

SIGNIFICANT FINDINGS - RISK ASSESSMENT

Consultation with staff took place on May 22<sup>nd</sup> 2020.

Chair of governors also present and has conducted a walk around the site on May 22<sup>nd</sup> 2020

Risk assessment sent to governors and agreed following staff consultation: May 28<sup>th</sup> 2020

This is a dynamic risk assessment which will be amended on an ongoing basis as required.

Should government plans change it will be reviewed, plans shared and agreed with governors and consulted on with staff.

Reviewed: June 8<sup>th</sup> 2020

Reviewed for September 1<sup>st</sup> 2020

Governance consultation 28<sup>th</sup> August 2020.

Staff consultation - September 1<sup>st</sup> 2020.

<b>Risk Rating</b>	<b>Likelihood of Occurrence x Severity of Harm</b>
Likelihood of Occurrence	1 rare / 2 unlikely / 3 moderate / 4 likely / 5 almost certain
Severity of Injury	1 minor / 2 moderate / 3 significant / 4 major / 5 catastrophic

Assessment No:		Area/Activity:	COVID-19 PROVISIONS	Carried out by: Consulted	F DICKER All staff	Date: Draft 4	May 2020

Hazard	Who might be harmed ?	Existing Controls	Risk Rating	Is the risk adequately controlled?	If No, What further actions are required to reduce the risk?
<p>Entry into site</p> <p>Parents/children not keeping their distance increasing the risk of spreading the virus</p>	<p>Staff</p> <p>Parents</p> <p>Pupils</p>	<p>-Parents will enter the school site through the bottom car park which will be clearly signed.</p> <p>Parents to wait on the school field, observing social distancing measures. Siblings must stay next to parents at all time.</p> <p>They must not enter the building but remain outside unless there is a medical emergency regarding their child.</p> <p>No parents on school site during the school day unless in an emergency or for an appointment.</p> <p>When leaving the school site, parents must maintain social distancing and leave the site immediately through the designated channels.</p> <p>Staff must not enter the car park during pupil arrival and leaving times</p> <p>Further communication in the day will be by phone or email.</p> <p>NB – alternative arrangements will be in place during adverse weather and will be arranged nearer the time.</p>	9	Yes	
<p>Expectations of parents when entering school site</p> <p>Parents not following expectations</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p>	<p>We prefer for parents to drop off and collect at the beginning and end of the school day. However, those in a family/social bubble and those who are childminders may also do this.</p> <p>Only 1 adult may bring child onto school site. Siblings must stay next to parents at all time.</p> <p>Entry will be through school carpark onto school field.</p> <p>Social distancing to be observed and signage around school indicating this.</p> <p>Collection – please refer to staggered entry</p> <p>Adults <u>must</u> leave the site immediately after drop off/collection through designated area whilst maintaining social distancing of 2m or a minimum of 1m+</p> <p>Hands must be washed with soap and water or sanitised when entering the school.</p>	9	Yes	

<p>Dropping and collecting pupils from school –</p> <p>Parents not following timings/expectations so increasing numbers on school site and therefore increasing the risk of spreading the virus</p>	<p>Pupils Staff Parents</p>	<p>All children must be collected by an adult at the end of the school day. Y6 pupils may walk home on their own but parents will be required to complete a permission form before this happens.</p> <p>Each class will be collected or picked up on a staggered rota basis by the staff member for that group. Leadership will be present at all times. All parents have been informed of collection and drop off times.</p> <p>Parents will follow the same route into the school and exit by the same route, observing the correct measures. Staggering will ensure that there is not overcrowding at the school gates. If this should happen, parents will be reminded of protocol verbally and by email.</p> <p>Should staff need to talk with parents, they must do this at a safe distance. A phone call may be easier to maintain confidentiality.</p> <p>No member of staff must intervene or hold a child's hand if distressed. However, they must endeavour to give support to the child as best they can whilst observing the 2m.</p>	<p>9</p>	<p>Yes</p>	
<p>Entry and exit from school</p> <p>Parents not following timings/expectations so increasing numbers on school site and therefore increasing the risk of spreading the virus</p>	<p>Pupils Staff Parents</p>	<p>All groups will enter and exit the school from the same nominated/identified door only</p> <p>Only 1 adult to collect or drop off. All children must be collected.</p> <p>They will put their belongings on their chair and then sanitise their hands. All coats and bags to remain in the 'classroom pod. Lockers are not to be used</p> <p>Pupils to wash or sanitise their hands with hot water and soap or an alcohol-based sanitiser as soon as they arrive following the school protocol.</p>	<p>6</p>	<p>Yes</p>	
<p>Attendance</p> <p>Pupils not returning to school, impacting on their academic and mental welfare</p>	<p>Pupils Parents</p>	<p>Attendance is mandatory for all pupils. The school will work with parents of medically vulnerable pupils and with parents who are anxious about the return to school or their child is displaying anxiety.</p> <p>If a child cannot attend school due to medical advice, then the pupils will receive remote education. Please refer to the Remote Learning Guidance.</p>			
<p>Group sizes meet DFE guidelines</p> <p>Virus spreading between pupils/staff</p>	<p>Staff Pupils</p>	<p>Pupils will stay within the class pods for the duration of their time in school.</p> <p>Pods will play in their groups, learn in their groups and eat in their groups.</p> <p>All staff able to travel safely to school confirmed.</p>	<p>6</p>	<p>Yes</p>	
<p>Size of classrooms</p> <p>Virus spreading between pupils/staff</p>	<p>Pupils Staff</p>	<p>Classrooms (pods) to be organised in line with guidance – pupils sat next to each other and facing forward to support distancing where possible. Staff to be 2m away from pupils.</p> <p>All sizes of classes can be referred to on the pupils list.</p> <p>All staff will socially distance 2m between staff and 1m+ with pupils but transitory contact will take place. This is low risk as stated in government guidance.</p>	<p>6</p>	<p>Yes</p>	

