



Location or address Grove Street Primary School	Date assessment Undertaken: 16.12.2020	Assessment undertaken by : Jeanne Fairbrother and Lisa Walsh
Activity or situation Reopening school to all students Updated Version 8	Review date : 15.1.2021	Signature: <i>Lisa Walsh</i>

Overview

- This risk assessment is to assist our school think about all the main hazards on our site(s) when reopening their schools to all students
- We have made this a reflection of what we are doing.
- As events unfold and change it will require modification and review. We will rename and date each subsequent version.
- Our health & safety consultants will keep us updated with changes by sending out supplementary sections which **if relevant** will be added to our existing risk assessment.
- We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.

The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

Guidance

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <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>

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
<p>Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission</p>	<p>Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> ● School follows all DfE, PHE & Gov.uk guidance ● Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function ● Behaviour policy revised with new rules and expectations and communicated with staff, parents & pupils [insert details of how this is achieved] ● Whole staff re- induction held in September ● Revised risk assessment shared with staff ● Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful- staff have had PPE training. ● Risk assessment published to the school website as per HSE guidance. ● A copy has been sent to all local trade unions. ● A copy has been sent to the Local Authority. ● Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) ● School has involved parents and children in education resources such as e-bug and PHE schools resources ● Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers ● Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed if necessary. 	<p>3X2=6</p>	<ul style="list-style-type: none"> ● Risk assessment published to school website as per HSE guidance. ● A copy has been sent to all local trade unions. ● A copy has been sent to the Local Authority. ● Staff update meeting (8.9.20) including updated guidance and discussion around how our safety systems are working- including any adjustments required. ● Staff briefing includes COVID updates

<p>Failure of measures to prevent spread of Coronavirus (Covid 19) in school</p>	<p>Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • All control measures are adequately resourced, circulated to employees • All training needs have been checked to ensure compliance. • Regular monitoring and review of risk assessment and measures in place. • Risk assessment revised and shared with staff 		<p>Updated version of RA to be shared with all staff via google docs 16.12.20 and on website for parents.</p>
<p>ALL SCHOOLS</p> <p>Unaware of steps to take in the event of suspected or confirmed case in school</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> · School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance Section and the NHS test and trace process · <i>If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools contact email Alison Simpson (alisonsimpson@wirral.gov.uk) or Jane Harvey (janeharvey2@wirral.gov.uk) who will get in touch with you as soon as possible.)</i> <ul style="list-style-type: none"> · <i>School will ring DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</i> · <i>Special schools must contact Alison Simpson or Jane Harvey (above)</i> · <i>If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</i> <p><i>To help reduce the numbers of pupils who need to self-isolate & assist decisions as to who was physically close to the confirmed case.</i></p> · <i>School Coronavirus (COVID-19) test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</i> 	<p>3x2 = 6</p>	<p>Log has been created (since 2.9.20) to record and monitor any child, staff or parents with symptoms, going for tests, results of tests, dates of isolation periods including those returning from holidays in countries that require quarantine on return. All visitors have been by appointment only and track and trace forms completed (1.9.20)</p>

		<p>To help reduce the numbers of pupils who need to self-isolate & assist decisions as to who was physically close to the confirmed case.</p> <p>Larger primary schools with cohorts more than a single entry</p> <ul style="list-style-type: none"> • When inside try to keep different classes apart (e.g. dining room) • Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff must maintain 2m social distancing 		
<p>Infection control – risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • Hand driers reinstated. • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> o Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning o clean their hands: 	<p>2X2=4</p>	<p>Children who appear unwell have been immediately isolated in a well ventilated room (HT office) until parents have arrived to collect. Advised to test and isolate- recorded in log</p>

		<ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing o are encouraged not to touch their mouth, eyes and nose o promote the 'catch it, bin it, kill it' approach o use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') regularly sanitize all the frequently touched surface. o provide disposable tissues in each classroom o provide each class with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. ● ensure that help is available for children and young people who have trouble cleaning their hands independently ● encourage young children to learn and practise these habits through games, songs and repetition ● ensure that bins for tissues are emptied throughout the day ● where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units ● Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ● Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly ● Young pupils & those with complex needs are supervised when using of hand sanitiser ● Wipes are available ● assemblies are suspended ● close water fountains – parents to supply bottles of water. ● Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. 		
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Social distancing across school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. • This will be achieved by <ul style="list-style-type: none"> o keeping groups separate (in ‘bubbles’) and o maintaining distance between individuals. o Separate entrances/exits (gates) to be used for each bubble • School will maintain consistent groups • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible • Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate • School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils – ‘bubbles’</p>	3X2=6	KS2 playground zoned. This includes concrete markings. Concrete markings for fire evacuation points to ensure distance between bubbles Lunch hall division working well and cleaned between bubbles.

