene measures at all times.	3	3	9				
Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, before and after breaks, before & after lunch, after using the toilet and when	3	3	9						

	<p>changing rooms (Younger children & SEND pupils may need additional support & encouragement or supervision for this).</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p>	3	6	18	<p>All staff/pupils feeling unwell should refrain from coming into school.</p> <p>Any staff/pupils who display any Covid 19 related symptoms MUST exercise caution and be tested before returning to school. These results MUST be shared with either the Headteacher/School Business Manager immediately so that test and track procedures can be implemented ASAP.</p> <p>Any staff/pupils who feel unwell during the school day regardless of symptoms MUST go home immediately.</p> <p>Unwell Pupils should be taken to the Music Studio/Outside the Studio area to minimise the risk of infection.</p> <p>The area where the located member of staff/pupil should be cleaned immediately.</p> <p>If the symptoms are Covid 19 related then caution should be given and consideration should be made to isolate the area for 72 hours.</p>			
	<p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p>	3	4	12	<p>Year groups will be made up into bubbles. All personnel will be allocated a bubble which they will work within/support regularly where possible. Where possible staffing in school will be restricted and monitored regularly to maintain social distancing thus reducing risk of exposure. Social distancing will be practiced throughout.</p> <p>Systems are in place to monitor how many people on site at one time and where they are (no congregating) and enforcement.</p> <p>Systems are in place to deal with those arriving at school who are not supposed to be there</p>			

					<p>Advanced appointments only as agreed by the SLT or Site Manager</p> <p>Guidance for educational settings</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff To enable us to minimise contact and socialising ONLY staff who are required in school as per their contractual obligations are permitted in school.</p> <p>All staff MUST continue to observe social distancing where possible. Access to the staffroom is restricted and normal welfare facilities have been reduced. The staffroom is only available for staff to make hot/cold drinks, use fridge, access pigeon holes. No more than 8 members staff are permitted at any one time – where possible staff are encouraged to use their own allocated welfare area to minimise the spread of infection.</p> <p>Various welfare additional areas have been created to enable staff to have access to a welfare area within their bubble. A small fridge and kettle have been provided also. See breakout/welfare area allocation</p> <p>Pupils Bubbles of children will NOT mix with other bubbles of children, this includes break and lunchtimes. See rotas</p> <p>All pupil belongings should be stored within the classroom, Classes will be provided with mobile cloakrooms to enable them to store children's coats and shoes, with exception to Reception, some of Year</p>	All Staff	01.03.2021	NS
						Staff/Pupils	01.03.2021	NS

					<p>1/2, Year 3 and Year 4 who will continue to use their own cloakrooms. Pupils will be discouraged from bringing a school bag into school.</p> <p>Pupils will be required to wear their PE kit to school on days they are timetabled to have PE.</p> <p>Individual pencil cases containing stationery needed by pupil will be provided to them by the school. These pencil cases will only be used by the allocated pupil – no sharing!</p> <p>Entrances & Exits Restricted access to school site to prevent overcrowding, unauthorised entry, theft and unnecessary visitors. (Gate 1) Lyle Close gate – Reception – Year 2 (Gate 3) Barnes Park gate – Year 4 & 5 (Gate 2) Faldo Close – Year 3 (Gate 4) Sandfield Close – Year 6 & Sunshine Room Pupils (Sandfield Close) Staff Carpark, Pedestrian gate– As per Grounds Risk assessment and Security Policy.</p> <p>Pupil/Parent Access to site All children should be left to walk unaccompanied into school in Years 3 and above to enable child to go straight into their classroom or designated point. Only one parent permitted to drop off/collect per household in years Reception to Year 2.</p> <p>Social distancing should be observed within the playground.</p> <p>A member of staff will be on duty at each gate to ensure children arrive safely to school and use the correct entrance. Corridor</p>	All Staff/Pupils/Parents and Visitors	01.03.2021	NS
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		<p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p>	2	2	4	<p>Signage Clear signage is displayed around the school site, explaining Covid -19 precautions:</p> <ul style="list-style-type: none"> • Do NOT enter the premises unless authorised to do so. • Wash/sanitise hands upon entry • Wait here • Keep 2m apart • Covid 19 Public Health Posters • Area NOT in use 	Site/Business Manager	01.03.2021	NS