<p>Classroom layout</p> <p>Virus spreading between pupils/staff due to protocols not being followed</p>		<p><b>A 'register' to be kept of any close contact work over and above pods.</b></p> <p>All classrooms to be set up to support distancing where possible. We recognise transitory contact - the DFE has advised this is low risk. Pupil will remain in their seats and not move freely around the classrooms. Emphasis will be on keeping distance and children must be encouraged not to touch staff wherever possible.</p> <p>Each bubble/pod will be organised with tables and chairs facing forward and not facing each other. Those with low level of engagement to be sat at the front. Children must remain at their table. Staff to train pupils in how to enter/leave classroom – in specific order, leave classroom and how to not visit other tables.</p> <p>Pods will be able to work together across bubbles within shared areas only or within other designated areas - tables and chairs will need to be cleaned directly afterwards. Staff leading the group will need to socially distance themselves from pupils and pupils from different pods will also need to socially distance.</p> <p>PPE has been sourced and is available if required.</p> <p>All classrooms have:</p> <p>Bins - staff have agreed during consultation that they are happy with one bag. No lids.</p> <p>Sanitiser</p> <p>D10 (antibacterial cleaner) and paper towels for cleaning resources</p> <p>Paper towels and soap if there is a sink in the room</p> <p>Disposable tissues – supplies have been checked</p> <p>Disposable gloves</p> <p>Mask</p> <p>Aprons</p> <p>Tablets, if used, etc will be cleaned at the end of the day.</p> <p>Resources – each classroom will organise their own resources. These will not be shared.</p> <p>Each pod will have its own equipment, including play resources.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, 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 bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	6	Yes	
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PE lessons to take place outside with outdoor sports prioritised. This means that as the weather changes, access to physical activity may change. All contact should be avoided - please refer to team sports on the list available at [return to recreational team sport framework](#).

If lessons take place indoors, social distancing will be adhered to and ventilation will also be provided.

All resources must be cleaned in between sessions. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Worship will be in pods or completed virtually.

Music – Guidance: *‘Singing, wind and brass playing should 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) and strict social distancing and mitigation as described below can be maintained’.*

At the present time, singing will not take place within classrooms as we cannot adhere to the guidelines. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Use microphones where possible or encourage singing quietly. No instruments should be shared.

However, music lessons could take place outside when possible and be socially distanced. If instruments are used they will be used within one pod only, sanitised ready for another pod within the bubble to be used, ensuring enough time is left between lessons - 48/72 hours.

If indoors – staff must use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.

EYFS will act as one pod – distancing will be encouraged but it is confirmed in the guidance that this is not always possible at such a young age. All resources will be continued to be sanitised. Outdoor area will be used.

Classroom fire exits (if present) and windows will open to enable good ventilation in the rooms. This is safe as the school site will be secured after the last group of parents have left.

SBM/Site Officer responsible for ensuring all gates are closed and locked or opened at the end of the school day. Currently the school has no runners but this will be practically assessed on a day by day basis and measures put in place should it be required.