		<p>Measures within the classroom</p> <ul style="list-style-type: none"> ● Staff & pupils maintain 2 m social distancing ● Minimise time spent within 1 m of anyone ● Avoid face to face contact with pupils stand up, above and behind them ● Keep 2 m from colleagues ● Understand very young or special needs this is not possible ● All children encouraged to socially distance if possible ● Children who are old enough will be supported to maintain distance and not touch staff and their peers. ● Pupils sit side by side facing forward (except for younger children) ● Teachers stay at the front of the class where possible (except for younger children) ● All furniture and equipment moved to ensure this seating ● Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone <p>A. Primary schools</p> <ul style="list-style-type: none"> ● Primary school groups will be a full class. ● Older children will be told to maintain 2m distance within the group ● Where younger pupils and staff cannot maintain distancing school will employ smaller class-sized groups ● Siblings may also be in different groups. ● Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport. ● Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible. ● Bubbles will be: Nursery / Little learners; Reception; KS1 and KS2. All children will remain in classes, playground zones allocated for year groups, staggered lunch breaks, allocated toilets (only one set of toilets upstairs so although KS2 will be in separate classes they are classed as one bubble because of share toilets. Toilets will be cleaned 		
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		<p>frequently throughout the day and where possible only one class to use at allocated time.</p> <ul style="list-style-type: none"> ● All bubbles have separate entrances / exits and fire evacuation points. <p>Teachers</p> <ul style="list-style-type: none"> ● Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable. ● Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. ● Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised – each year group has a staff area for drinks, lunch etc. <p>Measures elsewhere</p> <ul style="list-style-type: none"> ● Movement around school is kept to a minimum ● Timetables adjusted to keep groups apart moving around school ● No large assemblies or gatherings involving more than one group ● Breaks staggered ● Lunch breaks staggered pupils will clean their hands beforehand and enter in the groups they are already in ● Groups kept apart as much as possible and surfaces and tables cleaned between each group. ● Minimise touching of frequently touched surfaces and contact points ● Rooms accessed directly from outside where possible ● Signage reminding about 2m social distancing in place ● Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time ● School will maximise the use of outdoor space for exercise, breaks outdoor education 		
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Shared resources - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Staff & pupils have individual pens and equipment where possible. • Equipment is not shared with other cohorts without cleaning • Shared classroom materials can be shared within the bubble and will be cleaned regularly • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit of disinfectant spray and cloths • Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to children’s education and development. • Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. • Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • No unnecessary sharing of resources between children. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources 	3X2=6	
Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Separate gates and entrances for each bubble to be used to keep groups apart as they arrive and leave school. • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend e.g. younger children 	3X2=6	Separate gates for bubbles working well, signs added to Reception and Nursery to indicate the direction of queue Year 1- zone requires re-marking with concrete paint- completed

<p>Masks in school for staff pupils & visitors – -risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> ● Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children’s social care for more advice. ● encouraging parents and children and young people to walk or cycle to their education setting where possible ● schools, parents and young people following the government guidance on how to travel safely <ul style="list-style-type: none"> ● Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt form wearing face coverings) ● Social distancing must still be followed at all times. ● Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. <p>1. Primary schools - where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), <i>head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</i></p> <p>Ensure all staff wear face coverings correctly.</p> <ul style="list-style-type: none"> ● Clear instructions have been provided to staff on how to put on, remove, store and dispose of face coverings , to avoid inadvertently increasing the risks of transmission. (See Putting on & taking off PPE presentation for staff) ● Wearers of face coverings reminded to clean hands before and after touching to remove or put them on ● Face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should 	<p>2X2=4</p>	
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		<p>not be worn, and the face covering should be replaced carefully.</p> <ul style="list-style-type: none"> Remind staff, pupils & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home <p>See DfE Face coverings in education: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>		
Public transport to school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. Families using public transport advised to refer to the safer travel guidance for passengers. 	3X2=6	
Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> N/a 	N/a	
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> Schools has revised the child protection policy to reflect the return of more pupils. Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	2x2=4	
Pupil with an EHCP – risk of not following specialist guidance	Pupils, - injury or ill-health	<ul style="list-style-type: none"> Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. 	3X2=6	