						Signing in System NOT in use; Manual signing in system in place for visitors only.			
		Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).	3	2	6	Regular updates cascaded to parents via Parentmail and signage around school site.	SLT	01.03.2021	NS
		Risk Assessments Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed.	3	3	9		Business Manager	01.03.2021	NS
		Should any person disclose any of anyone living or a member of their household with are self-isolating, they should be encouraged to do the same for 10 days as per Government guidance.	4	3	12				
		Whilst Government Tier 4 Restrictions or above are in place: Clinically Extremely Vulnerable and Pregnant Staff more than 28 weeks are to Shield at home and are NOT to attend the School (Working from home options may be considered if appropriate).	3	6	18	Amanda Dhillon and Natalie Sutton are in regular contact with identified personnel. Copy of NHS/GP information on file. Staff identified as Extremely Clinically Vulnerable will continue to work from home as much as possible – see rota.	Business Manager	01.03.2021	NS
		This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.	3	3	9		Business Manager	01.03.2021	NS
		The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.	3	3	9		SLT	01.03.2021	SLT
		Records should be kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required.	3	3	9	Any visitors/contractors (advanced appointment only) will be debriefed and asked to complete a Track and Trace documentation prior to entering the school.	Business Manager	01.03.2021	NS

		<p>Employee support services (Occupational Health Service / Amica etc.) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Clinically Extremely Vulnerable and Pregnant Staff more than 28 weeks are to Shield at home and are NOT to attend the School (Working from home options may be considered if appropriate). The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>Pregnant Staff less than 28 weeks Should be particularly attentive to 2m social distancing in and out the workplace.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any member of staff who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Clinically Extremely Vulnerable Pupils who have been confirmed as such by their medical support team are to Shield at home and are NOT to attend the School (Remote learning solutions are to be provided). Again, the school will, however,</p>	2	2	4	<p>Employee support services Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support</p> <p>See SCPS Wellbeing Policy</p> <p>Public Health England are advising that pregnant women in educational settings: Wear a face covering in corridors and between classrooms. Contact their midwife for further advice and support as they should have the most up-to-date information</p> <p>Expectant Mother Risk Assessment</p> <p>Individual Risk Assessment</p> <p>SENDCO will contact parents of identified children.</p>	SLT Business Manager /Headteacher	01.03.2021 01.03.2021	SLT NS ZM
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		<p>need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> <p>Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach.</p> <p>The detail of the rotas implemented will be at the discretion of the schools concerned.</p>	4	2	12				
			2	1	2	<p>Google classroom and various online learning portals available to our pupils will be continued and support given.</p> <p>Remote Learning Protocol</p> <p>DSE Risk Assessment</p>	SLT	01.03.2021	SC/NS
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>When a person develops symptoms compatible with COVID 19 they should be sent home.</p> <p>Covid 19 symptoms are a high temperature, a new persistent cough, or a loss or change to the sense of taste or smell. If a person develops symptoms compatible with COVID 19 they should self-isolate for 10 days.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Go home immediately (Children accompanied by their parent, etc.). All other persons are to maintain a safe distance from affected individual. 	4	4	16	<p>Any staff/pupils who feel unwell during the school day regardless of symptoms MUST go home immediately.</p> <p>In the event of a class teacher going home. Internal cover will be arranged by the Headteacher.</p> <p>Unwell Pupils should be taken to the Music Studio/Outside the Studio area to minimise the risk of infection.</p> <p>Pupils Internal Isolation:</p> <p>Scenario 1: (Up to 3 children – 2 metres apart)</p> <p>In the event of good/warm weather the child should be taken outside the music studio and asked to sit at one of the benches. A member of staff should distance themselves away from the child whilst ensuring the child is safe. The parent of the child will be directed to the studio to collect the child. Once the child has left the site please let the Site Manager know to enable a thorough clean of the surfaces the child has sat at.</p>	<p>All Staff/Pupils/Visitors and Parents</p> <p>Head</p> <p>All Staff/Pupils and Parents</p> <p>SLT/School Office/Site Manager</p>	<p>01.03.2021</p> <p>01.03.2021</p> <p>01.03.2021</p> <p>01.03.2021</p>	<p>NS</p> <p>AD</p> <p>NS</p> <p>SLT</p>

		<ul style="list-style-type: none"> • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc., which should be disposed of into the bins provided.</p> <p>The person with symptoms is encouraged to undertake a Covid 19 PCR Test as soon as possible.</p> <p><i>If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test result.</i></p> <p><i>And if displaying Covid 19 symptoms, the recommendation is to undertake a confirmatory PCR Test, and not a Lateral Flow Test using a Home Test Kit.</i></p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p>	3	4	12	<p>Scenario 2 (One child only): Any unwell children should be taken to the Music Studio. The door to the studio MUST be left open at all times. Staff are not permitted to enter the room with the child, unless the child is distressed. A member of staff should distance themselves away from the child whilst ensuring the child is safe. The parent of the child will be directed to the studio to collect the child. Once the child has left the Music studio the door of the studio will be closed for cleaning and the Site Manager notified.</p> <p>The area where the member of staff/pupil was located prior to becoming unwell should be cleaned immediately.</p> <p>If the symptoms are Covid 19 related then caution should be exercised and consideration should be made to isolate the area for 72 hours.</p> <p>Cleaning Guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Site Manager	01.03.2021	ET
			4	4	16				
			3	4	12				
			4	4	16				