Marked ‘Fire Doors’ are NOT to be wedged open unless they are linked to the automatic closing mechanism

Air conditioning systems – following reference to the HSE website, 23/6/2020, the use of the type of air conditioning units in school is deemed to be low risk. Staff email sent to confirm 24/6/2020

<p><b>Staffing</b></p> <p>Virus spreading between pupils/staff due to protocols not being followed</p>	<p><b>Staff</b></p>	<p>Teachers and TAs deployed into pods though can work across pods within bubbles and across school – aim is to maintain work within Bubbles.</p> <p>All staff should follow protocols and no close working to take place unless 1:1. Whilst the guidance says – ‘<i>These pupils’ educational and care support should be provided as normal</i>’, for pupils with complex needs –In these circumstances, close contact should only be for the maximum time of 15 mins. Face to face contact should be avoided. Any 1:1 work outside of the classroom should be limited and socially distanced at 2m and tables/chairs cleaned directly afterwards. Separate tables should be used if at all possible.</p> <p>SENDCo will complete risk assessment with TA1:1 directly related to pupil and ensure safety measures are in place pertinent to pupil. These will be shared with parents.</p> <p>All staff will be aware of expectations of abiding by guidelines once on site and will ensure that they explain these in full to pupils. Should there be any concerns that a pupil is not following them, the HT or DHT will remind the pupil, and parents will be informed so that they can reiterate it at home.</p> <p>Staff meetings will take place in the hall and will be socially distanced.</p> <p>Teaching Assistants may be deployed to lead groups or lessons under the direction and supervision of a qualified and nominated class teacher. Teachers leading PPA must keep their distance (2m) as much as possible during their time in the pod and sanitise before and after. All resources touched must also be sanitised.</p> <p>Replacement of staff – should a staff member become ill with non-Covid symptoms the SBM will contact a specific teacher or a supply agency if required with the aim that we will use the same staff each time. The supply agency will be provided with the RA and the SBM will ensure the supply teacher is clear of the expectations. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Peripatetic music lessons will remain virtual and Sports coaches have submitted their Risk assessments.</p> <p>There will be no after school clubs for T1 and no Really Readers.</p>	<p>9</p>	<p>Yes</p>	
<p><b>Organisation for washing hands</b></p> <p>Staff and pupils do not wash hands regularly enough so increasing risk of virus.</p>	<p><b>Pupils Staff</b></p>	<p>Protocol for handwashing to be given to all members of staff – indicating the minimum of expectation as to when and where this should be completed.</p> <p>All children and staff have access to sanitiser or hot water and soap in each classroom/shared area. Teachers must ensure there is a hand sanitiser station in each classroom and shared area. There will also be stations in the front office, in all rooms and at entrances.</p> <p>Minimum – entry to school, before and after playtime and lunchtime or change of learning area – after eating and entry back into school, following and after any outdoor learning and after visiting the toilet. Supervision will be completed by all staff irrespective of where they work.</p> <p>In addition, all children must be taught the ‘Catch it, bin it, kill it’ approach when sneezing or coughing into their hands. They must also sanitise their hands. Site staff to ensure all appropriate signage is maintained across site</p>	<p>9</p>	<p>Yes</p>	

<p>Toilets</p> <p>Staff and pupils do not wash hands regularly enough so increasing risk of virus.</p>	<p>Pupils Staff</p>	<p>Staff toilets - All toilets have hot water, paper towels and soap. These <b>MUST</b> be used. All hand dryers switched off. Staff to appraise pupils of correct paper towel use.</p> <p>This to be regularly checked by the Caretaking Team</p> <p>For the ladies' toilets – access will be arranged on two persons only and signage outside arranged to advise staff when vacant and when engaged.</p> <p>Pupil toilets – only one pupil allowed in at any one time – washing of hands to be monitored. All toilets to have paper towels and soap. These <b>MUST</b> be used. All hand dryers switched off. Pupils must be monitored whilst they go to the toilets.</p>	<p>9</p>	<p>Yes</p>	
<p>Movement around school</p> <p>Staff and pupils do not remain in bubbles/pods so increasing the risk of the virus</p>	<p>Pupils Staff</p>	<p>Pupils and staff to be reminded on a daily basis of the need to ensure social distancing remains in place, where possible. Organisation between staff should ensure that, all pods are kept apart and busy corridors should be avoided. Staff to remain 2m from pupils where reasonably practicable. No less than 1m for short period of time. Staff to maintain 2m distance from other staff throughout the day.</p> <p>One-way system not in place as enough space in corridors to ensure social distancing. If not, staff/pupils will need to wait for someone else to pass. Transitory contact.</p> <p>Staircases – social distancing to be maintained on stairs. No crossing on the stairs.</p> <p>Monitoring of systems by all staff – should they be concerned they must report their concerns to the HT/SBM who will take immediate action.</p> <p>Pupils to walk in single file and be socially distanced.</p> <p>Fire evacuation procedures to be tested on return.</p>	<p>9</p>	<p>Yes</p>	
<p>Clarity and frequency of signage</p> <p>Lack of awareness and reminders</p>	<p>Pupils Staff Parents</p>	<p>Clear signs across the school to remind staff and pupils about social distancing, handwashing and other areas of COVID-19.</p> <p>Staff responsibility to comply with these arrangements and to remind each other if this is not done.</p> <p>Staff responsibility to report any concerns to HT/SBM.</p>	<p>6</p>	<p>Yes</p>	
<p>Hygiene</p> <p>Areas are not cleaned sufficiently or staff do not secure resources adequately so increasing the risk</p>	<p>Pupils Staff</p>	<p>All areas will be thoroughly cleaned on a daily basis.</p> <p>All cleaning and hygiene must be completed in line with updated guidance. PPE should be worn.</p> <p>Monitoring will take place to ensure that cleaning is thorough and in-depth and in line with guidance.</p> <p>Where possible disposable PPE should be worn (gloves etc). These should be doubled bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Clean hard surfaces with warm soapy water then disinfect with cleaning products normally used, paying particular attention to <u>frequently touched areas and surfaces</u>, toilet areas, grab-rails and door handles – generally all touch points including photocopiers, computers, key boards and mouse, light switches, telephones, chairs, banisters and all toilet areas.</p> <p><i>Wash hands regularly</i> with soap and water, and after removing PPE</p>	<p>12</p>	<p>Yes</p>	