		<ul style="list-style-type: none"> Parents have been contacted and will be involved in planning for their child's return to their setting from September 		
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> Behaviour policy updated and shared with staff, parents & pupils Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Use of a daily check- in system in all classrooms linked to the Zones of Regulation Ensure that behaviour expectations are re-established as quickly as possible. New behaviour policy to be used Staff using zones of regulation for all children Remind children (and staff) about how they speak to each other; how they treat each other and the expectations with regards to attitudes 	3x2=6	
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Pupils who remain in the clinically extremely vulnerable group should return to school from 2 December at all local restriction tiers School understands there may be a very small number of pupils or students under paediatric or NHS care who have been advised specifically by their GP or clinician not to attend an education setting. Pupils can return to school, even if they have family members who are shielding. If the area moves into Tier 3 government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on 	2x2=4	

		<p>advice from the Chief Medical Officer. And the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</p> <ul style="list-style-type: none"> • See COVID-19 - 'shielding' guidance for children and young people • Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education. • School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. • See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 		
<p>Clinically vulnerable or extremely clinically staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance)</p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow all measures in this risk assessment to minimise the risks of transmission. • They are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing • They have been advised they should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others • They are advised they should continue to take care to socially distance from other adults including older children and adolescents. • Employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	<p>2x2=4</p>	<p>Individual staff RA updated for clinically vulnerable</p>

		<p>unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <ul style="list-style-type: none"> See https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce Individual risk assessment have been carried out on clinically vulnerable employees See RA 026 Return to work – COVID 19 		
<p>BAME staff & pupils Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils in your establishment. Have comprehensive conversations with BAME staff – N/a identify existing underlying health conditions that may increase the risks for them in undertaking their role Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns. keep ongoing contact with staff particularly about their safety and their mental health. School will try as far as practically possible to accommodate additional measures where appropriate. Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. O.H. advice will be sought where appropriate. EAP & counselling will be offered where appropriate See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 	2x2=4	
<p>New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance</p>	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school. Pregnant women can continue to attend school. While in school they should follow all measures in this risk assessment t to minimise the risks of transmission 	2x2=4	

		<ul style="list-style-type: none"> · Pregnant women should follow the latest government guidance on staying alert and safe https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert and avoid anyone who has symptoms suggestive of coronavirus. I · If in third trimester (more than 28 weeks' pregnant) advised to be particularly attentive to social distancing. · Pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health · For those women who are 28 weeks pregnant and beyond, there is an increased risk of becoming severely ill should you contract COVID-19 (this is true of any viral illness contracted, such as flu). · Individual risk assessments will be carried out for this category of staff. See RA 09 (A) New & Expectant mother risk assessment · Follow guidance from GP and mid-wife. · Maintain high standards of hygiene · Inform line manager if circumstances change · Refer to this guidance- also for BAME expectant mothers <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p> <p>No staff (at present) who are pregnant</p>		
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<p>Cleaning - risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> ● A cleaning schedule is in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas. ● Following PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. ● Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol ● KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down the sink. ● Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink ● Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose ● Encourage pupils to clean – to teach them about safety. ● Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . ● If suspected case of Covid 19 follow the COVID-19: cleaning of non-healthcare settings guidance ● If cohorts change, consider cleaning between class changes ● Toys, fabrics, soft furnishings will have to be washed or replaced more frequently ● Sanitizer stations located across site ● Regular cleaning of toilets and supply of hand soap ● Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products ● Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 	<p>3X2=6</p>	
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		<ul style="list-style-type: none"> Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. Teach and encourage pupils the importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Contractors on site -risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors, everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Communication - explain to contractors your concerns and come up with workable solutions Request risk assessments form contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. 	3X2=6	
PPE requirements - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> No requirement for face coverings/masks etc The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained Within 2m PPE is available and staff will wear a mask, gloves and disposable apron Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. Risk assessment for pupils in place. Hand washing with soap and hot water for 20 secs minimum 2m social distancing maintained as far as possible School has sourced adequate supplies of PPE All staff completed 'PPE putting on & taking off' training 	2x2=4	Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>
First aid provision – risk of school unable to provide first aid in the event of an emergency.	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> Adequate numbers of first aiders on site in all categories: First aid certificates which expired during lockdown have been renewed (12 members of staff completed their renewal of 	2x2=4	