	<p>Staff are requested to immediately inform the School of Covid 19 PCR Test results.</p> <ul style="list-style-type: none"> • Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation • Where a person tests positive for COVID 19 they should self-isolate for 10 days (or longer if the high temperature symptom continues), and their Household members should also continue to self-isolate for 10 days. <p>Parents and Staff are requested to immediately inform the school of Covid 19 viral test results.</p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>When notified of a positive COVID 19 test result, the school should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days. (The other household members of those close contacts do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If two or more cases are confirmed within 10 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>	3	3	9				
		4	4	16				
		3	3	9				
		4	4	16				

Travel off site	Staff, Pupils	<p>Travel should only be required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Car Sharing is discouraged Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p>	1 2 2 3 3	1 4 4 1 4	2 8 8 3 12	<p>No off site travel has been planned for our pupils until further notice.</p> <p>Barrier Social distancing barrier to be located on the road on Sandfield Close to prevent parking outside the school (T –Junction) and enable additional space outside the school site to prevent overcrowding. (8.15am – 8.50am & 2.40pm – 3.15pm)</p> <p>Signs Letter to Parents</p> <p>Where it is safe and practicable pupils are encouraged cycle or walk to school as per SCPS School Travel Plan. School Travel Plan Bikeability Training</p>	All staff /Pupils/Parents and Visitors	01.03.2021	SLT/ET

		<p>Where possible, open vehicle windows for increased ventilation.</p> <p>External Visits,</p> <ul style="list-style-type: none"> The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. No overnight or overseas visits are to be undertaken. 	1	1	1				
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Allow plenty of space (two metres) between people waiting to enter site. 	3	3	9	<p>Signage Clear signage is displayed around the school site, explaining Covid -19 precautions:</p> <ul style="list-style-type: none"> Do NOT enter the premises unless authorised to do so. Wash hands upon entry Wait here Keep 2m apart Covid 19 Public Health Posters Area NOT in use <p><u>Start and end of the day – Entrances/gates</u> Gate 1 – Lyle Close (only one parent permitted to drop off/collect per household) Reception, Year 1 and Year 2 <u>Reception Class</u> 8.45am children taken to designated area. 2.40pm children taken to designated area to be dismissed for collection</p> <p><u>1/2TA – using Double doors used for Lunchtime</u> 8.30am children taken to designated area. 2.55pm children taken to designated area to be dismissed for collection</p> <p><u>1/2KH – using Double doors used for Lunchtime</u> 8.25am children taken to designated area. 2.50pm children taken to designated area to be dismissed for collection</p> <p><u>1/2RT/SS- – using Double doors used for Lunchtime</u></p>	All Staff/Pupils/Parents and Visitors	01.03.2021	SLT/ET

		<ul style="list-style-type: none"> Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). 	3 2	1 3	3 6	<p>8.35am children taken to designated area. 3.00pm children taken to designated area to be dismissed for collection</p> <p>Gate 2 – Faldo Close Year 3 and Year 6 <u>3SO</u> 8.25am straight into cloakroom. 2.50pm children taken to designated area to be dismissed for collection.</p> <p><u>3KK</u> 8.35am straight into cloakroom. 3.00pm children taken to designated area to be dismissed for collection.</p> <p>Gate 4 – Sandfield Close 8.30am Year 6. Straight into classroom through Fire Exit doors – CLOAKROOM NOT IN USE!! 2.55pm children taken to designated area to be dismissed to leave premises. 9.15/9.30am Sunshine Room 12.00/2.30pm children taken to designated area to be dismissed to leave premises</p> <p>Gate 3 – Barnes Park Year 4 and Year 5 <u>4SV</u> 8.25am straight into the cloakroom. 2.50pm children taken to designated area to be dismissed.</p> <p><u>4KD/BS</u> 8.35am straight into the cloakroom. 3.00pm children taken to designated area to be dismissed.</p> <p>8.30am Year 5. Straight into the classroom through the Fire Exit doors - CLOAKROOM NOT IN USE!! 2.55pm children taken to designated area to be dismissed to leave premises.</p> <p><i>Member of staff on gate duty at the beginning and end of the day</i></p> <p>Signing in System NOT in use. Manual signing in for visitors only.</p>			
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		<ul style="list-style-type: none"> Require all persons to wash/sanitise their hands before entering or leaving the site. 				<p>All staff/pupils/visitors MUST wash/sanitise their hands upon entering and exiting the school site.</p> <p>Staff and pupils are encouraged to wash their hands regularly following the 20 second rule guidance provided by Public Health. Hand washing should be done within own areas/classrooms where possible to minimise the risk and access to other areas where possible. Handwash and disposable towels are available in ALL areas and are stocked up regularly as part of the cleaning schedule.</p> <p>Cleaning Schedule</p> <p>Limited visits to school site (advance appointments Only for necessary work)</p>			
		<ul style="list-style-type: none"> Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. Those arriving with re-useable face masks are to place these into plastic bags that can be taken home. Hands are to be washed/sanitised upon removing face masks. 	3	3	9				
		<p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules – <i>Face Mask required</i></p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p>	2	3	6				
			3	3	9	<p>Any visitors/contractors (advanced appointment only) will be debriefed and asked to complete Track and Trace documentation prior to entry into school.</p> <p>Track and Trace Form GDPR LCC Security Policy Fire Safety Asbestos Register</p>	Site Manager and SLT	01.03.2021	SLT/ET

