



St Katharine's Primary School: COVID-19 Primary Risk Assessment June 2020

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Preparation for reopening of school building for Reception, Year 1 and Year 6 pupils						
Environment/Activity being undertaken						
Failure to complete compliance checks	All persons on site	5	<p>Ergo have continued to carry out monthly compliance checks; Written confirmation obtained.</p> <p>Make sure to confirm: Your complete water system has been chlorinated and flushed (all hot, cold and drinking water systems) before the buildings are reoccupied. HT completes checks – records available.</p> <p>Where decommissioning has taken place, all systems have been recommissioned before opening such as; gas, heating, water supply and catering equipment. We didn't decommission. Fire alarm being tested and fire doors inspected weekly. Kitchens not used for food preparation. Kitchen hygiene will be maintained by school staff daily.</p> <p>Check your fire safety system; fire alarm, emergency lights and fire doors are all operational and checked according to the H&S protocol by HT.</p> <p>All areas and surfaces have been cleaned and disinfected. Confirmation obtained from Servicemaster.</p>	1	Moderate	To be checked prior to opening.

			<p>Visitors and contractors on site strictly limited</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Signage in place to remind visitors of social distancing and infection control procedures.</p> <p>Deliveries and visits outside of school opening hours where possible.</p> <p>Process for the acceptance of deliveries, i.e. area where parcel can be left</p>			<p>NJ and KS to produce process document for deliveries.</p> <p>Signage to be made prior to opening.</p>
Schools failure to carry out compliance checks	All persons on site	5	<p>School has continued to carry out weekly compliance checks while open</p> <p>School to carry out these checks again before reopening. Normal routines continued during lockdown as school remained open for keyworker childcare</p>	1	Moderate	
Emergency Evacuation and lockdown; failure to follow procedures leading to injury or loss of life	All persons on site	5	<p>Fire assembly point will remain the same as will fire procedures and drills. Lines at assembly point will be socially distanced.</p> <p>Fire exits will be unlocked, and fire routes will be kept clear during hours of occupation.</p> <p>Someone in the school will be nominated to call 999 in the event of a fire. NJ NJ or KS on site at all times during school hours.</p> <p>Principal/admin holds list of all emergency/utility contacts.</p>	1	moderate	<p>Distanced lines to be practiced on each day a new group returns to school during phased return</p> <p>Revisit emergency contacts list HT</p>

			<p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements: Fire doors should not be propped open when building not in use.</p>			
Site security is compromised by new arrangements	All persons in site	5	<p>Normal security standard will apply.</p> <p>Additional ventilation via open doors and windows should not occur if this compromises safeguarding.</p> <p>Access control and intruder alarm systems. No intruder alarms in place.</p>	1	Moderate	
Cleaning equipment and consumables	All persons in site	5	<p>Think about and confirm if there will be: Enough soap and hot water in every toilet Enough hand sanitiser at the school entrance: Sanitiser will be available every classroom. There will be an additional 2 outside sinks near the school entrance for hand washing and in the Reception outdoor area. A good supply of Tissues Lidded bins or bags that can be tied, in classrooms for infected waste such as tissues Gloves for handling infected waste Enough bags for double bagging waste. ServiceMaster empty bin bags as part of end of day cleaning routine. Bins are lidded. Teacher to wipe bin lid as part of spot cleaning during the day. Soap and hand sanitiser are in dispensers. HT to maintain over view of quantities.</p> <p>Teachers to monitor the additional washing and cleaning materials in their classrooms and replace when these are low.</p>	1	Moderate	THT to manage re-ordering if necessary.