		<p>training 7th & 8th July) All SLT, middays and EYFS staff have renewed training</p> <ul style="list-style-type: none"> ● First aid boxes located across site ● All staff completed 'PPE putting on & taking off' training ● <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> ● First aid provision with suspected symptoms of coronavirus : Where possible first aider will maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. ● If it is not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask ● First aider will minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible ● Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available ● All staff completed 'PPE putting on & taking off' training ● Must be discarded in clinical waste ● Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> ● Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. ● If in any doubt about confirming cardiac arrest start chest compressions until help arrives. ● Call an ambulance. If COVID 19 is suspected, tell them when you call 999. ● If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives <p>See: https://www.gov.uk/government/publications/novel-coronavirus-2</p>		<p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p>
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		019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov		
Medical isolation room - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> ● AHT office ideally hard-floored to assist with cleaning ● If unable to isolate a child move them to an area 2m away from others. ● PPE stock is available to all staff should they need to escort pupils to this area. ● PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs ● Remove all non-essential items in the medical room. ● Include one desk and one table. ● Child awaiting collection will be supervised ● A toilet has been identified to be used if required whilst awaiting collection. ● If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. ● Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated ● After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser ● The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Following COVID-19: cleaning of non-healthcare settings guidance 	2X2=4	
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> ● Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents- N/a 	2X2=4	

		<ul style="list-style-type: none"> School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education. See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 		
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Site manager/ caretakers should have checked all ladders on site. If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. Check all ladders and step ladders on site prior to use. Record in the site ladder register 	2X2=4	Safe use of ladders toolbox talk available on website
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> Remind everyone to review their workstations after the long absence. Make sure to set up correctly. Adjust chairs, monitor heights all to suit the individual. All staff should carry out the Display Screen Self-Assessment on return to school. If some staff are still home-working check with them that there are no issues with their set-up at home. 	3X2=6	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance See RA 028 Working from home Covid 19 	3X2=6	
Kitchens - risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> 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. Deep clean the kitchen prior to reopening before food preparation resumes Recommission all catering equipment. Check servicing and PAT testing Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2X2=4	

Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> ● The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. ● Practice drill held within the first week to ensure everyone knows their roles and responsibilities. ● Social distancing is followed on evacuation and at assembly point. ● The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. ● The fire alarm and emergency lighting has been serviced in according to guidance ● Alarm checked weekly ● Enough staff know how to check the fire alarm and set and reset in an emergency ● Emergency lighting tested monthly ● All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. 	3X2=6	
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> ● Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book ● Monthly water checks should have taken place 	3X2=6	Q – Check if tank fed or mains water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. Check with your water hygiene company

HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. Caretaker carries out daily visual whole site checks 	3X2=6	
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All areas and equipment that have been taken out of use are checked Teachers have checked their own classrooms to ensure all is in good condition .. Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 	3X2=6	See Form F10 Checklist for classrooms
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location 	3X2=6	Manual Handling Toolbox talk available on website
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm Secure reception Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	2x2=4	
Heating/Boilers failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> Boilers and heating systems been serviced through lock down as required 	2x2=4	
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> Trained staff available to administer medicines and records maintained. Secure medicines storage Inhalers and epipens available pupils in classrooms and for outdoor activities 	2x2=4	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> Review the school emergency plan to cover Covid 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors 	3X2=6	

<p>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> · Tier 2 - school has confirmed that providers operating in areas where local restriction tiers are in place can continue to care for children within the same bubbles as they are in during the school day. · Providers who cannot do this have assured school , pupils will be kept as far as possible, in small, consistent groups of no more than 15 children and at least one staff member · School has assessed the impact of all third parties onsite- clubs, sports activities · School has requested new risk assessments from all parties detailing how they will ensure their actions for social distancing, hygiene and how they will carry out activities in Tier 2 · School measures and/or risk assessments have been shared with them · Breakfast and after-school provision and school have considered the following: <ul style="list-style-type: none"> ○ where parents use multiple providers ○ childminders picking up/dropping off pupils. ○ keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small (no more than 15), consistent groups will be identified. ○ advise parents to limit the number of different wraparound providers they access, as far as possible. 	<p>3X2=6</p>	
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		<ul style="list-style-type: none"> ○ See Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ○ School encourages parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. ○ Providers advise that particular care is taken to observe social distancing in the case of a sports activities because of the way in which people breathe more heavily and more rapidly during exercise. ○ Providers follow guidance form : <ul style="list-style-type: none"> § indoor sports providers and guidance for providers of outdoor facilities, § guidance from Sport England, as the Association for Physical Education § and the Youth Sport Trust. · School has seen the out of school clubs /breakfast club risk assessments and is satisfied all measures to reduce transmission are in place 		
Physical activity in school - risk of transmission of Coronavirus (COVID 19).	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> · Children are kept in consistent groups, · sports equipment thoroughly cleaned between each use by different individual groups. 	2x2=4	

