

Leominster Primary School Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by: T. Mamak

Job Title: Headteacher

Date of Risk Assessment completion: July 19th, 2020

Date of review: September 7th, 2020.

Subsequently, reviewed on a weekly basis

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school's approach is not robust and in line with recent information	Pupils, staff, parents	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email 	<p>Headteacher Deputy Headteachers SBM</p> <p>Admin. Staff</p> <p>Class teachers</p> <p>HT Admin staff</p>	Ongoing	HT ongoing

			As a result, the school has the most recent information from the government, and this is distributed throughout the school community.			
Poor communication with parents and other stakeholders	Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely	Pupils Staff Parents	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	HT Class teachers HT Admin. staff	1.09 and ongoing 15.07 17.07	HT ongoing
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy 	FSM SBM All staff	17.09 1.09	HT 5.06

			<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)' 	All staff	1.09	
			<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	HT AHTs SBM	1.09	
			<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email and TEAMS meetings 	HT	1.09	

			<ul style="list-style-type: none"> • Staff are given government advice regarding how to put on, take off and dispose PPE • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3rd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	HT HT CTs HT DHTs	1.09 17.07 3.09 Ongoing	
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Staff with prior medical conditions classed as "clinically extremely vulnerable"	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff	<p>Staff who have been classed as "clinically extremely vulnerable" should not attend school setting as cannot socially distance:</p> <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Questionnaires to staff • Staff currently shielding to remain off work 	HT HT HT	10.07 10.07	HT 1.09
Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff Families	Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school	HT	1.09	HT
Children who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	PHE advice sought- can attend	HT FSM		HT
Staff who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Staff	<p>Staff who are clinically vulnerable to not come in until and unless revised advice re. not needing social distancing is given or revised roles agreed to enable attendance</p> <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Questionnaires to staff • Staff currently shielding to remain off work or 1:1 conversations re. changing role on a temporary basis 	HT HT HT HT	10.07 10.07 10.07 w/b 7.9	HT

Children who have been classed as extremely clinically vulnerable	Persons classed as “extremely clinically vulnerable” are more at risk from Covid-19 effects	Pupils	FSM to write to families advising discussion with child’s specialist health professional If shielding is not required, child can return	HT	1.09	HT
Children who live with someone who is clinically extremely vulnerable or clinically vulnerable	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Families	Pupils who have family members who are shielding can return to school	HT	1.09	HT
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	Staff and pupils must not attend school if they have symptoms or are self-isolating due to symptoms in their household: <ul style="list-style-type: none">• Letter to remind parents/carers• Staff induction meeting• Notice at school entrance	HT	17.07	HT 1.09
				HT	1.09	
				Admin. staff	1.09	
Pupils and staff who are BAME	Mounting evidence of vulnerability of BAME people	Pupils Staff	Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role Individual risk assessments in place to reduce risk for pupils	HT Chair of Governors	17.07	HT CoG
				HT	1.09	
Spread of covid-19 through lack of hygiene	Transmission to the school community	Pupils Staff	Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing	Admin. Staff	1.09	HT DHTs AHTs SBM ongoing

			<p>hands before entering and leaving school)</p> <p>Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered:</p> <ul style="list-style-type: none"> • Sinks available in majority of classrooms, sinks in toilets available • Soap, sanitiser, paper towels, bins, wipes available in classrooms and toilets and replenishment checks carried out • Alcohol based sanitiser (that contains no less than 60% alcohol) available in school reception area • Children are reminded of correct hand washing techniques • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe from a social distance 	<p>CTs TAs</p> <p>Cleaning staff</p> <p>Admin. Staff</p> <p>CTs TAs</p> <p>CTs TAs</p>	<p>3.09 and ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • All soft furnishings and items that are hard to clean are removed 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • All unnecessary furniture and items to be removed from classrooms 	CTS TAs	Ongoing	
			<ul style="list-style-type: none"> • Contact with communal surfaces such as door handles minimised; doors to be kept open 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Where possible, windows to be kept open for ventilation 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books, bags, stationary and mobile phones. 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Books can be sent home but must be cleaned between use and hands washed for at least 20 seconds after handling 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Staff clean ipads prior to and after use 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Shared telephone handsets to be wiped before and after use 	CTs TAs	Ongoing	