Measures to reduce contamination						
Shared play equipment	Children on site	5	<p>Large play equipment / climbing frame out of use.</p> <p>Soft furnishings, soft toys and toys with intricate parts, remove from classroom for the foreseeable future.</p> <p>Where they remain, they will be subject to regular cleaning and disinfection Chlorine tabs and Milton fluid have been ordered for this purpose. Large sand tray recommissioned for this purpose at the end of every day. Equipment taken out each morning onto blue paper to dry.</p>	1	Moderate	Discussion on 1 st /2 nd to train EYFS staff round this new protocol. See below.
Shared resources and equipment		5	<p>Hand-washing before and after each session in classroom sinks. Some children may bring own soap as school soap led to some hand soreness prior to lock down.</p> <p>Cleaning regime for door handles, press to exit buttons and communal surfaces.</p> <p>No shared resources or equipment will move between home and school, including books.</p> <p>Older children to have their own equipment in their own tray under their desk, provided by school. Plastic wallet pencil cases purchased for pencils, rulers etc... these will be labelled for individual children.</p> <p>PE equipment in individual PE pencil cases purchased and contained within individual bags.</p> <p>Shared equipment and surfaces are disinfected more frequently, between each groups use and at the end of the day.</p> <p>Shared modelling equipment eg. Plasticine will not be used.</p> <p>Lessons planned so resources are not shared.</p>	2	Moderate	<p>Spot-cleaning routine to be written, staffed and scheduled throughout the day.</p> <p>EYFS team to establish the exact equipment that will be in use and that which is to be moth-balled.</p>
Off site activities		5	All off site activities will be cancelled until further notice.	1	Moderate	

			<p>Year 6 residential has been cancelled. No other off site activities planned.</p> <p>We are continuing to use the Woodland for Forest School – this is adjacent to the school and considered part of our wider school premises.</p>			
Management of expectations within the school						
Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All persons on site	3	<p>Communication with parents children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Attendance and non-attendance • What will happen if there is a case of coronavirus at the school <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date. (Returns now coming in from survey 21.5.20)</p> <p>Year 1 and EYFS teachers to send a welcome back video for children on SeeSaw – seeking to reassure. We are also considering the use of social stories for these year groups.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</p>	1	Low	NJ to write to parents prior to 3 rd June with all these details.
Personal safety	All persons on site	5	A register of all children on site will be maintained; Yes	1	Moderate	Register processes to be written while HT continues to WFH.
		5	A procedure for children to be able to leave the site at the appropriate time, with the appropriate person, will be in place;	1	Moderate	

		5	<p>Staff will avoid working in isolated parts of the site and outside of the means to summon assistance if required. Red triangle system already in place if staff need to call for support.</p> <p>All normal school safeguarding processes and procedures will apply.</p>	1	Moderate	
Afterschool and Breakfast Clubs		5	We will not be running clubs	0	0	
Staff Training		5	<p>Written instruction and training (if necessary) will be provided re: operational procedures, to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • 	1	Moderate	This is being managed Trust wide. Once established fully shared with all and kept in a central location for ease of access in the case of an emergency.
Staff Wellbeing						
Display Screen Equipment		3	Staff undertaking administrative duties using DSE will adjust the available workstation to meet their own ergonomic	1	Low	

			needs; where necessary, health risks and discomfort will be mitigated by the taking of regular micro-breaks at intervals of no greater than 30 minutes. ICT equipment will not be shared, unless disinfected between each user.			
Manual Handling		5	Staff will avoid moving any equipment or materials that is unsafe for them to do so.	1	Moderate	
Staff affected by the working experience.		4	Application of national guidance in respect of shielding and at-risk groups. Include staff in risk assessment process. Staff were asked to contribute concerns or risks to RA during staff meeting. RA will be shared with staff Staff meetings and communication. Define wellbeing support measures for staff. Document in school showing staff where they can access help and support. Staff Wellbeing survey (EAT) carried out. 1:1 call between principal and staff who score themselves 4 or 5 for anxiety. Designate staff rest areas	2	Moderate	Share RA with staff Need to write a document defining wellbeing support measures.
Staff Breaks		2	Staff breaks will be managed through core and additional staff. Core staff will be KS (Y6) and CD, LJ (Y1) LM/CF and JG. DC & HW (Key workers) Additional staff will be NJ/TC (Y1). Additional staff will either supervise children or conduct spot-cleaning at break times. To facilitate core staff breaks.	1	Very Low	
Staff anxiety re: returning to work and potential exposure to the virus.	All staff	3	Staff Wellbeing survey (EAT) carried out. 1:1 call between principal and staff who score themselves 4 or 5 for anxiety. We have signposted to relevant counselling services. Wellbeing support and signposting document, regular slot in	1	Moderate	Principal to contact staff individually