		<p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>	4	3	12	<p>Entrances & Exits Restricted access to school site to prevent overcrowding, unauthorised entry, theft and unnecessary visitors. (Gate 1)Lyle Close gate – Reception, Year 1 and 2</p> <p>(Gate 3) Barnes Park gate – Year 4 & 5</p> <p>(Gate 2) Faldo Close – Year 3</p> <p>(Gate 4) Sandfield Close – Year 6 & Sunshine Room</p> <p>(Sandfield Close) Staff Carpark, Pedestrian gate– As per Grounds Risk assessment and Security Policy.</p> <p>Pupil/Parent Access to site All children should be left to walk unaccompanied into school in Years 3 and above to enable child to go straight into their classroom or designated point. Only one parent permitted to drop off/collect per household in years Reception, Year 1 and Year 2.</p> <p>Social distancing should be observed within the playground. A signage cone will be displayed to show clear social distancing awareness. .</p>	All Staff	01.03.2021	AD/NS
			2	3	6		Pupil/Parents	01.03.2021	SLT/ET

						A member of staff will be on duty at each gate to ensure children arrive safely to school and use the correct entrance.			
Contaminati on within Internal Areas	Staff, Pupils, Visitors	It is understood that Early Years & Primary age and some SEND children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	3	4	12	Year groups will be made up into bubbles. All personnel will be allocated a bubble which they will work within/support where possible to minimise the risk of cross infection. Where possible staffing in school will be restricted and monitored regularly to maintain social distancing thus reducing risk of exposure. Social distancing will be practiced throughout.	All Staff/Pu pils/Visit ors	01.03. 2021	SLT
		Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other.	3	3	9	Pupils Bubbles of children will NOT mix with other bubbles of children, this includes break and lunchtimes. See rotas			
		Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.	3	4	12	All pupil belongings should be stored within the classroom, Classes will be provided with mobile cloakrooms to enable them to store children's coats and shoes, with exception to Reception, some of Year 1/2, Year 3 and Year 4 who will continue to use their own cloakrooms. Pupils will be discouraged from bringing a school bag into school.			
		Consider marking out separate areas for each group etc.	2	2	4				
		Pupils are as far as practicable to be kept in separate groups. <i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i>							
		For SEN the group size will be determined by local circumstances.	3	4	12	Corridor Access to the corridor is restricted. No coats/PE kits/Bags/Lunchboxes should be stored within the corridor with exception to Reception, some of Year 1/2, Year 3 and Year 4.			
		It is accepted that there will be some cross over between groups, but this should be kept to a minimum.	3	3	9	Only permitted staff within school are allowed access, with the exception of pupil using the toilet. Social distancing should be exercised within all corridors.			
		These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.	3	3	9	Children will only be able to use classroom doors leading to/from the corridor to use			

	<p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p>	3	3	9	the toilet. Social distancing measures in place, see toilet.		
	<p>These groups are as far as possible to keep to the same areas within the School.</p>	3	3	9			
	<p>Where possible Staff are to maintain a safe distance between each other (2 metres),</p>	3	3	9	Staff To enable us to minimise contact and socialising ONLY staff who are required in school as per their contractual obligations are permitted in school.	All Staff	01.03.2021
	<p>The use of the Staffroom is to be kept to a minimum, unless it is your designated welfare area.</p>	3	3	9			
	<p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance.</p>	3	3	9	All staff MUST continue to observe social distancing where possible. Access to the staffroom is restricted and normal welfare facilities have been reduced. The staffroom is only available for staff to make hot/cold drinks, use fridge, access pigeon holes. NO more than 8 members staff are permitted at any one time – where possible staff are encouraged to use their own allocated welfare area to minimise the spread of infection.		
	<p>Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p>	3	3	9			
	<p>In Assemblies each group is to be kept separate from others (This may require single group or class assemblies).</p>	2	4	12			
	<p>All persons are to wash/sanitize their hands upon entering classrooms.</p>	3	3	9	Various welfare areas have been created to enable staff to have access to a welfare area within their bubble. A small fridge and kettle have been provided also. See breakout/welfare area allocation		
	<p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash/sanitise hands on entry and regularly thereafter. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. 						
	<p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>						
	<p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance) 	3	3	9	Staff Computers/Desk All staff are required to thoroughly clean their desk before and after every use using anti – bac wipes provided to them. For staff who job share they must rely upon their colleague to clean their desk prior to use and must ensure they thoroughly clean their desk before and after every use.	All Staff	01.03.2021
	<p>Where possible, meetings are to be held by remote means,</p>						