			<ul style="list-style-type: none"> • Shared classroom resources to be cleaned prior to or after use 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Resources shared between bubbles (e.g. art and science resources) cleaned after use by teacher or TA and before use by next teacher or TA 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Pupils and staff to have own individual and frequently used resources and equipment for activities, not shared resources 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils 	All staff	Ongoing	
			<ul style="list-style-type: none"> • All utensils are thoroughly cleaned before and after use 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Tables to be cleaned by teachers and/ or TAs before pupils eat lunch 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Cleaning products for staff to clean communal 	Cleaning staff	Ongoing	

			<p>Classrooms are ventilated where possible; any doors wedged open must be managed by staff</p> <p>Air conditioning system turned off</p> <p>School ventilation system – school has checked with LA Health and Safety</p> <p>Cleaning frequently touched surfaces during the day (e.g books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters) and frequently used areas such as toilets</p> <p>Cleaning rooms daily</p> <p>Enhanced cleaning schedule formulated</p> <p>Outside learning takes place frequently</p> <p>Singing, chanting, shouting does not take place</p> <p>Shower is not to be used</p>	<p>CTs TAs</p> <p>SBM</p> <p>SBM</p> <p>Cleaning staff CTs TAs</p> <p>Cleaning staff</p> <p>SBP Cleaning staff</p> <p>CTs</p> <p>CTs</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p>	
Poor hygiene practice re. toilet/changing facilities	Transmission of infection	Staff	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection 	<p>CTs TAs</p>	Ongoing	<p>AHTs FS lead teacher HT</p>

			<ul style="list-style-type: none"> • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures • Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs Tas</p> <p>CTS TAs</p>		ongoing
Spread of covid-19 through lack of social distancing	Transmission to the school community	Staff Pupils	<p>As per government guidance, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school) • Frequent hand cleaning and good respiratory practice (see above) • Regular cleaning (see cleaning section below) • Minimising contact and mixing – 	<p>Admin. Staff</p> <p>HT DHTs CTs TAs</p> <p>All staff</p> <p>All staff</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>ongoing</p>

			Maintain consistent groups (classes) during lesson time, break time and lunch time	All staff	Ongoing	
			Adults in class to stay 2m away from each other and from children if possible (mark areas) (avoid close face to face contact and minimise time spent within 1 metre of anyone)	All staff	Ongoing	
			Pupils to be seated side by side and facing forwards	CTs	1.09	
			Timetable reviewed and refreshed and programme communicated to teachers and staff	SLT	1.09	
			Staggered starts and collections, staggered breaktimes and lunchtimes	SLT	Ongoing	
			Where possible, one way circulation in place (government advice states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk)	SLT	Ongoing	

			<p>If another adult (e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at least 2 metres away from any children or adults</p>	All staff	1.09	
			<p>Bins placed outside room for clearing</p>	CTs	Ongoing	
			<p>Packed lunches left outside rooms for collection</p>	Dinner supervisors	Ongoing	
			<p>Pupils and adults always use the same room and the same desk and chairs</p>	CTs	Ongoing	
			<p>Classrooms should have unnecessary surfaces and items removed to create space and increase hygiene; stored elsewhere</p>	CTs	Ongoing	
			<p>Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact</p>	CTs	Ongoing	
			<p>Pathways to class sinks</p>	CTs	Ongoing	
			<p>1:1 SEN TAs should be placed 2m from pupil and</p>	CTs TAs	Ongoing	