<p>Management of waste</p> <p>Waste is not managed effectively so increasing the risk</p>	<p>Pupils Staff</p>	<p>All management of waste will be managed with cleaning staff wearing PPE. All bins will have bin bags in them for ease of disposal. All bins will be emptied every day as is current practice. This includes external bins.</p>	<p>12</p>	<p>Yes</p>	
<p>Curriculum, Home learning and Organisation of the first week and school day</p>	<p>Pupils Staff Parents</p>	<p>First couple of days in school will focus on the mental health and well-being of everyone in school, setting routines and expectations and generally settling in to school life again. All staff need to reiterate high expectations of abiding by safety measures but also take time to value what they have been doing since they were school closed to the majority of pupils.</p> <p>Please refer to Section 3 for further information on curriculum being delivered.</p> <p>Home learning will be put into place should a pod or bubble need to self-isolate or for those not able to attend school for medical reasons.</p>	<p>4</p>	<p>Yes</p>	
<p>First Aid</p> <p>Staff need to ensure all measures are followed to ensure safety of them and pupils</p>	<p>Pupils Staff Parents</p>	<p>First Aid – all staff must wear gloves and a mask when giving First Aid.</p> <p>Should a child be coughing, spitting, being sick, goggles <u>must</u> be worn. In the current circumstances, whilst staff have a safeguarding duty to provide First Aid care, should staff be concerned they must ask for support. PPE must be worn by anyone providing intimate care.</p> <p>First Aid boxes into bandstands at 8:30am for access at break and lunchtimes. Brought in by MDS after lunch and restocked. Stored in Kitchen ready for dispersal the following morning. Wipes in all areas.</p> <p>First Aid slips to be put in children’s bags by children. Parents must be advised on handover or by phone – office staff - if FA has been given.</p> <p>Staff to have phone on hand should support be required from leadership.</p>	<p>12</p>	<p>Yes</p>	
<p>Effectiveness of staffing levels</p> <p>Staffing levels fall resulting in pods/bubbles not being educated in school</p>	<p>Pupils Staff</p>	<p>All staff levels currently effective with teachers overseeing TAs.</p> <p>In the event of staff becoming ill, the school will re-evaluate staffing and its organisation – redeploying as appropriate. Home learning and its organisation will also be finalised.</p>	<p>6</p>	<p>Yes</p>	
<p>Risk assessment for staff</p> <p>Those who are at risk are not sufficiently protected.</p>	<p>Pupils Staff Parents</p>	<p>If any staff has an underlying condition which means they need to practice social distancing the SBM will put a risk assessment in place for them should they require it.</p> <p>This will be signed by the SBM and the member of staff and given to the HT. It will be placed on their personnel file for as long as required.</p> <p>Decisions will be made on a person by person basis but will follow guidelines and reviewed on a fortnightly basis or sooner if required by wither the academy or the member of staff.</p>	<p>12</p>	<p>Yes</p>	