		<p>rather than face to face (i.e. video calling).</p> <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. • Singing activities or playing brass or wind instruments is not permitted. • For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p>	3	3	9	<p>Resources including books Any books or resources required must be adequately cleaned before and after use. Any used equipment should be stored away after use and then placed in a box, labelled that cleaning will be required. Steps should be made for the contents of the box to be cleaned and returned to its original storage location.</p> <p>PE kit Pupils will be required to wear their PE kit to school on days they are timetabled to have PE.</p> <p>Pupil Pencil cases Individual pencil cases containing stationery needed by pupil will be provided to them by the school. These pencil cases will only be used by the allocated pupil – no sharing!</p> <p>ipads Our ipads will continue to be used within school although we must be strict and mindful of our approach to the distribution of them. Class teachers will be required to distribute them to each child within their class. Pupils will not be permitted to share ipads, individual use only to prevent cross infection. Classes will only be able to use the ipads on the day allocated to them: Years 2, 3, 4, 5 and 6 will have to access them for one day each a week - i.e. Mon Y6, Tues Y5, Weds Y4, Thurs Y3 and Fri Y2.</p> <p>All ipads will be thoroughly cleaned and charged prior to use. At the end of the day all ipads should be returned to the trolley and left within the classroom to enable an allocated member of staff to collect the trolley, disinfect the ipads, clean the trolley and place the trolley on charge. It is the responsibility of</p>	All Staff	01.03.2021	
							SLT	01.03.2021	
							SLT	01.03.2021	
							SLT	21.09.2020	

		<p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>				<p>Internal Route via front of school: Reception class Through the hall, through double fire doors into Reception. Years 1 and 2 Through the hall, through the courtyard into Years 1 and 2. Years 3 Accessible no routes suggested. Years 4 - 6 Through the hall, through the courtyard, into either the KS2 corridor or Year 4 cloakroom.</p> <p><i>Reverse the internal route to return to the front of school or use corridor exit doors within KS2 to exit the building.</i></p> <p>Staff to consider outdoor lessons, weather permitting</p> <p>Ensure occupied rooms are well ventilated – windows open?</p> <p>All pupils should bring in a bottle of water from home and will be encourage to drink plenty of water to keep them hydrated during the day. Pupils are allowed to keep their bottle of water on their table. Pupils are able to refill their bottles using the Drinking Water tap in their classroom – one at a time. All bottles should be named. Any unnamed bottles will be disposed of at the end of the end.</p> <p>NO WATER FOUNTAINS ARE TO BE USED – THESE ARE CURRENTLY OUT OF USE UNTIL FURTHER NOTICE.</p>	All Staff/ Pupils	01.03. 2021	
Contaminati on in Outdoor Areas	Staff, Pupils	It is understood that Early Years & Primary age and some SEND children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	3	3	9	<p>Social distancing should be observed within the playground. A member of staff will be on duty in the playground to ensure children arrive safely to school and use the correct entrance.</p> <p>Children will only be able to use classroom doors leading to/from the corridor to use</p>	All Staff/ Pupils	01.03. 2021	NS

		<p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Consideration should be given to reviewing timetables in order to stagger lunch & break times and reduce congestion where possible.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment should not be used by pupils.</p> <p>Hand washing/sanitiser facilities are to be provided at the entry/exit points to the playground, and all persons are to wash/sanitise their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside activities.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing/sanitising protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>	3	3	9	<p>the toilet. Social distancing measures in place, see toilet.</p> <p>See Breaktime and Lunchtime rotas</p> <p>Each bubble will be given a designated area during break and lunchtime.</p>			
			3	3	9				
			3	3	9				
			3	3	9				
			3	3	9				
			3	3	9				
			2	2	4				
Allocation of Staff	Staff	Staffing allocations will be reviewed regularly, any changes required will be implemented and the following will be considered:	1	2	2		Head	01.03.2021	AD

		<ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 							
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up) breaks and lunchtimes to be staggered to reduce congestion.</p>	3	4	12	<p>Year groups will be made up into bubbles. All personnel will be allocated a bubble which they will work within/support where possible to minimise the risk of cross infection. Where possible staffing in school will be restricted and monitored regularly to maintain social distancing thus reducing risk of exposure. Social distancing will be practised throughout.</p> <p>Virtual meetings will be arranged where possible.</p> <p>See PE timetable, Lunchtime and Playtime rotas.</p> <p><u>Start and end of the day – Entrances/gates</u> Gate 1 – Lyle Close (only one parent permitted to drop off/collect per household) Reception, Year 1 and Year 2</p>	All Staff/ Pupils	01.03. 2021	SLT

