



COVID-19 Primary Risk Assessment – September 2020

Preparation for reopening of school building for All Years

	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
	Original document in Black 1 st Revision in Green 2 nd Revision in Blue 3 rd Revision in Orange Local control measures in Red						
1	Environment/Activity being undertaken	Site and Buildings					
	Contractors, suppliers and visitors to site.	All persons on site	Critical	<p>Contractors, visitors, suppliers on site increase the risk of transmission.</p> <p>Site visits only by pre-arrangement.</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>	Infrequent	Moderate	

	Failure to complete compliance checks		Critical	<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. All systems have been recommissioned before opening such as; gas, heating, water supply and catering equipment. Ergo schedule.</p> <p>Check your fire safety system; fire alarm, emergency lights and fire doors are all operational. HT Prior to opening.</p> <p>Specialist equipment used by pupils eg. Access, mobility and changing N/A at present.</p> <p>All areas and surfaces have been cleaned and disinfected.</p> <p>Check your kitchens are pest free and has been deep cleaned before food preparation resumes. Include on list of requirements for cleaners prior to children returning.</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>	Infrequent	Moderate	
	Schools failure to carry out compliance checks		Critical	<p>The School has continued to carry out weekly compliance checks while open</p> <p>Schools to carry out these checks again before reopening.</p>	Infrequent	Moderate	

	<p>Emergency Evacuation and lockdown; failure to follow procedures leading to injury or loss of life</p>		<p>Critical</p>	<p>As far as is practicable, the normal fire procedures within the school will be maintained, and staff briefed.</p> <p>If this is not possible new fire procedures will be implemented and a practice drill will take place. Took place on 05.06.2020.</p> <p>Review fire assembly point to accommodate social distancing</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. NJ and KS – diary to be checked at weekly admin meeting to ensure compliance 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> <p>Chestnut class to ventilate with door that opens onto Hazel play area not external exit /entrance door.</p>	<p>Infrequent</p>	<p>Moderate</p>	
	<p>Site security is compromised by new arrangements</p>		<p>Critical</p>	<p>Normal security standard will apply.</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p> <p>Access control and intruder alarm systems checked</p>	<p>Infrequent</p>	<p>Moderate</p>	<p>HT and NJ to review protocol with cleaners to ensure that we know ahead of time when</p>

							stocks are becoming low to ensure timely re-ordering.
	Cleaning equipment and consumables		Critical	<p>Think about and confirm if there will be:</p> <ul style="list-style-type: none"> Enough soap and hot water in every toilet Enough hand sanitiser at the school entrance 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 Who will empty bin bags and replenish soap and hand sanitiser during the school day? <p>Soap to be replenished by cleaners.</p>	Infrequent	Moderate	
			Critical	<p>Will drinking fountains be taken out of use, if so add them to your weekly schedule for flushing of little used outlets. Water fountains no longer in school.</p> <p>Will doors be kept open to help with ventilation</p> <p>Has a risk assessment been done to cover open doors.</p> <p>No doors opened that will compromise safeguarding.</p>	Infrequent	Moderate	
	Measures to reduce contamination						
	Shared play equipment		Critical	<p>Fixed play equipment must not be used.</p> <p>If using outdoor play equipment (only one bubble permitted) it must still be sprayed with cleaning solution and left to dry, at the end of every day</p> <p>Soft furnishings, soft toys and toys with intricate parts, remove from classroom for the foreseeable future.</p>	Rare	Moderate	

				Where they remain, they will be subject to regular cleaning and disinfection			
Shared resources and equipment		Critical	<p>Handwashing before and after each lesson</p> <p>Cleaning regime for door handles, press to exit buttons and communal surfaces.</p> <p>Staff are limiting or stopping the amount of shared resources that are taken home.</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p> <p>Shared equipment and surfaces are disinfected more frequently, between each group's 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>	Infrequent	Moderate	Revisit the cleaning schedule with all staff so that there is absolute clarity on who is doing what task and when.	
Offsite activities		High	All off site activities will be cancelled until further notice.	Rare	Very low		
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	Moderate	<p>Communication with parents and 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 	Rare	Low	Early communication to parents to include update of all contacts.	