		<ul style="list-style-type: none"> · PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls · Outdoor sports should be prioritised where possible, and large indoor spaces (hall) used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) · Social distancing between pupils is maximised · Staff & children reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. · If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities · School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so. · Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroots sport ○ Association for Physical Education ○ Youth Sport Trust ○ Swim England on school swimming and water safety lessons available at returning to pools guidance documents 		
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		<p>using changing rooms safely</p> <ul style="list-style-type: none"> School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so. Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission 		
<p>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below. Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance School has carried out a risk assessment for music activities in school. Playing instruments and singing in groups will take place outdoors wherever possible. If indoors, numbers will be limited in relation to the space. If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> · If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance. · School will ensure good ventilation · Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. · Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) · Instrument sharing avoided, · Increased handwashing before and after handling equipment, especially if being used by more than one person. · Instruments cleaned by the pupils playing them, where possible. · Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils · Peripatetic teachers provide a risk assessment to school · See Bulletin: Music & Performing Arts v2 Dec 2020 in line with Local restriction tiers: what you need to know for specific guidance. 		
Educational visits – risk of Coronavirus (Covid 19) whilst on visit	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • Educational visits for non-overnight domestic educational visits have resumed if for the purpose of education or childcare . • Schools will consult the health and safety guidance on educational visits when considering visits. 	3X2=6	

		<ul style="list-style-type: none"> • School will make use of outdoor spaces in the local area to support the delivery of the curriculum • School can take groups of children on trips to outdoor public places and do not need to be <u>limited to 6 people</u>, • The EVC or staff in charge of the trip will conduct a risk assessment in advance. Upload to EVOLVE (if used) • the risk assessment demonstrates: <ul style="list-style-type: none"> ○ that the group can remain socially distant (2 metres) from other people and keep children within their consistent group groups, wherever possible ○ good hygiene is maintained throughout ○ thorough handwashing happens before and after the trip ○ the trip is carried out in line with relevant <u>local restriction tier</u> guidance and coronavirus (COVID-19) secure measures on transport and at the destination ○ appropriate insurance arrangements are in place • School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place 		
<p>Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</p>	<p>Staff, pupils and visitors lack of ventilation to disperse Coronavirus (Covid 19) - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • School will ensure an adequate supply of fresh air into the building(s). • Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors). • Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended • natural ventilation – by opening windows (in cooler weather windows will be opened just enough to provide 	<p>2X2=4</p>	

		<p>constant background ventilation and opened more fully during breaks for 5 minutes to purge the air in the space.</p> <ul style="list-style-type: none"> • School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) • if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • If fire doors are required to be held open DorGuards will be installed <p>• Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>• School will balance the need for increased ventilation while maintaining a comfortable temperature, by :</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts <ul style="list-style-type: none"> • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts • Heating is be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	Outdoor playground equipment & resources should be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for:	3X2=6	

		<ul style="list-style-type: none"> ○ playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames ○ semi enclosed playhouses or huts for small children ○ enclosed crawl through 'tunnels' or tube slides ○ exercise bars and machine handles on outdoor gym equipment ○ entry and exit points such as gates ○ seating areas such as benches and picnic tables ○ refuse areas/bins ● ● Outdoor is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Outdoor equipment will be for the use of designated bubbles only. ● Breakfast & After school clubs' clean equipment between groups and after use. ● Site manager has carried out formal recorded inspection of playground equipment. ● All servicing and maintenance identified has been carried out prior to reinstatement. ● The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 ● It has been formally shared with all middays & staff supervising. ● Site manager/caretaker has attended Routine Inspectors Course ● Site manager/caretaker visually inspects play equipment daily ● Site manager/caretaker has reinstated weekly formal checks of play equipment ● Pupils reminded of playground rules ● Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session. 		
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<p>Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.</p>	<p>Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’</p>	<ul style="list-style-type: none"> ● Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection ● Visitors made aware of all measures in place in school to reduce risk of spread of virus. ● Visitors told to wash hands on arriving or use hand sanitiser located at the entrance. ● Visitors will be required to use sanitiser before and after each different pupil session. ● Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting ● Visitor has own PPE or PPE will be provided for each session ● 2m social distancing rules in place ● PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask ● Room has ventilation – windows and doors open whilst the room is occupied. ● Sanitiser in room ● Tissues in the room and lidded bin emptied after each session. ● Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes ● All hard surfaces wiped down before and after each separate appointment /meeting with pupils. ● Any equipment brought into school must be able to be wiped down pre and post each pupil session. ● Any school equipment used must be wiped down pre and post session. ● Visits arranged for outside of school hours, where possible ● A record is kept of all visitors. 	<p>3X2=6</p>	
<p>Recruitment – risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<p>School will continue to recruit as usual bearing in mind the need to limit visitors to the site</p>	<p>3X2=6</p>	