						<p><u>Reception Class</u> 8.45am children taken to designated area. 2.40pm children taken to designated area to be dismissed for collection</p> <p><u>1/2TA – using Double doors used for Lunchtime</u> 8.30am children taken to designated area. 2.55pm children taken to designated area to be dismissed for collection</p> <p><u>1/2KH – using Double doors used for Lunchtime</u> 8.25am children taken to designated area. 2.50pm children taken to designated area to be dismissed for collection</p> <p><u>1/2RT/SS- – using Double doors used for Lunchtime</u> 8.35am children taken to designated area. 3.00pm children taken to designated area to be dismissed for collection.</p> <p>Gate 2 – Faldo Close Year 3 and Year 6 <u>3SO</u> 8.25am straight into cloakroom. 2.50pm children taken to designated area to be dismissed for collection.</p> <p><u>3KK</u> 8.35am straight into cloakroom. 3.00pm children taken to designated area to be dismissed for collection.</p> <p>Gate 4 – Sandfield Close 8.30am Year 6. Straight into classroom through Fire Exit doors – CLOAKROOM NOT IN USE!! 2.55pm children taken to designated area to be dismissed to leave premises. 9.15/9.30am Sunshine Room 12.00/2.30pm children taken to designated area to be dismissed to leave premises</p> <p>Gate 3 – Barnes Park Year 4 and Year 5 <u>4SV</u> 8.25am straight into the cloakroom. 2.50pm children taken to designated area to be dismissed.</p>			
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		Any use of shared offices, etc. is also to be staggered if social distancing cannot be observed.	3	4	12	<p><u>4KD/BS</u> 8.35am straight into the cloakroom. 3.00pm children taken to designated area to be dismissed.</p> <p>8.30am Year 5. Straight into the classroom through the Fire Exit doors - CLOAKROOM NOT IN USE!! 2.55pm children taken to designated area to be dismissed to leave premises.</p> <p><i>Member of staff on gate duty at the beginning and end of the day</i></p>			
		Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.	3	3	9	<p>Corridor Access to the corridor is restricted. No coats/PE kits/Bags/Lunchboxes should be stored within the corridor with exception to Reception, Year 3 and Year 4. Only permitted staff within school are allowed access, with the exception of pupil using the toilet. Social distancing should be exercised within all corridors.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Pupil Toilets Only 1 pupil is permitted to at any time. Social distancing rules apply outside the toilet – only 2 children are permitted to wait outside – they MUST wait 2 metres apart (using the tape on the floor as a guide)</p>	All Staff	01.03.2021	
		Priority is to be given to outdoor PE activities over indoor ones.	2	3	6	<p>*Walkie Talkies will be provided to every class to enable clear communication throughout the day to prevent unnecessary movement around the school site. This method of communication will enable all staff including the office and the premises to liaise with each other. It will be the responsibility of the user to ensure that</p>			

		<p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEND pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>	3	3	9	<p>their walkie talkie is charged up using the docking stations in the staffroom.</p> <p>Resources including books Any books or resources required must be adequately cleaned before and after use. Any used equipment should be stored away after use and then placed in a box, labelled that cleaning will be required. Steps should be made for the contents of the box to be cleaned and returned to its original storage location.</p> <p>Educational Health Care Plan (EHCP) Personal Emergency Evacuation Plan (PEEP)</p>	SENDCO	01.03.2021	
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). 	3	4	12	<p>Cleaning Schedule checklist displayed in all key areas; Reception class; Years 1 & 2, Year 3, Year 4 and Year 5 and 6, pupil toilets, staff toilets, reprographics, staffroom and reception foyer.</p> <p>Each area within school will be cleaned with disinfectant during break/lunchtime by Site Manager to minimise the risk of infection within school. All cleaning will be recorded using the daily cleaning checklist displayed within areas.</p> <p>Cleaners Checklist</p> <p>COSHH Risk Register</p> <p>Data Sheets</p> <p>Handwash and disposable towels are available in ALL areas and are stocked up regularly as part of the cleaning schedule.</p> <p>Areas will be deep cleaned every evening by our Cleaning team.</p> <p>In the event of any illness/spillage the Site Manager MUST be notified immediately.</p>	Site Manager	01.03.2021	ET

		<ul style="list-style-type: none"> Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>				<p>PPE will be worn by cleaning staff at all times to minimise their risk/exposure to infection.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p>			
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	1	3		Site Manager	01.03.2021	ET
Contractors	Staff, Pupils,	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed	2	2	4	Essential works include DSP and Security Fencing.	SLT/ Site Manager	01.03.2021	SLT/ET

	Contractors	<p>on site and will read and comply with signs in reception regarding good hygiene – Face Mask required.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash/sanitise their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>							
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p>	3	3	9	<p>All staff/pupils/visitors MUST wash/sanitise their hands upon entering and exiting the school site.</p> <p>Staff and pupils are encouraged to wash their hands regularly following the 20 second rule guidance provided by Public Health. Hand washing should be done within own areas/classrooms where</p>	All Staff/ Pupils/Visitors	01.03.2021	SLT