				<ul style="list-style-type: none"> • The avoidance of travel to school via public transport at peak times and measure the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • 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.</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>			
	Personal safety	All persons on site	Critical	<p>A register of all children on site will be maintained; SIMMs by teaching and monitored by HT.</p> <p>A procedure for children to be able to leave the site at the appropriate time, with the appropriate person, will be in place;</p> <p>Staff will avoid working in isolated parts of the site and outside of the means to summon assistance if required. Continue use of walkie-talkies; 1 per class and with individuals who are working with small groups/individuals on other parts of the site. Walkie-talkie to be held by central person in the school office/s. Continue use of red-triangle.</p> <p>All normal school safeguarding processes and procedures will apply.</p>	Rare	Moderate	
	Afterschool and Breakfast Clubs		Moderate	<p>There is no requirement for schools to run these clubs at the moment.</p> <p>Should the school decide to run these clubs either themselves or using contractors, this must only be done if</p>	infrequent	Low	

				<p>the pupils can be kept in the groups they are in during the day or socially distanced.</p> <p>A separate risk assessment must be created to cover these clubs, including the control measures being applied. Risk assessment completed by In2Sport and ACTs for clubs and peripatetic music lessons.</p>			
	Staff Training		High	<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. 	infrequent	Moderate	
	Staff Transport		High	<p>Where staff would normally use public transport to travel to work, we will discuss options such as, secure cycle storage to encourage staff to walk, run or cycle to work where possible. If there is no option but to use public transport we will discuss individual safety actions staff will take while travelling. This does not apply at this current time.</p>	Rare	Low	

		Staff Wellbeing					
Display Screen Equipment		Moderate	Staff undertaking administrative duties using DSE will adjust the available workstation to meet their own ergonomic 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. Ensure sanitiser is placed near to shared equipment and staff know to protocol for use.	occasional	Moderate		
Manual Handling		High	Staff will avoid moving any equipment or materials that is unsafe for them to do so.	Infrequent	Moderate		
Staff affected by the working experience.		High	Application of national guidance in respect of shielding and at-risk groups. Include staff in risk assessment process. Staff meetings and communication. Define wellbeing support measures for staff. Designate staff rest areas	Infrequent	Moderate	JP RA to be completed prior to September return.	
Staff Breaks		Low	How will staff breaks be managed? Staff work in teams of 2 (teacher and LSA) this enables sharing of duties and provides opportunities for normal breaks. Where this is not possible this is identified and provision is put in place that day. Use of staffroom board to identify any daily changes to normal practice.	Infrequent	Very low		
Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Moderate	Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.). We have signposted to relevant counselling services.	Rare	Low		

				<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>			
	Miscellaneous H&S		Moderate	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.	Rare	Low	
	Volunteer wellbeing (if applicable)		Low	<p>Necessary volunteers will be treated in the same way as school staff, provided with the same information, instruction, training and equipment.</p> <p>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p>	Rare	Very low	
	External Support		Low	<p>Discussions with parents will be taken if external support is required for their child to attend school.</p> <p>Not currently applicable.</p>	Rare	Very Low	
	Individual staff requirements						
	Concerns from staff in identified work groups	Clinically extremely vulnerable (shielding)	Critical	<p>Advised not to return to work and will work from home. No member of staff currently in this category.</p> <p>Updated on addendum</p>	infrequent	Moderate	
		Clinically vulnerable (incl. Pregnant women)	High	<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</p>	Infrequent	Moderate	RA to be reviewed for JP