			<p>staff PDMs about how people are feeling (implemented already from first PDM after lock-down).</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions.</p> <p>Training and written instruction is provided re: operating procedures to all staff.</p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p>			All instructions regarding returning to school to be written by Principal for staff reference.
Miscellaneous H&S		3	In all instances, all staff are instructed to seek advice from the principal (or the other person in control) over any uncertainty about suitable health and safety measures.	0	Very Low	
Volunteer wellbeing (if applicable)		5	Volunteers have been informed not to attend at this time	0	0	Inform volunteers not to attend (HT)
External Support		2	<p>Discussions with parents will be taken if external support is required for their child to attend school.</p> <p>Signage in place to remind visitors of social distancing and infection control procedures.</p>	1	Very Low	
Individual staff requirements						
Concerns from staff in identified work groups	Clinically extremely vulnerable (shielding)	n/a	Advised not to return to work and will work from home.	n/a	n/a	
	Clinically vulnerable (incl. pregnant women)	5	<p>Advised to take extra care with social distancing and to work from home where possible.</p> <p>Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others. Individual risk assessments must be carried out.</p> <p>One member of staff will remain working from home until further notice.</p>	2	Moderate	
	Those living in a	0	Not applicable at this time	n/a	n/a	

	household with a person who is extremely clinically vulnerable					
	Those living in a household with a person who is clinically vulnerable. (incl. pregnant)	n/a	Not applicable at this time	n/a	n/a	
Staffing availability and ratios						
Appropriate trained staff must be available		5	Schools need to ensure there are staff available with paediatric first aid, DSL training, SEND expertise	2	10	
Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements	Pupils and staff	5	<p>For 2 teaching groups:</p> <p>4 teachers</p> <p>2 support staff</p> <p>2 lunchtime staff</p> <p>The usual staff absence reporting applies, staff must inform the Principal or Headteacher as soon as possible if there is any change to their circumstances that will affect their ability to work.</p> <p>Ensure the Principal or headteacher, first aider, DSL, SENCO are on site at all times.</p> <p>Have the risks to BAME staff been risk assessed when planning rota's</p>	0	Very Low	Letter to parents outlining our planning and protocols to include this information + information about what to do in the event of an illness and how we will communicate emergency closure if needed.
		5	School staff have contacted families to ensure that they are aware of potential risks and that support is available.	2	Moderate	

		5	Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the pupil re-starts. To ensure that pupils' needs are met.	2	Moderate	
		5	<p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice</p> <p>Your appropriate lead will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures guidance is followed</p> <p>We will prioritise pupils as follows:</p> <ol style="list-style-type: none"> 1. Vulnerable pupils and those whose parents are critical workers. 2. Early years settings – 3 and 4 year olds followed by younger age groups 3. Infant schools – Nursery (where applicable) and then reception 4. Primary schools – nursery (where applicable) Reception and Year 1. <p>If there is a shortage of teachers consider using TA's to lead a group and maintain ratios.</p> <p>Use of staff from other schools (by agreement)</p>	1	Moderate	
Pupil Wellbeing						
Pupil wellbeing is impacted by the current situation		5	School Effectiveness guidance on Right Choice	2	Moderate	Staff to discuss how bringing upset children into

causing physical and mental ill health			<p>A slow transition in school, involving short and gradually increasing days for the youngest pupils.</p> <p>Clear protocol discussed and created as a staff team surrounding separation anxiety and how we will manage this if parents are not on site</p> <p>Forest school and PE planned into the week for all children.</p> <p>Whole school singing project to begin for this 2nd half of the Summer Term.</p> <p>School gallery to show case best bits of home learning.</p> <p>ELSA support readily available and ensure that children know how to access this.</p> <p>Use of outdoor space for learning planned into every week. <u>Individual pupil risk assessments will be conducted if required.</u></p>			<p>school will be managed to insure consistency. NJ to be on the school gate every day and at both ends of the day.</p> <p>Discuss with staff the need to include the outdoors into plans for teaching.</p>
Pupil welfare A change in family circumstances likely to have an adverse effect on pupils ability to reengage within school		4	<p>Staff have contacted families to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before pupils return to school to ensure that pupil's needs are met.</p> <p>School 1 page profile system in the staff room will ensure that each child's needs are known to all: business as usual.</p>	1	Low	<p>Reiterate through regular messaging the need to contact school/ staff members if there is a need.</p> <p>Consider the use of an outdoor area for socially distanced 1-1 with parents at pick up or drop off/ NJ to discuss this with all staff.</p>
Anxiety re: coronavirus and changes to their learning environment		5	<p>Pupils and their families given advance notice of what to expect when they return to school.</p>	1	Moderate	<p>See previous re: social stories and video messages prior to return.</p>

			Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in understanding that it is safe to be in school.			
Individual pupil requirements; Pupils (or their family members) in identified groups	Extremely clinically vulnerable pupils (shielded)	n/a	The school has made it clear that these pupils are not expected to attend and will continue to be supported at home. Parents should follow current medical/government advice if their child is in this category.	n/a	n/a	
	Clinically vulnerable pupils	5	We will manage this on a case by case basis. This is not a situation known to the school at this time.	1	Moderate	
	Pupils living in a household with a person who is extremely clinically vulnerable	5	We will manage this on a case by case basis. This is not a situation known to the school at this time.	1	Moderate	
	Those living in a household with a person who is clinically vulnerable. (Including pregnant)	5	We will manage this on a case by case basis. This is not a situation known to the school at this time.	1	Moderate	
First Aid Provision						
First Aid		5	A qualified first aider must be on site at all times, paediatric when early year pupils are on site. Ensure staff know who they are.	1	5	Staff will receive training in line with Public Health England's Guide to the wearing of Personal Protective Equipment (PPE)

			<p>Minimise hazardous activities if first aid provision is less than usual</p> <p>Normal hygiene precautions (handwashing and use of gloves) are being taken when administering first aid.</p> <p>Arrangements are in place for accessing first aid without the need to come in contact with anyone outside of their group</p> <p>Confirm training is still valid</p> <p>Staff receive training in use of face masks and PPE. See Guide to donning and doffing standard Personal Protective Equipment (PPE) here</p>			<p>prior to returning to school.</p> <p>HT to rewrite the list of first aiders to ensure it is fully in date.</p>
Injury to pupils or staff	Anyone on site	5	<p>Activities with a higher risk of injury will be avoided or limited to numbers that can be closely supervised by available staff;</p> <p>In particular, physical activities that involve bodily contact, risk of falling, risk of tripping/slipping will be avoided;</p> <p>The use of hand tools, machinery, DT equipment, science materials and hazardous art materials will be avoided;</p> <p>Sources of heat and ignition, other than for catering purposes and thermal comfort, will be avoided</p> <p>Children follow the designed curriculum that is set by teachers no hazardous materials used</p> <p>No use of outdoor play equipment.</p>	1	Moderate	<p>Staff briefed in full at meeting 1/6 about dangerous activity and how to minimise any risk.</p> <p>Staff to be briefed on playground /field use and protocol.</p>
Abnormal activities	Staff and Pupils	3	<p>Staff will not engage in tasks that are non-teaching or non-supervisory such as spring cleaning, decorating, grounds maintenance etc. and, in particular, will not engage in any working at height above 2 metres.</p>	1	Low	<p>Staff to limit cleaning to spot cleaning of desks, door handles, IT</p>

						equipment used by children, taps, handles.
Use of Personal Protective Equipment (PPE)						
Incorrect use exacerbates the risk of further infection	Pupils and staff	5	<p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn" <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p>	2	Moderate	<p>Staff will receive training in line with Public Health England's Guide to the wearing of Personal Protective Equipment (PPE) prior to children returning to school: meeting 1/6</p> <p>Trust guidance will be on display and fully shared with all staff. Procedures for what to do in the event of a child becoming ill clear to all.</p>

			<p>We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p><u>See Guide to donning and doffing standard Personal Protective Equipment (PPE) here</u></p> <p>If a member of staff wishes to wear a face covering, they will not be prevented from doing so. The Trust will provide PPE as per government guidance.</p>			
Emergency Evacuation and lockdown; failure to follow procedures leading to injury or loss of life	All persons on site	5	<p>Normal fire procedures within the school will be maintained, and staff briefed.</p> <p>Normal fire evacuation procedures to be followed with individual groups to assemble at assembly point to ensure minimum of 2m distancing between groups</p> <p>This will now need to be socially distanced</p> <p>Fire exits will be unlocked, and fire routes will be kept clear during hours of occupation.</p> <p>Someone in the school will be nominated to call 999 in the event of a fire.</p> <p>Senior leader in school at all times</p> <p>Principal/admin officer to hold list of all emergency/utility contacts.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p>	1	Moderate	<p>Practise will be advisable once children are settled into other new routines.</p> <p>HT to collate utility contacts (electricity/water/gas) and keep copy in red fire folder.</p> <p>Need to review how we will manage the creation of paper registers when HT not in the office everyday.</p>