		<ul style="list-style-type: none"> · Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. · Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the 'system of controls' that are in place. · School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed <p>School will write a risk assessment for any recruitment activities</p>		
Supply staff and students – increased risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> · School will continue to engage agency staff and students whilst always trying to minimise the number of visitors to the setting where possible. · Supply staff and other temporary workers can move between settings · Supply staff and students, are expected to comply with school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff. · School will prioritise longer assignments with students & supply staff to minimise visitors 	3X2=6	
Children routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19))	Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> ● A risk assessment will be carried out with other settings to ensure all controls are in place. 	3X2=6	
Control of the spread of infections - COVID-19	staff/Children/Visitors	<ul style="list-style-type: none"> ● The EYFS provision will minimise contact with children who are unwell or children whose family members are unwell. 	3X2=6	As per government guidance all children and

<p>Details listed here are identified as per government guidance specific to the EYFS environment)</p>	<p>COVID-19 effect people in very different ways based on their age, gender, ethnic origin and underlining medical conditions.</p> <p>Children: Fatality risks are significantly lower with data suggesting that children suffer mildly from COVID-19 and recover quickly.</p> <p>Adults: depending on the specifics outlined above the risks can be varied from minor to severe including death. Risk score is calculated based on the min age of EYFS staff being 40yrs and the max age being 60yrs.</p>	<ul style="list-style-type: none"> ● The EYFS provision will ensure that all children wash their hands more often than usual as per government guidance. The EYFS will continue their hand washing regime set out before Lockdown. Children will wash their hands when they enter the setting, when they leave the setting, when they transition between activities, before and after all eating opportunities, when they use the toilet, or any time they cough or sneeze. ● The EYFS provision will ensure good respiratory hygiene “Catch it, bin it, kill it”. ● The EYFS staff will clean the environment, surfaces and resources more frequently. ● The EYFS staff will use PPE only for short periods indoors where there is “a risk of close social contact with people you don’t usually meet and where social distancing and other measures cannot be maintained”. ● Staff undertaking ‘intimate care needs’ will wear PPE as expressed in the setting’s risk assessment and child’s IHCP. ● PPE will be provided to staff if a child becomes unwell and or symptomatic of COVID-19 whilst they are awaiting collection to return home. (this includes gloves, aprons, a face mask, and where there is risk of being exposed to coughing, spitting or vomiting a face covering). ● The EYFS provision will not accept children to attend if they, or a member of their household, have been provided with a ‘shielding’ notification from their clinician. ● The EYFS provision will recognise that any members of staff who fall under the ‘vulnerable’ categories, and who cannot social distance at a 2m distance, will not be allowed to work in the setting and instead will be deployed elsewhere to another role dictated as the “safest available on-site role”. ● The EYFS is not expected by the government to ensure children remain 2m apart ● The EYFS will implement a new, appropriate timetable of study seeking outdoor learning opportunities where possible as the government has advised that an outdoor environment poses a lower infectious risk compared to an internal one. 	<p>staff should isolate themselves at home for 14 days if presenting with symptoms related to COVID-19.</p> <p>As per government guidance all children and staff presenting with COVID-19 symptoms should seek to be tested by the NHS under current priority schemes before they are authorised to return to the setting within the 14 days home</p>
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		<ul style="list-style-type: none"> • The EYFS will ensure minimal movement of children around the wider school building. • The EYFS staff will remove toys that are hard to clean. • The EYFS staff will close and lock its resource cupboard with only the staff having access. • The EYFS will follow all guidance related (Behaviour policy Covid 19 appendix) to children who are 'unable' or 'refuse' to follow new instructions and restrictions and, as per the risk assessment, will not allow these children to pose continued risk by attending the setting. 		
Visitors to EYFS: parents - increased risk of transmission of COVID 19	Staff, children, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Parents and carers are able to enter our setting to help their children adapt to their new environment. • We will ensure that parents and carers: <ul style="list-style-type: none"> • wear face coverings, if required, in line with arrangements for staff and other visitors to the setting • stay for a limited amount of time (ideally not more than an hour) • avoid close contact with other children • are aware of the 'system of controls' in our Full Opening risk assessment & how this impacts them, and their responsibilities in supporting it when visiting a setting with their chil 	3X2=6	
Visitors to the setting: new EYFS admissions - increased risk of transmission of COVID 19	Staff, children, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • If parents and carers wish to visit in person, ensuring face coverings are worn if required in line with arrangements for staff and other visitors • there is regular handwashing, especially before and after the visit • holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed • Prior to a visit, settings should ensure that parents and carers are aware of the 'system of controls' 	3X2=6	
Malleable materials (messy play) - increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • All activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning will consider whether: <ul style="list-style-type: none"> ○ materials can be handled by a small, consistent group of children of no more than 15 at a time, and 	2x2=4	