				2m away from others. Individual risk assessments must be carried out. In practice staff will not be able to work with groups pupils as the required social distancing will not be assured. Updated on addendum				
		Those living in a household with a person who is extremely clinically vulnerable	High	Staff to only attend school if stringent social distancing rules can be adhered to, if not these staff will work from home. No member of staff currently in this category. In practice staff will not be able to work with groups pupils as the required social distancing will not be assured. Updated on addendum	infrequent	Moderate		
		Those living in a household with a person who is clinically vulnerable. (incl. pregnant)	Moderate	Staff members to attend work. No member of staff currently in this category.	infrequent	Low		
		Staffing availability and ratios						
	Appropriate trained staff must be available		Critical	Schools need to ensure there are staff available with paediatric first aid, DSL training, SEND expertise Training schedule maintained and on the H&S board.	Rare	Moderate		
	Staffing ratios insufficient for pupil numbers and grouping arrangements.	Pupils and staff	Critical	Carry out an audit on staff availability and review regularly.	Rare	Moderate	RA for LH to be written on return to	

<p>Need to consider safe levels of supervision and social distancing arrangements</p>			<p>To ensure the school can cover each group of pupils we will require:</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 (Black, Asian & Minority Ethnic) Community been risk assessed when planning rota's?</p> <p>School staff have contacted families to ensure that they are aware of potential risks and that support is 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 the pupil re-starts. To ensure that pupil's needs are met.</p> <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>school and in consultation with parents. Copy of paediatric report/letter in school.</p>
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				<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>			
		Pupil Wellbeing					
	<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health</p>		<p>Critical</p>	<p>School Effectiveness guidance on Right Choice</p> <p>Children to have allocated teacher and TA where possible.</p> <p>Reduced time in school to ensure transition from home to school is successful.</p> <p>Curriculum to support children's well-being.</p> <p>Provide opportunities to talk about their experiences/concerns.</p> <p>Pastoral activities.</p> <p>Individual pupil risk assessments will be conducted if required.</p>	<p>Infrequent</p>	<p>Moderate</p>	
	<p>Pupil welfare A change in family circumstances likely to have an adverse effect on pupils ability to reengage within school</p>		<p>High</p>	<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>Staff must be aware of all relevant dietary and medical conditions of the children being supervised.</p>	<p>Rare</p>	<p>Low</p>	

				Medications will be administered in line with normal school procedures and recorded.			
	Anxiety re: coronavirus and changes to their learning environment		Critical	<p>Pupils and their families given advance notice of what to expect when they return to school.</p> <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.</p>	rare	Moderate	
	Individual pupil requirements; Pupils (or their family members) in identified groups	Extremely clinically vulnerable pupils (shielded)	Critical	<p>The school has made it clear that these pupils are not expected to attend and will continue to be supported at home.</p> <p>No pupils currently in this category.</p> <p>Parents should follow current medical/government advice if their child is in this category.</p> <p>Updated on addendum</p>	rare	moderate	
		Clinically vulnerable pupils	Critical	<p>Parents have been advised to follow medical advice and only then sending their child if it is appropriate to do so</p> <p>Updated on addendum</p>	rare	moderate	
		Pupils living in a household with a person who is extremely clinically vulnerable	High	<p>These pupils will only be invited to attend school if stringent social distancing can be adhered to, and that these pupils will be able to understand and follow instructions.</p> <p>Updated on addendum</p>	rare	low	
		Those living in a household with a person who is clinically vulnerable.	Moderate	These pupils have been invited to attend school	rare	low	

		(Including pregnant)					
	First Aid Provision						
First Aid		High	<p>A qualified first aider must be on site at all times, paediatric when early year pupils are on site.</p> <p>Ensure staff know who they are. See H&S board main office.</p> <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 have received training in the donning and doffing of PPE (face masks, glasses, aprons and gloves)</p> <p>See Guide to donning and doffing standard Personal Protective Equipment (PPE) here</p>	infrequent	Moderate	<p>First aide provided by staff on duty. First aide rota to be implemented to ensure maximum MDSA coverage on playground. Consider change to protocol to alert staff to need for assistance.</p>	
Injury to pupils or staff	Anyone on site	Moderate	<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>	infrequent	low		