Home to school transport; risk of exposure to coronavirus		5	<p>We will ensure that transport providers and school minibus drivers are aware of any changes to start and finishing times.</p> <p>We will liaise to ensure all drivers/escorts do not work if they have symptoms of the virus, and that hygiene rules are followed, and appropriate distance kept between passengers.</p> <p><i>At this point we have 1 child who would be eligible for transport we are negotiating that parent bring to school. This needs to be reviewed once arrangements are firm.</i></p>	1	Moderate	HT to continue to liaise with parents and transport around the Y1 child that may need transport.
Environment/Activity being undertaken	Contact with pupils or staff with symptoms of coronavirus					
Staff or pupil contracts COVID 19 as a result of direct contact with an infected person	Pupils and Staff	5	<p>Guidance has been issued to the entire school community as follows:</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p> <p>When we reopen to the wider cohort of children, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the</p>	2	Moderate	Principal to advise parents and staff of what to do in the event of possible infection and reiterate message to keep unwell children at home.

			<p>pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.</p> <p>NB: This area of the government guidance is underdeveloped at the moment. (13/05/20)</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p> <p>We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</p> <p>We will book tests for staff requiring them under the category of essential workers.</p> <p>If the staff member or pupil subsequently tests positive for coronavirus a deep clean of the facilities will need to take place. See Cleaning & Hygiene section.</p>			
Contact with persons developing symptoms of the virus during the working day	Pupils and Staff	5	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a pupil becomes unwell and is awaiting collection, they will be moved, if possible, into a room to where they can be isolated, with appropriate adult supervision if required (depending on age). If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people and open a window for ventilation if possible.</p> <p>A separate washroom facility will be used for pupils awaiting collection. This facility will then be cleaned and disinfected</p>	2	Moderate	<p>Principal to advise parents and staff what to do/will happen if a child becomes unwell during the school day.</p> <p>Procedure written and clearly displayed for all.</p> <p>Staff will receive training in line with Public Health England's Guide to the wearing of Personal Protective Equipment (PPE) prior to returning to school.</p>

			<p>using standard cleaning products before being used by anyone else.</p> <p>We have identified the large main office (which will be largely unoccupied) as the designated area. A washroom is not a possibility if we are to maintain the normal running of the building. *If a toilet is required use of small staff toilet.</p> <p>PPE will be worn by the staff caring for the pupil if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>999 will be called in an emergency, if they are seriously ill or injured or their life is at risk. We will then take advise on what to do next.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available).</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>			
Environment/Activity being undertaken	Cleaning and hygiene					
Cleaning staff levels insufficient to deliver enhanced cleaning regime.		3	<p>Confirm availability of cleaning staff before reopening</p> <p>Use of contractors or other school staff for cleaning</p> <p>Agree new cleaning requirements and additional hours for this in negotiation with Service Master on additional hours at the end of each week for deep cleaning. Will continue to monitor if this is extended to an extra 1 hour a day. Provisionally in place.</p>	2	Low	HT to monitor the cleaning situation alongside NJ weekly.

			<p>PPE to be worn by cleaning staff as dictated by risk assessment and government guidance (see below).</p> <p>Leave resources to de-contaminate for 72 hours before disposing in the usual way.</p>			
Person contracts COVID19 as a result of poor cleaning	Staff and pupils	5	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>High risk areas have been identified throughout the school and include:</p> <p>Door handles Kettles Taps Switches Phones Laptops Printers/Photocopiers Alarm panels Key cabinets Staffroom and food prep. areas Surfaces that pupils are touching e.g. toys, books, chairs, tables, doors, sinks, toilets, light switches etc. <i>Non fire doors to be propped to avoid excessive contact.</i> If the school has a possible or confirmed coronavirus case, a deep clean will need take place. This follows government guidance; COVID-19: cleaning in non-healthcare setting https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	2	Moderate	ServiceMaster asked to provide confirmation that they are following government guidelines in cleaning the school, paying particular attention to the high risk areas listed.
Hazardous substances		5	<i>No children will use any hazardous substance (as labelled);</i>	1	Moderate	HT (new to admin role) may need some support