		<p>that no one else outside this group can come into contact with it</p> <ul style="list-style-type: none"> ○ the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see managing risk in play provision: implementation guide ● We will follow the 'system of controls' in our Full Opening RA at all times and ensure that: <ul style="list-style-type: none"> ○ children wash their hands thoroughly before and after messy play ○ frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group <p><i>Further general cleaning advice can be found in the COVID-19: cleaning of non-healthcare settings guidance</i></p>		
<p>EYFS / COSHH</p> <p>Use of chemical cleaners during setting whilst staff and children are present.</p>	<p>Staff/Children/Visitors</p> <p>Through the use of or exposure to specific cleaning products necessary to address the COVID-19 risk of:</p> <ul style="list-style-type: none"> ● Irritation (skin, eyes, mouth) ● Poisoning <p>Death (in extreme circumstances).</p>	<ul style="list-style-type: none"> ● All staff members will be required to use specific chemical cleaners regularly to sanitise and disinfect surfaces, resources and items which are 'touched'. Staff undertaking this role are to read and sign training guidance located in the school office, adhere strictly to its specifics and take all necessary precautions. ● Staff are to keep the chemical cleaning spray bottle and associated clothes in the EYFS staff area on the high shelf out of reach of all children, including those prone to 'standing on chairs' to gain additional height. ● Staff using the cleaning product are to wear PPE gloves provided as per training guidance. ● Staff are to only use the cleaning product when children are at a safe distance away from the area, surface or resource being disinfected. ● Items or areas being disinfected must be allowed to 'dry thoroughly' before accessed or used by any member of staff or child in the setting. 	<p>3x1=3</p>	<p>Where possible items and resources cleaned will be removed from day use and only provided for access on the following day.</p>

		<ul style="list-style-type: none"> Children will be continually supported and reminded to maintain good safety and hygiene practices to ensure that resources are not placed in or around their mouths or faces. Children will undertake a regime of regular hand washing 		
General Hazards The correct supervision of children attending the EYFS setting.	<p>Children</p> <p>To prevent avoidable accidents, good safety and hygiene practice, correct supervision of children at all times.</p>	<ul style="list-style-type: none"> The EYFS will have been advised that legal ratios are active and the setting will continue to implement these (Reception During Sessions: 1:30 for CT, Nursery 1:13 for TA3 when CT is present, 1:8 for TA3 when CT is not present and 1:8 for TA2 with the TA2 not being left alone to work with any child) (Reception during playtimes and lunchtime: 1:30 for CT, 1:30 for TA3 and 1:25 for TA2) However, our ratios will be higher than statutory ratios 	2x2=4	
Control of the spread of infections - COVID-19 Toileting assistance or support when toileting accidents or difficulties occur.	Children & staff	<ul style="list-style-type: none"> All specifics listed above to control and prevent the spread of COVID-19 are to be observed including social distancing, appropriate PPE in confined spaces and the cleaning of the environment after support and assistance has been provided. All support provided for children who are not toilet trained must adhere to the specifics of the child's Individual Health Care Plan. Children who have an unexpected accident will be encouraged to meet their own hygiene requirements and change their own clothes and underwear. All soiled and wet clothing will be doubled bagged to prevent bio-hazard spillages and returned to parents. Staff who are supporting the hygiene needs of specific children will ensure they wear correct PPE including protective gloves and plastic aprons. Staff are to work in pairs when supporting the hygiene needs of children to prevent allegations and safeguarding situations. All staff trained in Child Protection and no technology to be present whilst offering toileting support. 	3x2=6	
Control of the spread of infections - COVID-19	Children & staff	<ul style="list-style-type: none"> All specifics listed above to control and prevent the spread of COVID-19 are to be observed including social distancing, 	3x2=6	

Nappy Changing Support

Including slips/trips/falls, spillages, safeguarding - allegations, manual handling, COSHH, and infectious diseases outbreak.

appropriate PPE in confined spaces and the cleaning of the environment after support and assistance has been provided.