		<p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				possible to minimise the risk and access to other areas where possible.			
Canteen use - exposure from large numbers of persons	Staff, Pupils	All persons should ideally stay on site once they have entered it and not use local shops etc. However, staff who need to go home at lunch are permitted to do so.	3	3	9	<p>Staff To enable us to minimise contact and socialising ONLY staff who are required in school as per their contractual obligations are permitted in school.</p> <p>All staff MUST continue to observe social distancing where possible. Access to the staffroom is restricted and normal welfare facilities have been reduced. The staffroom is only available for staff to make hot/cold drinks, use fridge, access pigeon holes. No more than 8 members staff are permitted at any one time – where possible staff are encouraged to use their own allocated welfare area to minimise the spread of infection.</p> <p>Various welfare areas have been created to enable staff to have access to a welfare area within their bubble. A small fridge and kettle have been provided also.</p> <p>See breakout/welfare area allocation</p> <p>See Breaktime and Lunchtime rotas</p> <p>All staff and pupils are required to wash/sanitiser where hands prior to eating their lunch regardless of their location in school, or lunchtime arrangement.</p>	All Staff/ City Catering Staff	01.03. 2021	SLT
		Food and drink should only be consumed in dedicated facilities where possible.	3	3	9				
		Lunchtime should be staggered to reduce congestion and contact at all times.	3	3	9				
		Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.	3	3	9				
		In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.	3	4	12				
		Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).	2	4	8				
	3	3	9						

	<p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Drinking water should be provided with enhanced cleaning measures.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.</p>	3	4	12	<p>Lunchtime Arrangements Only pupils in receipt of UIFSM will be permitted into the hall to eat their lunch.</p> <p>Pupils may only enter the hall within their allocated bubble.</p> <p>Pupils will not face one another whilst eating.</p> <p>Pupils are not permitted to move freely around the hall. They should remain seated until their bubble has finished their meal and be taken out of the hall back to their classroom to wash/sanitise their hands and then be taken out to enjoy their playtime.</p> <p>The hall will be cleared by the catering staff, cleaned and preparations made for the next bubble.</p> <p>Each bubble using the hall will sit the opposite direction to the last bubble to prevent children sitting at a damp table setting.</p> <p>At the end of lunch service the hall will be thoroughly cleaned, disinfected and cleared by the catering staff.</p> <p>Pupils in receipt of FSM will have their meal delivered to their classroom by their allocated lunchtime assistant in Years 3 – 6.</p> <p>All pupils in Years 3 to 6 will eat their packed lunch within their classroom.</p> <p>Any leftover food or rubbish should be placed back into pupil lunchboxes and taken home.</p> <p>Where possible our lunchtime assistants will support the Site Manager by ensuring the pupil tables within the classroom are left clear and are cleaned using disinfect.</p> <p>All bubbles of children must remain together throughout lunchtime and the allocated Lunchtime Assistant should also</p>	<p>Business, Mid Day and Site Manager /Lunchtime Assistants and City Catering Staff</p>	01.03.2021	
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					<p>remain with their allocated bubble throughout lunchtime to ensure they remain supervised. Any First Aid should also be undertaken by the allocated Lunchtime Assistant. Support can be sought by using the class walkie talkie to contact the Lunchtime Manager/School Office.</p> <p>No children should be allowed back into school unless it is to use the toilet.</p> <p>A cautious approach should be followed to ensure no gathering within the corridors or within the toilets. Communication within the Lunchtime Assistants may be required to ensure adequate social distancing.</p> <p>Where possible our school staff will continue to work within their allocated area to reduce the likelihood of cross infection within bubbles.</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas including hall).</p> <p>See Lunchtime rota</p> <p>See City Catering Risk Assessment</p> <p>Dietary requirement form</p> <p>Access to Drinking Water All pupils should bring in a bottle of water from home and will be encourage to drink plenty of water to keep them hydrated during the day. Pupils are allowed to keep their bottle of water on their table. Pupils are able to refill their bottles using the Drinking Water tap in their classroom – one at a time.</p> <p>NO WATER FOUNTAINS ARE TO BE USED – THESE ARE CURRENTLY OUT OF ACTION</p> <p>Staff – Packed Lunches Only</p>	<p>All Pupils</p> <p>01.03.2021</p> <p>All Staff</p> <p>24.08.2020</p>
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						<p>Staff are encouraged to bring in a packed lunch where possible to reduce the risk of infection. All persons are encouraged to remain on site as much as possible.</p> <p>Lunches should be eaten outside where possible or within their allocated welfare area, whilst observing social distancing.</p> <p>The Courtyard has been allocated to staff to enable them to enjoy their break should they wish to use it. No more than 3 members of staff at anytime.</p>			
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.	3	4	12	All changing rooms and shower areas within school are out of use at this time.	All Staff/ Pupils	01.03.2021	SLT
		<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins.</p> <p>Limit the number of persons using the toilet.</p> <p>Wash & dry hands after using the facilities.</p>	3	3	9	<p>Pupils will be required to wear their PE kit to school on days they are timetabled to have PE.</p> <p>See PE timetable</p> <p>Pupil Toilets Only 1 pupil is permitted into the toilet at any time. Social distancing rules apply outside the toilet – only 2 children are permitted to wait outside – they MUST wait 2 meters apart (using the tape on the floor as a guide)</p> <p>Disabled toilet in KS2 corridor to be used by children with SEND and pupils requiring access to sanitary bin.</p> <p>*Walkie Talkies will be provided to every class to enable clear communication throughout the day to prevent unnecessary movement around the school site. This method of communication will enable all staff including the office and the premises to liaise with each other. It will be the responsibility of the user to ensure that their walkie talkie is charged up using the docking stations in the staffroom.</p>			