<p>Mental health and well-being – Staff</p> <p>Staff mental well-being is not sufficiently attended to so increasing the risk of long-term absence</p>	<p>Staff</p>	<p>Ongoing verbal support and interaction in place</p> <p>Jubilee Garden provided for staff to get fresh air whilst also providing quiet and opportunities for relaxation.</p> <p>Social distancing to be practiced.</p> <p>Offer of OH referral if required</p> <p>Referral to counselling which is part of the staff insurance package.</p> <p>Monitoring workload</p> <p>Adjustments to be put in place should they be required to support member of staff on a person by person basis.</p> <p>SBM will ensure a RA is in place for staff who are shielding others at home or who at deemed at CEV or CV.</p> <p>Staff insurance package gives access to a range of Wellbeing support resources SBM to email all staff with summary and link</p>	<p>9</p>	<p>Yes</p>	
<p>Mental health and well-being -Pupils</p> <p>Pupil mental well-being is not sufficiently attended to so increasing the risk of long-term absence</p>	<p>Pupils</p>	<p>Support will be given to staff by Mental Health Lead and CC in terms of initial activities to support the reintegration of pupils into school.</p> <p>SENDCo – Risk assessments are in place as required.</p> <p>Important to ensure good routines and expectations in place and that they continued to be reiterated.</p> <p>Discussion with leadership if there are concerns.</p> <p>Please refer to Pupil support and well-being section. Staff will undergo training for this with a lead in place for the school.</p>	<p>9</p>	<p>Yes</p>	
<p>Leadership staff on site</p>	<p>Pupils Staff Parents</p>	<p>Members of the leadership team will be present on site every day to support staff and ensure all protocols are adhered to.</p> <p>SENDCO/DDSL, DSL and members of staff with paediatric first aid trained staff on site.</p> <p>Leadership visible every day.</p>	<p>6</p>	<p>Yes</p>	
<p>Provision of SENDCO and risk assessments for EHCP and IHCP pupils</p> <p>Risks are not identified or mitigated, putting pupils and staff at risk</p>	<p>Pupils Staff Parents</p>	<p>Risk assessment in place for all pupils with EHCPs, staff working with the pupils or providing care.</p> <p>Consultation with staff and parents regarding adjustments as required.</p> <p>Should adequate safety not be possible, arrangement will be made with the family on a child by child basis.</p>	<p>4</p>	<p>Yes</p>	

<p>Pupils requiring additional support</p> <p>Pupil mental well-being is not sufficiently attended to so increasing the risk of long-term absence</p>	<p>Pupils Staff Parents</p>	<p>For pupils experiencing trauma the school will ensure that a discussion is had with parents and adjustments put in place to support the child with all pertinent staff being advised.</p> <p>External support will also be explored and a risk assessment will be completed at the time to ascertain whether it is safe to admit the provider onto site and for the support to be given, protecting all concerned.</p> <p>Should a child begin to exhibit anti-social behaviour, a behaviour plan will be put in place, exploring the reasons as to why this is happening. To date, no pupil is exhibiting these behaviours.</p> <p>Staff will treat all pupils with compassion and respect.</p> <p>Sanctions will be proportionate.</p> <p>Behaviour policy also has addendum in regards to COVID-19 but staff should try not to physically intervene if at all possible.</p> <p>Should it be necessary to intervene for the safety of staff and pupils, the member of staff will wash their hands thoroughly and/or wear PPE if possible.</p>	<p>6</p>	<p>Yes</p>	
<p>No drinking fountains</p> <p>Drinking fountains are a source of risk due to risk of mouth contact with fountain and also it is a touch area</p>	<p>Pupils Staff</p>	<p>All drinking fountains are disabled and must not be used. No plastic cups will be provided.</p>	<p>4</p>	<p>Yes</p>	
<p>Lunchtime arrangements</p> <p>Pupils are not maintained in their pods so increasing risk of transmission</p>	<p>Pupils Staff</p>	<p>Lunchtime will take place on a rota basis as per internal plans. These will be consistently reviewed for best practice and safety. Children to be socially distanced within the pod and only use their resources.</p> <p>Staff will remain with pods/bubbles throughout the lunch hour.</p> <p>No sharing of food</p> <p>Tables to be cleaned down after use and PPE should be worn where req'd (gloves etc)</p> <p>-Clean down equipment and resources on a regular basis</p> <p>All groups will eat in their classroom, then play outside in their groups in clearly demarcated areas</p> <p>Staff on duty will be required to monitor pupils safely and call 'Bubbles' should pupils forget.</p> <p>Wet weather – leadership will be on duty to support groups across the school. All pods will remain in their rooms.</p>	<p>9</p>	<p>Yes</p>	