			<p>Only cleaning staff, and other staff wearing suitable protective clothing, may use cleaning agents; and all products will only be used in line with the manufacturer's instructions.</p> <p>All hazardous substances are stored in cupboard in the kitchen. Staff to be reminded that cleaning products should not be taken out and left unattended at any time.</p> <p>COSHH assessments to be carried out for any new cleaning/sanitising products used. Material data sheets to be made available.</p>			for the recording of COSHH – contact central team for advice.
Inappropriate exposure to cleaning products	Pupils and staff	5	<p>Cleaning materials are kept locked away and are not left unattended at any time.</p> <p>All cleaning products returned to kitchen.</p> <p>If teacher feels the need to have cleaning materials in a classroom for ease, they again must be in a locked cabinet or locked box.</p> <p>PPE will be provided for all cleaning activities</p> <p>Safety data sheets are available for all cleaning products within the school</p> <p>Cleaning materials for staff use will be kept in the kitchen which is out of bounds to pupils.</p>	1	Moderate	Service Master to provide extra SaniMaster.
Use of hand sanitiser	Pupils and staff	5	<p>We are providing all staff with 80% alcohol hand sanitising spray.</p> <p>A COSHH assessment must be carried out, we have obtained safety data sheets for the hand sanitiser being used. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>While also installing hand sanitiser dispensers to the reception and pupil entrances and will ensure adequate</p>	1	Moderate	Staff to use and remind pupils throughout the day to use hand sanitising spray. Staff to be aware if/when supplies run low. HT to have training around COSHH.

			<p>supplies. A COSHH assessment must be carried out and safety data sheets provided.</p> <p>It is recognised that it is not possible to follow the hand wash advice everywhere in which case a hand sanitiser is next best option. In the event that a pupil or staff member has an allergic reaction, they could choose to use their own sanitiser. Staff should supervise or 'dispense' sanitiser to the very young or the over enthusiastic.</p> <p>We have obtained safety data sheets for the hand sanitiser being used. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p>			
Hand Hygiene	Pupils and staff	5	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>New external hand washing troughs will be available and supervision by staff will be provided as needed.</p> <p>Tied rubbish bags will be used for the disposal of tissues and will be emptied periodically during the day.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils. Along with Catch it, Kill it, Bin it signs.</p> <p>These messages are reinforced with the pupils and staff.</p> <p>Where sinks are not easily accessible hand sanitiser may be used.</p>	1	Moderate	<p>Children will be guided to use the newly provided external hand washing station prior to entering the school.</p> <p>Staff to provide hand washing opportunities throughout the day, as per the list shown.</p> <p>Use of handwashing song for younger children – reminder.</p>

<p>Ventilation of rooms</p> <p>Falls from Height</p> <p>Fire Doors</p> <p>Air Conditioning</p>		5	<p>Windows and doors will be open as much as possible to ensure circulation of air</p> <p>Window opening restrictors must not be removed.</p> <p>Fire doors can be propped open with a removable wedge in low risk areas such as, classrooms and offices. All doors closed at the end of each day as part of lock up routine - Service Master Cleaners to take on this duty.</p> <p>In high risk areas such as, kitchens, food rooms and kiln areas fire doors must be kept shut.</p> <p>The schools fire evacuation procedure must be updated to ensure a responsible person is nominated to shut open fire doors before leaving the building at the end of the day but also in the event of the fire alarm being activated.</p> <p>Contact your air conditioning contractor re: the suitability of our air conditioning system for use at this time.</p>	1	Moderate	<p>Staff to know about lock up routine and end of day classroom checks.</p> <p>Consider writing up this procedure.</p>
<p>Environment/Activity being undertaken</p>	<p>Social distancing (minimising contact)</p>					
<p>Social distancing across the site</p>			<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p>			
<p>Entering the building</p>		5	<p>Measure site to ascertain what the maximum capacity is.</p> <p>Make parents/carers aware of the social distancing rules on site in advance</p> <p>We will be erecting signage to remind parent, pupils and visitors to the school of social distancing requirements.</p>	2	Moderate	<p>New routines to be fully publicised to parents prior to opening.</p> <p>NJ to monitor routines until running smoothly and established.</p> <p>TC to be on the front gate every morning to ensure</p>