			<p>activities should enable this if possible</p> <p>1:1 SEN TAs to use PPE if needed due to proximity (gloves, aprons, masks, eye protection)</p> <p>Pupils enter, wherever possible, classrooms from outside</p> <p>Toilet procedures seek to minimise movement across others</p> <p>Furniture in school reception area to be removed</p> <p>Discourage parents from entering the school building: Meetings with parents and carers to only be essential and conducted over telephone or email; if physical meeting is unavoidable, then office to be cleared of admin staff if meeting held with teacher, partition partly opened, teacher to stand at least 2 metres from partition, parent/ carer to stand at least 2 metres from partition on marked line; parents to be informed of</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs</p> <p>Admin. Staff</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p>	
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			<p>process by letter and notice</p> <p>Any informal discussion with parents and carers at start of day must be from a distance of at least 2 metres and outside school building</p> <p>Staffroom use to be minimised and furniture within to be organised to facilitate social distancing (tables and chairs spaced 2 metres apart, 1 adult/table, forward facing)</p> <p>Staff to instruct pupils not to touch staff and other children</p>	<p>CTs TAs</p> <p>SLT CTs TAs</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Spread of covid-19 through lack of social distancing in shared areas within the school	Transmission to the school community	Staff Pupils	<p>As per government guidance, early years and primary age children cannot be expected to remain 2metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Enter classrooms directly from outside wherever possible • Avoid lunch hall by providing packed lunches which are left outside 	<p>CTs TAs</p> <p>LSAs CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher</p> <p>ongoing</p>

			<p>classrooms and are eaten in classrooms</p> <ul style="list-style-type: none"> • Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE • Close library • Close ICT suite to anything but teachers collecting/ returning ipads (must be cleaned by teacher prior to and after use) • Enabling one-way circulation within corridors where possible or dividing corridors and stairs • Staggering break times to avoid congestion in corridors and on stairs • Staggering toilet times to avoid congestion in corridors and toilets, supervised by TAs • Children wash hands in classroom before lunchtime to avoid use of corridors and toilets if possible • Office- Notice at school building entrance asking parents and carers to stay outside school entrance if possible, providing school number for parent or carer to call office rather than enter school 	<p>CTs TAs</p> <p>SLT SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>Admin. Staff</p>	<p>Ongoing</p> <p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p>	<p>SBM HT</p>
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			<p>reception area; appointment required</p> <p>Remove furniture from school reception area</p> <p>Tissues and hand sanitiser to be available in office locations; sink is available in first aid room next to main office</p> <p>Only 2 admin staff to in main office, 1 member of staff moved to alternative office</p> <p>Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating)</p> <p>Each individual is responsible for wiping down their own work area before and after use</p> <p>If parent or carer has to physically speak to office staff, staff to keep window partition at front as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition</p>	<p>Admin staff</p> <p>Cleaning staff</p> <p>SBM</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			Staff to wash hands after handling shared items; avoid handling if possible; avoid contact by having drop areas	Admin staff	Ongoing	
			Put 2 metre markers from each work station within the office	SBM	1.09	
			Ensure work stations are 2 metres apart	SBM	1.09	
			Staff to talk to office staff from outside office: using partially opened front window (2metres marked), staff within office to move 2 metres from window and maintain 2 metres from each other within office	All staff	Ongoing	
			School reception area to be wiped down by cleaners during the day	Cleaning staff	Ongoing	
			Visitors to office to be avoided but if necessary, no more than 1 person within the office (apart from 2 admin staff) maintaining a distance of 2 metres; staff to wait outside from at least 2 metre distance from door if waiting to enter	All staff	Ongoing	
			<ul style="list-style-type: none"> Staffroom and staff kitchen- in order to 	All staff	Ongoing	SLT AHTs