		<p>All pupils will have packed lunches.</p> <p>Pupils responsible for putting their own lunchtime waste into the bins.</p> <p>All pupils must wash their hands before and after lunch.</p> <p>All parents informed that pupils must bring their own water bottles.</p>			
<p>Medical Room</p> <p>Pupils/staff are not isolated so increasing risk to other members of staff</p>	<p>Pupils Staff Parents</p>	<p>Medical room organised in case child or member of staff is poorly. PPE should be worn – Medical room will now be in the Kitchen.</p> <p>First Aid – all staff must wear gloves and a mask when giving PPE. Should a child be coughing goggles <u>must</u> be worn.</p> <p>PPE box present in medical room and clearly labelled.</p> <p>Should child go home poorly, only a parent can collect. Parent must then access the medical room from the outside and then leave.</p> <p>Medical room must then be left and cleaned at the end of the day.</p> <p>Should person show symptoms – guidelines on pupils and staff going home will be followed until testing confirms outcomes. Isolation is 10 days for person who has a confirmed diagnosis. Should symptoms show within those 10 days, the 10 days have to begin from the first day of symptoms. All others in households/pods/bubbles to self-isolate for 14 days advised to. Pleaser refer to <i>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community and 10 Contain any outbreak by following local health protection team advice</i> for further information which will be followed fully.</p> <p>The school may also use the dedicated service provided by the Government which can be contacted through the DFE: 08000468687.</p> <p>Should a child or member of staff use the toilet when showing symptoms, this must be cleaned thoroughly before use, with the cleaner wearing full PPE.</p>	12	Yes	
<p>Staff/Pupils and masks</p> <p>Risk of transmissions</p>	<p>Pupils Staff</p>	<p>Masks are not advised in primary schools, however, face masks must be worn by staff attending to a pupil with suspected COVID-19 symptoms whether they are able to maintain a 2m distance or not or when they are providing any type of First Aid.</p> <p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms and the school front office, the headteacher will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>In terms of removing the face masks, safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use or when being disposed of. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>	6	Yes	
<p>Staffroom/ greenroom</p> <p>Social distancing is not achieved so increasing the risk of</p>	<p>Staff</p>	<p>Staffroom and Green room leading on to Jubilee Garden available to staff during break and lunch times. Jubilee garden available for staff to get fresh air and to have some space to support their well-being.</p> <p>No more than six members of staff may enter or remain in the staffroom or Green room at any one time.</p>	9	Yes	

transmission		Entering member of staff into a pod must wash their hands/sanitise before entering the pod.			
Visitors to site  Visitors do not adhere to protocols, increasing the risk to both staff and pupils and parents	Pupils Staff Parents	<p>If it is not safe for visitors to attend site they will be informed.</p> <p>Visitors to the school will be advised of the arrangements for social distancing. Should they be a company they will need to submit RAMS which indicate their measures under cOVID-19. SBM will challenge these if not sufficient.</p> <p>SBM to ensure that risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>All visitors will enter through the bottom door.</p> <p>All deliveries will go to the brown door. All packages will be left outside for collection.</p> <p>Should they be a visitor in relation to a child, they will also be informed of all protocols and social distancing will be adhered to in all meetings either with pupils or staff.</p> <p>All visitors who are required to work closely with children will be required to bring their own PPE.</p> <p>All gates to be closed/opened by Site Officer/SBM once all pupils are in. School site is secure so no unauthorised visitors can enter the site.</p> <p>Immunisations expected in Autumn term – and office team will liaise with Nursing Team about providing immunisation programmes on site, ensuring these will be delivered in keeping with the school's and NHS' control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p>	12	Yes	
What children bring to and from school	Pupils Staff Parents	<p>Children only to bring coat, sunhat, lunch and water bottle. All belongings to be placed on or under chair next to child.</p> <p>Cloakrooms not to be used or accessed by pupils unless it is to go to the toilets.</p>	4	Yes	
Marking Risk of transmission is low as per guidance	Pupils Staff	Books can be marked as usual but verbal feedback will also be used. Please refer to earlier information.	4		
Collective worship Too many pupils across pods will increase risk of transmission	Pupils Staff	All CW will take place in Pods or virtually	4	Yes	
Offices  Close contact within a small	Pupils Staff Parents	The front office is not to be accessed by staff or pupils and entry into school will remain by the hall door. Clear signage is in place. This protects the staff and supports their well-being.	6	Yes	