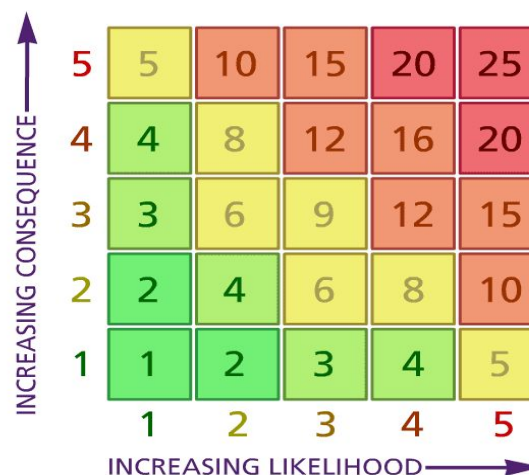
- All support provided for children who are not toilet trained must adhere to the specifics of the child's Individual Health Care Plan.
- If a child requires manual handling support then designated staff will only lift a child if specifically trained correctly to do so, otherwise the child will independently climb on to and dismount the changing unit.
- Designated staff who are supporting the hygiene needs of specific children will ensure they wear correct PPE including protective gloves, goggles, face shields and plastic aprons. Staff will be vigilant with washing their hands before and after offering support.
- Staff is to remove all jewellery when offering nappy changing support being mindful that rings and watches can scratch or injure the child being changed.
- Designated staff will change children in an environment which allows for privacy by not seclusion.
- Staff are to work in pairs when supporting the hygiene needs of children to prevent allegations and safeguarding situations, and before offering nappy changing support TA's will inform CT that they are about to do this.
- Designated staff will use products provided by the child's parents as they know best regarding a child's skin sensitivity. If not provided the school will use products which are milder alternatives to prevent skin irritation.
- Appropriate sanitation resources to deal with body fluid spillages and bio-hazard products. This is to include antibacterial wipes, mops, wet area signs, contamination bins etc.
- Training of staff on infection control methods.
- All soiled and wet clothing will be doubled bagged to prevent bio-hazard spillages and returned to parents.
- A well-resourced environment to ensure everything is accessible and 'to hand'.

		<ul style="list-style-type: none"> • Designated staff to risk assess environment pre and post changing support to ensure that the environment is correctly set up and all risks are mitigated. This is to include the cleaning and sensitisation of areas pre and post activity. • Any faults or defects of changing unit or surrounding facilities are to be reported immediately. • No technology items to be present whilst offering nappy changing support. • All staff correctly trained in both Health & Safety, and Child Protection. 		
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(1) List hazards **something with the potential to cause harm** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.



Action required: Completed // Urgent attention needed	Responsible person	Completion date
Staff update meeting (19.10.20) including updated guidance and discussion around how our safety systems are working- including any adjustments required	Lisa	19.10.20
Updated version of RA to be shared with all staff via google docs 16.12.20 and on website for parents	Lisa / Paula	16.12.20
Log has been created (since 2.9.20) to record and monitor any child, staff or parents with symptoms, going for tests, results of tests, dates of isolation periods including those returning from holidays in countries that require quarantine on return.	Vanessa	2.9.20
All visitors have been by appointment only and track and trace forms completed (1.9.20)	Vanessa	1.9.20
Children who appear unwell have been immediately isolated in a well ventilated room (AHT office) until parents have arrived to collect. Advised to test and isolate- recorded in log	SLT	2.9.20
KS2 playground zoned. This will now include concrete markings.	Ken	10.9.20
Concrete markings for fire evacuation points to ensure distance between bubbles	Ken	10.9.20
Separate gates for bubbles working well, signs added to Reception and Nursery to indicate the direction of queue	EYFS Staff	9.9.20
Year 1- zone requires re-marking with concrete paint	Ken	10.9.20
Individual staff RA updated for clinically vulnerable 2.9.20	Lisa	2.9.20

Bamboo fencing/ balcony screening to surround Reception and Nursery garden to prevent children climbing on fencing. Screening to be fitted across all external fencing and gates	Ken	ASAP
Little Learners area requires paint marking outdoors area Lunch time staff and 3 / 4 bubble to discuss with 3 / 4 children to stay out of this bubble	Ken Lunchtime staff and Year 3 /4 staff	Oct 20
Additional cleaning of outdoor playground equipment.to be included on site manager weekly task timetable	Ken	ASAP
Action plan agreed with (signature) _____ Date _____		