		n/a	<p>Parents are advised to only have one person deliver/pick up their child.</p> <p>Staggered opening and closing times for different groups.</p> <p>Markers on floor for pupils and parents to wait, ensuring they do not cause trip hazards.</p> <p>Pupils will enter the school from different entrances to adhere to social distancing rules.</p> <p>Staff on duty to supervise</p> <p>Pupils coats, bags etc. to be kept under their desk.</p> <p>Staff signing in arrangements (review – can touch screens be cleaned between each use?).</p>	n/a	n/a	consistent message and routine.
Reception area		5	<p>No visitors to the school unless appointment made in advance.</p> <p>Signage has been placed to remind visitors of the social distancing and hygiene requirements.</p> <p>Hand sanitiser is available for everyone entering the building.</p> <p>Signing in arrangements will be amended accordingly to adhere to social distancing and hygiene requirements.</p>	2	Moderate	<p>Procedure for deliveries to be agreed:</p> <p>HT to create signage.</p> <p>Hand sanitiser station in entrance lobby.</p>
Circulation within the building		5	<p>Pupils will access rooms directly from outside where possible.</p> <p>Use of communal areas to be minimised. Children access classrooms via external and different exits/entrances.</p>	1	Moderate	

		n/a	<p>Circulation routes around the school will be one-way where possible. If not a 'walk on the left' policy should be introduced.</p> <p>School assemblies to be completed electronically and aim to include pupils home schooling is possible.</p>	n/a	n/a	
Lunchtime/Breaktime		5	<p>Arrangements are in place to stagger lunch and break times, so that different groups are not eating together. We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved.</p> <p>Liaise with catering contractors, or pupils bring in packed lunch.</p> <p>Pupils to bring in their own water bottles</p> <p>Payment for food will be made on-line.</p> <p>Allocate play areas for each group. We will use external areas at half capacity, areas can be shared but pupils from different groups will be separated and will not be able to play games together.</p> <p>Encourage games that encourage social distancing.</p> <p>Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p> <p>Staff supervision to maintain standards.</p> <p>We have written procedures for playtimes and lunchtimes to factor in different weather conditions.</p>	1	Moderate	<p>HT to continue to liaise with Sue Brady.</p> <p>Not beginning packed lunches with her until week beginning 15th at earliest.</p>

Social distancing and curriculum delivery		5	<p>Early years staff to child ratios have been used to determine group size.</p> <p>What is the capacity of each classroom within the school?</p> <p>Rotational attendance will be considered to reduce class sizes if required</p> <p>Primary schools – classes have been halved and there are no more than 15 pupils per group with one teacher (and teaching assistant if necessary).</p> <p>Desks are set apart [where possible].</p> <p>Remove excess furniture.</p> <p>Floor marking to illustrate 2m areas (including Teacher/TA space)</p> <p>Pupils to remain at their desks when in the room.</p> <p>Teaching assistants may lead a group working under the direction of a teacher.</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups.</p> <p>Different groups will not be mixed on the same or subsequent days.</p> <p>We will use the same staff each day as far as possible. Groups will use the same room or area of the school.</p> <p>We will seek to achieve the sitting of pupils at the same desk each day.</p> <p>Pupils from other year groups attending will also be grouped in consistent groups as described above.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p>	2	Moderate	
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Commented [GU1]: I would ensure desks are set apart

Commented [GU2R1]: The guidance suggests that staff should be briefed as a 'team meeting' with expectations before starting back.

			<p>Explain social distancing rules to pupils regularly.</p> <p>Principals and Headteachers may be used to cover classes if necessary.</p> <p>We note that further guidance from government will follow.</p> <p>Existing risk assessments continue to apply.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>			
Toilets		4	<p>One in one out system to be in place.</p> <p>Only one pupil allowed to go to the toilet at any one time.</p> <p>Allocate toilets around the school for different groups of children.</p> <p>2m marking on floor in queuing areas</p> <p>Staff toilets to enforce 2m distancing.</p> <p>JG to always accompany a child to the toilet (Hazel) this will enable her to monitor children coming from Y1 and safely manage this.</p>	1	Low	Procedures around toileting communicated to all staff.
Transport to school Numbers on school transport impede social distancing		4	<p>Review traffic management risk assessment</p> <p>Encourage parents to walk/cycle to school with pupils</p> <p>We will not be operating the turning circle during this time. Parents to part sensibly and adhere to the 2m rule.</p>	3	Moderate	Include protocol around parking on arrival / pick up in letter to parents.
Other areas		5	<p>Working from home is encouraged if possible.</p>	1	Moderate	Staff to avoid contact with those from the other