						<p>Staff Toilets Office, Premises, Reception, Year 3 and Ad Hoc staff to use staff toilets at the front of the school where possible.</p> <p>Leadership and Years 1 and 2 staff to use staff toilets (left) in old Year 2 cloakroom where possible.</p> <p>Year 4 – 6 staff to use to staff toilets (right) in old Year 2 cloakroom where possible.</p>			
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc. identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	1	3	3	<p>Signage Clear signage is displayed around the school site, explaining Covid -19 precautions:</p> <ul style="list-style-type: none"> • Do NOT enter the premises unless authorised to do so. • Wash hands upon entry • Wait here • Keep 2m apart • Covid 19 Public Health Posters • Area NOT in use <p>Revised Risk Assessment will be shared with all staff w/c 1st March 2021. An accountability sheet to be signed off by staff upon receipt of Risk Assessment. Any queries should be directed to the Headteacher/School Business Manager.</p>	All Staff/ Pupils/Visitors	01.03.2021	SLT
Emergency procedures (Fire alarm activations etc.)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	3	4	12	<p>Fire Risk Assessment Fire Drill PEEP</p>	Business Manager /Site Manager and SENDCO	01.03.2021	ET/NS /ZM
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p>	3	4	12	<p>All First Aid should be completed within allocated pods. Each area has been provided with a First Aid box and a SCPS Incident/Accident Report to enable them to administer First Aid.</p>	All First Aiders	01.03.2021	NS

		<p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>			<p>Limited contact and strict social distancing should be followed. Where practical the pupil should treat the injury using the equipment provided to them.</p> <p>Where this is not possible then staff should wear the necessary PPE appropriate to the level of care needed to be given.</p> <p>Only qualified First Aiders should give out advice/care, see First Aid list in staffroom.</p> <p>No children should be sent to the School Office for First Aid. Should a second opinion or assistance be required member of staff should relay the information to the office to enable them to support the child further.</p> <p>Further instructions via walkie talkie, or in person if communication via walkie talkie. Consideration should be given due to the practical or the nature of the injury is personal/private.</p> <p>Medication in School Any medication that a child requires in school should be kept within the classroom. Only children who have been clearly identified should have medication in school, see Medication list in staffroom for further guidance.</p> <p>Administration of Medication in Schools</p> <p>Illness in school Any staff/pupils who feel unwell during the school day regardless of symptoms MUST go home immediately. Unwell Pupils should be taken to the Music Studio/Outside the Studio area to minimise the risk of infection.</p> <p>The area where the member of staff/pupil should be cleaned immediately.</p> <p>If the symptoms are Covid 19 related then caution should be given and consideration should be made to isolate the area for 72 hours.</p>	<p>School Business Manager</p> <p>All Staff/ Pupils</p> <p>Site Manager</p>	<p>01.03.2021</p> <p>01.03.2021</p> <p>01.03.2021</p>	
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						<p>First aid guidance</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>			
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Government & NHS Guidance

Coronavirus Guidance

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

Guidance on infection prevention and control for COVID-19

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

Managing premises

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

Cleaning Guidance

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

Check if you have coronavirus symptoms

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

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

Travel guidance

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

Guidance on actions for early years and childcare providers:

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

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Guidance for the full opening of schools

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

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
HIGH RISK		15-25		Immediate Management Action			Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
MEDIUM RISK		9-12		Plan for Change				Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
LOW RISK		1-8		Continue to Manage				Major	4	Death of an employee, service user, member of the public, etc.
Likelihood (A)	5 Almost Certain	5	10	15	20	25		Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	4 Probable /Likely	4	8	12	16	20		Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	3 Possible	3	6	9	12	15		Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.
	2 Unlikely	2	4	6	8	10				
	1 Very Unlikely / Rare	1	2	3	4	5				
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic				

Impact (B)

Risk Score

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

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

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