				Children follow the designed curriculum that is set by teachers no hazardous materials used			
Abnormal activities	Staff and Pupils	Moderate	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. However, spot cleaning materials will be provided to those that request it. Spot cleaning equipment will be in all classrooms. Staff will spot clean desks before break and after lunch but not at the end of the school day.	infrequent	low	Revisit cleaning schedule with all staff in September.	
		Physical Restraint					
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.		Moderate	Individual <u>risk assessments</u> of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done at 2m distance. 1-1 and small group teaching space created at the back of the hall. Staff to sit at other side of large circular desks.	Rare	Low		
		Use of Personal protective Equipment (PPE)					
Incorrect use exacerbates the risk of further infection	Pupils and staff	Moderate	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: 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:	Rare	Low		

- 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”

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.

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.

See Guide to donning and doffing standard [\(face masks, glasses, aprons and gloves\)](#) Personal Protective Equipment (PPE) [here](#)

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.

	Home to school transport; risk of exposure to coronavirus		high	<p>We will ensure that transport providers and school minibus drivers are aware of any changes to start and finishing times. Start and finish times remain the same for children using school transport and before and after school provision.</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>	infrequent	low	
	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	Critical	<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>If a child develops Corona-like symptoms they will be sent home and the parents requested to seek the appropriate medical advice and a test.</p>	Infrequent	Moderate	Ensure this is communicated via first parent letter – September.

				<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 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	Critical	<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</p>	infrequent	moderate		

				<p>possible. But remember that window opening restrictors must not be removed</p> <p>Specify where your isolation room is and ensure all staff are aware of its location. Currently we are using the main office for this purpose. It must be well ventilated and access restricted if in use for this purpose.</p> <p>A separate washroom facility will be used for pupils awaiting collection. This facility will then be cleaned and disinfected using standard cleaning products before being used by anyone else. Not possible in setting.</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.		High	<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.</p> <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>	rare	low	
	Person contracts COVID19 as a result of poor cleaning	Staff and pupils	Critical	<p>For schools with contract cleaning: 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>For schools employing their own cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Any additional cleaners will be appropriately trained, and all cleaners provided with appropriate PPE and made aware of the COSHH risk assessments.</p> <p>High risk areas have been identified throughout the school and include:</p> <ul style="list-style-type: none"> Door handles Kettles Taps Switches Phones Laptops Printers/Photocopiers Alarm panels Key cabinets Staffroom and food prep. areas 	rare	moderate	

				Surfaces that pupils are touching e.g. toys, books, chairs, tables, doors, sinks, toilets, light switches etc. 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			
	Hazardous substances		High	No children will use any hazardous substance (as labelled); 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. COSHH assessments to be carried out for any new cleaning/sanitising products used. Material data sheets to be made available. Alcohol based hand sanitiser is highly flammable, and can be set alight from a spark, static, naked flame or heat inc sunlight. All staff have read the product safety sheet and have signed to say they have done so. Staff will then be aware of how to store and use the product safely (out of direct sunlight/on heat sources and out of reach of children. Specify how will items will be stored Under sink cupboards to be used for storage when not in use.	rare	low	Quick review of product safety sheets and storage of for easy access and staff viewing. HT and NJ
	Inappropriate exposure to cleaning products	Pupils and staff	Critical	Cleaning materials are kept locked away and are not left unattended at any time.	rare	moderate	

				<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>			
	Use of hand sanitiser	Pupils and staff	High	<p>We are providing all staff with 80% alcohol hand sanitising spray.</p> <p>Alcohol based hand sanitiser is highly flammable, and can be set alight from a spark, static, naked flame or heat inc sunlight.</p> <p>All staff have read the product safety sheet and have signed to say they have done so. Staff will then be aware of how to store and use the product safely (out of direct sunlight/on heat sources and out of reach of children.</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>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p>			