			<p>Staffrooms will be configured to adhere to social distancing requirements. Use of the staff room restricted.</p> <p>Remove communal equipment (mugs etc.) Staff to place their own cups in the dishwasher and this is put on at the end of every day.</p> <p>Repurpose of unused spaces for additional staff rooms.</p> <p>ICT will not be shared without thorough cleaning in between users. Each member of staff using shared ICT will clean it before and after use</p> <p>Desks in offices will not be shared</p> <p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p>			<p>group. Use of the staff room restricted. Still need to rota staff breaks and use of staff room to limit numbers in there at any one time.</p>
Environment/Activity being undertaken	Maintaining educational provision for pupils who are still working at home					
Safeguarding concerns		5	Safeguarding guidance has been updated and is available on SharePoint.	1	Moderate	
Enhanced risk to pupils re: on-line safety		4	School to provide information to parents and pupils regarding online safety such as, age appropriate parental controls and internet filters.	1	Low	

			School to make parents aware of sites they are asking pupils to use and staff their child will interact with. Online safety messages are included regularly in the home learning grids.			
Inappropriate staff contact with pupils		3	Staff conduct guidance is available on HR SharePoint Staff must not make informal arrangements to contact pupils using their own devices.	1	Low	Staff are mindful of the additional need to be vigilant
Injury or contamination of staff undertaking home visits		5	Staff to follow government guidance on social distancing. Speak to families on door stop or through open window.	1	Moderate	
Vulnerable students 'missed' through lack of contact		5	Home visits will be carried out by two members of staff, a risk assessment must be completed associated with the family profile, the home and location.	1	Moderate	
Environment/Activity being undertaken	Arrangements for staff working from home due to shielding					
Use of Laptops, desktops etc.		3	We follow guidance from HSE as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily. We have provided staff with Home Working Risk Assessments, link here and advised staff of some simple steps that could be taken to reduce the risk from DSE and working from home.	1	Low	HT to send out guidance to staff about working for prolonged periods at their computers. Documents sourced centrally?
Data Protection		3	All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. Excalibur data protection policies and school procedures apply. Staff are aware of their responsibilities re: reporting a data breach.	1	Low	Additional risk whilst working from home has been highlighted to staff. Maintain messaging via staff meeting agendas.
Workplace Stress		4	Opportunities are in place for regular contact with line managers and colleagues via on-line methods such as Teams.	1	Low	Extend the offer of 1-1 meetings with NJ throughout the term.

			If you require information regarding counselling services' contact Kim Jones.			Staff to use this opportunity to discuss any worries.
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The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18th May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis (red eye)
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

This guidance has been written with reference to:

Covid 19 – Planning Guide for Primary Schools 14 May 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

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

Managing School Premises during the coronavirus outbreak

https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Useful links:

DfE Planning guide for primary schools can be found [here](#).

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

Severity		1 Very Low	2 Low	3 Moderate	4 High	5 Critical
Likelihood	Imminent 5	Low	Moderate	High	Critical	Critical
	Frequent 4	Low	Moderate	High	High	Critical
	Occasional 3	Very Low	Low	Moderate	High	High
	Infrequent 2	Very Low	Very Low	Low	Moderate	Moderate
	Rare 1	Very Low	Very Low	Low	Low	Moderate

Definition		
Critical	Death, major injuries or ill health causing long term disability or absence from school/work	Stop Activity!
High Risk	Injuries or ill health causing short term disability or absence from school/work	Action must be taken to reduce risk before proceeding
Moderate Risk	Injuries or ill health causing no significant long term effects	Implement all additional precautions
Low Risk	Not likely to result in injury or ill health	Monitor and review on a regular basis
Very Low Risk		Monitor and review on a regular basis

I confirm that the above is a suitable and sufficient risk assessment based on current information.

The risk assessment will be reviewed on a regular basis and whenever anything relevant changes.

All relevant parties will be informed of the outcomes of this risk assessment.

Name of Principal / Headteacher	Niki Jones	
Signature of Principal / Headteacher	<i>Niki Jones</i>	Date: Friday 22 nd May 2020
Assessed By:	Davina Nicholls <i>DNicholls</i>	Date: 26.05.2020
CEO Approval	<i>NJEdmondson</i>	Date: 27.05.2020
Date of Review	This will be continually reviewed and updated to incorporate academy guidance, Public Health England updates and any other advisory body and to acknowledge changes to those groups of children in school.	