space leading to staff and visitors put at risk		Entry by other members will be on an agreed basis and only if absolutely necessary. Office to also have screens put in place.			
Playing outside Pupils do not remain within bubbles/pods so increasing risk of transmission	Pupils Staff	All pupils will play in their pods when outside in clearly demarcated areas. No mixing allowed and staff on duty must be vigilant. Each group will have a box of toys to play with which will be cleaned at the end of each day. Areas that are 'Out of Bounds' e.g. Trim Trail, will be detailed to pupils on a regular basis	9	Yes	
Food Safety Risk of transmission through touch and close contact work	Pupils Staff	Until further notice no food preparation activities are to be undertaken by pupils or staff on site.			
Educational Visits/Trips The risks of visiting other sites, and managing other hazards increases risk for staff and pupils	Pupils Staff Visitors Parents	In the autumn term, schools can resume educational day trips, in line with the latest public health guidance and wider guidance for schools on the actions they can take to reduce risks but at this time the school has decided that these will not take place.  Those with EHCPs however, whose targets include life skills activities, will be able to complete them as long as the risk assessment demonstrates it is safe to do so.			
Beginning and End of day – Gilberts Gang Mixture of pupils from pods into after school care increases risks for staff and pupils	Pupils Staff Visitors Parents	Gilbert's Gang to ensure they support the school by ensuring that areas used by them are handed over in a condition that is consistent with the prevailing government guidelines on the cleaning and maintenance of educational facilities.  They will ensure they have a risk assessment in place.  Registers of those in GG pods: GG to provide the school with pupils within pods in the event of a confirmed diagnosis, those in close contact can be ascertained.			
Deliveries to school Unplanned entries into school leading to increased risk	Pupils Staff Visitors	-Delivery drivers to press buzzer for entry, and/ or ring the office staff for assistance  All deliveries to be taken to the brown door where they will be met by a member of staff  All deliveries to be left outside the door.  Nothing must be signed for.  Signage is in place to direct delivery drivers.  Note – Restrict/ Reduce Access into School	9	Yes	

Test & Trace	Pupils Staff Visitors Parents	<p>The school will engage with the NHS Test and Trace process so that cases can be identified and action taken.</p> <p>Parents have already been advised that their details will be provided should it be required (visit to school or otherwise) by the NHS. Staff must ensure that all contact details are up to date. The school will follow and abide by advice from the NHS should this be required. All visitors will be advised on arrival that their details will be kept on the Entrysign system – name, contact details and named company.</p> <p>Communication to parents to be undertaken in term 1 (2020/21) to ensure that if a child or family member develops symptoms, arrangements will be made for them to <a href="#">get a test</a> and they should inform the school of the results of that test</p>	9		
Suspected Covid-19 Symptoms	Pupils Staff Visitors Parents	<p>-Check for and of the following symptoms –</p> <p>High Temperature Coughing Taste and Smell</p> <p>If any of the above symptoms are present, then arrangements <b>MUST</b> be made to remove affected person from school immediately into self – isolation.</p> <p>Please refer to guidance to parents on how to determine the difference between Coronavirus and colds, flu. The guidance also provides information on what to do next.</p>		Yes	<p>Covid-19 Symptoms guidance sheet to be issues to all staff</p> <p>Stay at home for 10 days if you show symptoms and 14 days of someone in your house shows symptoms.</p> <p>Contact NHS if symptoms worsen.</p>
Avoid catching and spreading Covid-19 (Social Distancing)	Pupils Staff Visitors Parents	<ul style="list-style-type: none"> <li>- Wash hands with soap and water often for at least 20 seconds</li> <li>- Always wash your hands when you get home or into work</li> <li>- Use hand sanitiser gel if soap and water are not available</li> <li>- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>- Put used tissues in the bin immediately and wash your hands afterwards</li> <li>- Avoid close contact with people who have symptoms of Covid-19</li> <li>- Only travel on public transport if you need to</li> <li>- Work from home, when you can</li> <li>- Only attend social activities, such as going to pubs, restaurants, theatres and cinemas in line with current Government guidelines</li> <li>- Only attend events with large groups of people in line with current Government guidelines</li> <li>- Use phones, online services, or apps to contact your GP surgery or other NHS services</li> </ul>		Yes	<p>Signage to be installed on doors and other areas - DONE</p> <p>PPE (gloves/ tissues/ hand towels)</p> <div data-bbox="1447 970 1812 1185" style="background-color: #e0ffe0; padding: 5px; border: 1px solid #c0ffc0;">  <p>Wash your hands more often and for 20 seconds</p> <p>Use soap and water or a hand sanitiser when you:</p> <ul style="list-style-type: none"> <li>Get home or into work</li> <li>Blow your nose, sneeze or cough</li> <li>Eat or handle food</li> </ul> </div> <div data-bbox="1447 1249 1839 1493" style="background-color: #e0ffe0; padding: 5px; border: 1px solid #c0ffc0;">  <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away</p> </div>