				We will not make our own having addressed the national CLEAPSS guidance.			
Hand Hygiene	Pupils and staff	High	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water:</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. Tied rubbish bags will be used for the disposal of tissues and will be emptied periodically during the day. 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>	rare	low		
Ventilation of rooms (open windows and doors)		High	<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 removeable wedge in low risk areas such as, classrooms and offices.</p> <p>In high risk areas such as, kitchens, food rooms and kiln areas fire doors must be kept shut.</p>	rare	low	Review closing of fire doors at end of days and in the event of fire with all staff. TD day September.	
Falls from Height							
Fire Doors							

	Air Conditioning			<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. Specify who this person or persons are.</p> <p>Contact your air conditioning contractor re: the suitability of our air conditioning system for use at this time. No air conditioning on site.</p>			
	Environment/Activity being undertaken	Social distancing (minimising contact)					
	Social distancing across the site			We have taken the following measures to reduce footfall and maintain social distancing on site including:			
	Entering the building		High	<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. Due to small community this will be communicated through parent mail and letter.</p> <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>Children come onto playground on arrival and are brought into the building by LSAs.</p> <p>Pupils will enter the school from different entrances to adhere to social distancing rules.</p>	infrequent	moderate	

				<p>Staff on duty to supervise</p> <p>Pupils coats, bags etc. to be kept under their desk. Coats and lunch boxes on pegs or in lockers. PE kits are worn to school on the day that they are needed.</p> <p>Staff signing in arrangements (review – can touch screens be cleaned between each use?). N/A</p>			
	Reception area		High	<p>No visitors to the school unless by 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> <p>Placement of signing in book already adhered to social distancing.</p>	infrequent	low	<p>Ensure parents know the protocol should they require a visit onto school site. Notice given. First letter to parents.</p> <p>Review signage in the entrance foyer.</p>
	Circulation within the building		High	<p>Pupils will access rooms directly from outside where possible.</p> <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 if possible.</p>	rare	low	Time table for collective worship to be created and best way to deliver.
	Lunchtime/Breaktime		High	<p>Arrangements are in place to stagger lunch and breaktimes, so that different groups are not eating together. We have addressed the potential for eating in classrooms and will</p>	rare	low	

				<p>use/use this option if necessary, as long as suitable levels of supervision can be achieved. KS2 will eat in classrooms. KS 1 in the hall.</p> <p>Liaise with catering contractors, or pupils bring in packed lunch. Sue Brady catering to provide cold lunches only until further notice.</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>During wet weather breaks pupils will remain in their classrooms. Staff to agree with children what equipment is allowed during these times.</p>			
	Social distancing and curriculum delivery		High	<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>	infrequent	moderate	

Primary schools — classes have been halved and there are no more than 15 pupils per group with one teacher (and teaching assistant if necessary).

Desks are set apart where possible.

Remove excess furniture.

Floor marking to illustrate 2m areas (including Teacher/TA space)

Pupils to remain at their desks when in the room where possible.

Teaching assistants may lead a group working under the direction of a teacher.

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.

Different groups will not be mixed on the same or subsequent days.

We will use the same staff each day as far as possible. Groups will use the same room or area of the school.

We will seek to achieve the sitting of pupils at the same desk each day. Talk partners to be agreed on a Monday morning and these places remain for the week.

Pupils from other year groups attending will also be grouped in consistent groups as described above.

We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.

Explain social distancing rules to pupils regularly.

Principals and Headteachers may be used to cover classes if necessary.

				<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		High	<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. Toilets labelled.</p> <p>2m marking on floor in queuing areas. Spaced queuing is supervised.</p> <p>Staff toilets to enforce 2m distancing.</p>	infrequent	Low	
	Transport to school Numbers on school transport impede social distancing		High	<p>Review traffic management risk assessment – turning circle is staffed am. No additional requirements are necessary.</p> <p>Encourage parents to walk/cycle to school with pupils</p>	infrequent	low	
	Other areas		High	<p>Working from home is encouraged if possible.</p> <p>Staffrooms will be configured to adhere to social distancing requirements.</p> <p>Remove communal equipment (mugs etc.) Mugs are put in dishwasher after use. Staff to clean surfaces where they have been sitting.</p> <p>Repurpose of unused spaces for additional staff rooms.</p>	infrequent	low	

				<p>Kitchen houses additional tea and coffee making, milk, microwave and staff food cupboard. All staff food preparation takes place in the kitchen and <u>not the staffroom</u>.</p> <p>ICT will not be shared without thorough cleaning in between users.</p> <p>Desks in offices will not be shared. If this is necessary, then the desk is cleaned after use.</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; 4 members of staff only at any one time. 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>Staff to socially distance from staff in 'other' group. Use of staffroom restricted. Desks not be shared by staff. If this is necessary, then the desk is cleaned after use.</p>			
Environment/Activity being undertaken	Maintaining educational provision for pupils who are still working at home						
Safeguarding concerns		Critical	Safeguarding guidance has been updated and is available on SharePoint.	rare	Moderate		
Enhanced risk to pupils re: on-line safety		High	School to provide information to parents and pupils regarding online safety such as, age appropriate parental controls and internet filters.	rare	low	Include in parent communication September. Part of	

				<p>School to make parents aware of sites they are asking pupils to use and staff their child will interact with.</p> <p>The following resources provide guidance for parents and carers to keep children safe online:</p> <ul style="list-style-type: none"> • Thinkuknow by National Crime Agency-CEOP (Child Exploitation and Online Protection) provides resources for parents and carers and children of all ages to help keep children safe online • Childnet has developed guidance for parents and carers to begin a conversation about online safety, as well as guidance on keeping under-fives safe online • Parent Info is a collaboration between Parent Zone and NCA-CEOP, providing support and guidance for parents and carers related to the digital world from leading experts and organisations • NSPCC has guidance for parents and carers to help keep children safe online • UK Safer Internet Centre provides tips and advice for parents and carers to keep children safe online - you can also report any harmful content found online through the UK Safer Internet Centre 			information regarding contingency planning in the event of school closure.
	Inappropriate staff contact with pupils		High	Staff conduct guidance is available on HR SharePoint Staff must not make informal arrangements to contact pupils using their own devices.	rare	low	
	Injury or contamination of staff undertaking home visits		Critical	Staff to follow government guidance on social distancing. Speak to families on door stop or through open window.	rare	Moderate	

Vulnerable students 'missed' through lack of contact			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.			
Environment/Activity being undertaken	Arrangements for staff working from home due to shielding					
Use of Laptops, desktops etc.		Moderate	<p>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.</p> <p>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. No member of staff currently in this group.</p>	rare	low	
Data Protection		moderate	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>Excalibur data protection policies and school procedures apply.</p> <p>Staff are aware of their responsibilities re: reporting a data breach.</p>	rare	low	GDPR training update TD day September.
Workplace Stress		High	<p>Opportunities are in place for regular contact with line managers and colleagues via on-line methods such as Teams.</p> <p>If you require information regarding counselling services' contact Kim Jones.</p>	rare	low	

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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>

Support for parents and carers to keep children safe online – updated 25 June 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

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](#).

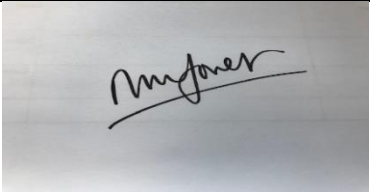
Likelihood	Severity		1 Very Low	2 Low	3 Moderate	4 High	5 Critical
	Imminent	5	Low	Moderate	High	Critical	Critical
Frequent	4	Low	Moderate	High	High	Critical	
Occasional	3	Very Low	Low	Moderate	High	High	
Infrequent	2	Very Low	Very Low	Low	Moderate	Moderate	
Rare	1	Very Low	Very Low	Low	Low	Moderate	

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.

Completed by Principal / Headteacher Name: Niki Jones		Date: 18th August 2020
Assessed by Name	Davina Nicholls <i>DNicholls</i> <i>NJEdmondson</i>	Date 26.08.2020 27.08.2020
Date of Review		