Social Distancing (meetings etc)	Pupils Staff Visitors Parents	<p>Adults - Maintain 2M between each other (where possible)</p> <p>Pupils - minimise contact and maintain distance, as far as possible. In broad terms, it will involve asking children to stay within specified separate pods and or bubbles and through maintaining distance between individuals. The government's guidance to schools recognises that younger children may not be able to maintain social distancing so it is likely that for younger children the emphasis will be on separating groups, and for older children, it will be on distancing</p>		Yes	
Cleaning	Cleaners Staff	<p>- When staff member of pupils goes home with symptoms, where possible disposable PPE should be worn (gloves etc). These should be doubled bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>- Clean hard surfaces with warm soapy water then disinfect with cleaning products normally used, paying particular attention to <b><u>frequently touched areas and surfaces</u></b>, toilet areas, grab-rails and door handles</p> <p>- <b><u>Wash hands regularly</u></b> with soap and water, and after removing PPE</p> <p>All cleaning and hygiene must be completed in line with guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> PPE should be worn.</p> <p>Monitoring will take place to ensure that cleaning is thorough and in-depth.</p> <p>Provide guidance to Site Officer to oversee.</p>	12	Yes	<div data-bbox="1509 368 1610 496"></div> <p>Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <hr/> <div data-bbox="1491 552 1621 627"></div> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water</p> <p>Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to <b>frequently touched areas and surfaces</b>, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <hr/> <div data-bbox="1469 778 1733 1054"></div> <p><b>Cleaning an area with regular household disinfectant</b> after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people</p> <hr/> <p><b>Wash hands regularly</b> with soap and water, and after removing gloves, aprons and other protection used whilst cleaning</p>

## Building Checklist

Please note that this is not exhaustive and you should apply your usual building checks following the summer holiday closure period

Activities	Reasons	Responsibility	✓
<b>Legionella management</b>			
Review Legionella Risk Assessment	Identify the risks and what action is required	Facilities management contractor – Guardian	Ongoing – Monthly testing ongoing. Weekly and monthly in-house checks and tasks ongoing
Flushing of all outlets including low use outlets	This involves flushing the outlets (Taps /Showers etc) for a minimum of 10 minutes or until the temperature at the outlet stabilises and is comparable to supply water. Legionella risk if the system has been left unattended for any length of time. This should have been carried out weekly and recorded.	School	Completed every week
Run washing machines or dishwashers through a cycle	This ensures that any standing water is flushed through	School	Used Daily during term time. Site staff to run dishwasher at least twice a week during the summer break
<b>Fire Safety</b>			
Test fire alarm	Identify any faults	School	Weekly
Check Fire extinguisher's	Check they have not been tampered with and are in date	School	Monthly
Review Fire Risk Assessment	Identify whether any changes may affect the FRA	School – contact competent contractor if a new risk assessment is	Reviewed - no changes – fire evac procedures to be reviewed on return on 01.09.20

		<b>required</b>	
<b>Review evacuation plans</b>	<b>Identify if evacuation plans need altering</b>	<b>School</b>	<b>See above</b>
<b>Review Fire Procedure</b>	<b>Update if there are any changes as a result of reduced numbers/staff levels etc</b>	<b>School</b>	<b>See above</b>
<b>Maintenance inspections</b>			
<b>Contact Property Centre/Facilities provider</b>	<b>To identify what maintenance has been missed/is due. Carry out any property maintenance work</b>	<b>School</b>	<b>On site everyday</b>
<b>Check Insurance inspections are up to date</b>	<b>Identify whether equipment such as lifts can be used</b>	<b>School</b>	<b>Yes</b>

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<b>General</b>			
<b>Test disabled toilet alarm (if applicable)</b>	<b>To determine if there are any faults</b>	<b>School</b>	<b>N/A</b>
<b>Test panic alarm (if applicable)</b>	<b>To determine if there are any faults</b>	<b>School</b>	<b>N/A</b>
<b>Test Lift Alarm(s) (if applicable)</b>	<b>To determine if there are any faults</b>	<b>School</b>	<b>N/A</b>
<b>Check for Evidence of Pest Infestation</b>	<b>Infection Control</b>	<b>School</b>	<b>Site staff check daily</b>
<b>Check Building Fabric</b>	<b>Identify if there has been any damage</b>	<b>School</b>	<b>Site staff check daily</b>
<b>Check hot water boilers</b>	<b>Identify any issues</b>	<b>School</b>	<b>Boilers being fixed currently</b>
<b>Adjust heating settings</b>	<b>Likely to need adjusting to summer settings</b>	<b>School</b>	<b>N/A</b>
<b>Check mechanical and electrical equipment</b>	<b>Check all are functional – organise repair if required</b>	<b>School</b>	<b>Systems run as required</b>
<b>Check PAT testing dates</b>	<b>Ensure electrical equipment is safe to use</b>	<b>School</b>	<b>Feb 20</b>
<b>Check Drinking water dispensers</b>	<b>Check with your contractor what course of action is required as water would have been sat in the system</b>	<b>School</b>	<b>N/A</b>
<b>Check drink hot water boilers</b>	<b>Check for any lime scale or water quality issues</b>	<b>School</b>	<b>Ongoing daily</b>
<b>Cleaning</b>			
<b>Review cleaning schedule and requirements</b>	<b>Identify what additional cleaning is required and whether a deep clean is required prior to reopening</b>	<b>School</b>	<b>In place</b>