			<p>ensure social distancing, staffroom use to be minimised with tables spaced at 2 metres and chairs forward facing; staff may make drink in staffroom if social distancing with others in staffroom is possible but only use cups with lids and only 1 member of staff in ground floor kitchen at a time with waiting staff maintaining a 2metre distance outside kitchen door</p> <ul style="list-style-type: none"> • Toilets- To ensure that only one child at a time is in the corridor during lesson times and that only one child is in the toilets at a time, the class TA is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the child to the toilet and waits outside the toilet while the child goes in. When child comes out, the TA accompanies the child back to the class along the correct side of corridor marker. If two children want to go to the toilet at the same time, this will be avoided by the fact that each TA has to check that the corridor is empty before leaving the 	<p>CTs TAs</p>	<p>Ongoing</p>	<p>FS lead teacher</p> <p>ongoing</p>
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			<p>classroom; if corridor already has a TA in it, then the other TA waits until the first TA and child have gone back into class</p> <p>If no TA available, teacher to check if corridor is empty, child goes to toilet which has an open door, child to call out to check if room unoccupied; if unoccupied, to go in but if occupied, to return to classroom and try later- all supervised from doorway by teacher</p> <ul style="list-style-type: none"> • Staff toilets- only one member of staff to go in at any one time, staff to check if in use by calling out before entering; toilets cleaned during the day • PPA room only used by 1 staff member at a time for photocopying; staff to wipe down photocopier before and after use; staff have PPA time at home • Joint assemblies in classes or hall not to take place • Lift usage to be restricted to disabled employees and those with specific conditions or need only; hand sanitiser is provided in lift; lift to be cleaned between use 	<p>All Staff</p> <p>CTs TAs</p> <p>SLT CTs</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> Sanitiser available by push button to open exit door into lobby Staff and visitors to be asked to bring in own pen to sign in/ out 	Cleaning staff Staff Visitors	Ongoing Ongoing	
Spread of covid-19 through lack of social distancing outside the school building during the pupil day	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> Pupils to arrive on a staggered basis <p>Playtimes-</p> <ul style="list-style-type: none"> Playtimes to be staggered and, if any groups at playtime at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, fields); strict separation of at least 2 metres at all times Pupils instructed not to play contact games at breaktime or lunchtime Ball games to be prohibited. Play equipment distributed after cleaning by staff on duty rather than collected by pupils from central location; each bubble to have own equipment 	SLT SLT CTs TAs CTs TAs CTs Tas CTs Tas Lunchtime supervisors	Ongoing Ongoing Ongoing Ongoing Ongoing	HT DHTs FS lead teacher Ongoing

			<ul style="list-style-type: none"> Children reminded of social distancing before breaks Wet play- children to stay in class under teacher supervision <p>Physical Education-</p> <ul style="list-style-type: none"> Sessions to be staggered and, if any groups out at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, fields); strict separation between groups at all times Staff to only conduct non-contact activities and maximise distance between pupils and not do team activities Sports equipment shared between bubbles should be cleaned after every use by the teacher or TA and prior to use by the new teacher or TA; an apron and gloves should be worn for cleaning and also a mask or eye protection if risk of spillage or spray PE should take place outside 	<p>CTs</p> <p>CTs TAs</p> <p>SLT CTs TAs</p> <p>CTs Tas</p> <p>CTs TAs</p> <p>CTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Spread of covid-19 through lack of social distancing	Transmission to the school community	Pupils Staff Parents and carers	Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus	HT	15.07 Ongoing	HT DHTs AHTs

at the start and end of the day			<p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point</p> <p>Inform each year group and their parents of their allocated times for the beginning and end of their school day</p> <p>Start of day-</p> <ul style="list-style-type: none"> • Only 1 parent to attend with child • Parents asked not to congregate at school entrance and exits • Parents to enter either through George Street entrance or Hereford Road entrance • Parents to leave school after drop off by following one- way system through closed off carpark • Each class to come on a staggered timetable • Staff member at bottom of stairs to supervise from a 2 metre distance • Junction boxes where 2 lines meet • Children sent to classrooms or entrance points supervised by available teachers and TAs <p>End of day-</p>	<p>HT</p> <p>HT DHTs SBM</p> <p>HT</p> <p>HT DHTs</p> <p>HT DHTs</p> <p>HT DHTs</p> <p>HT DHTs</p> <p>SBM</p> <p>HR</p> <p>CTs TAs</p>	<p>15.07</p> <p>15.07</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>FS lead teacher SBM</p> <p>Ongoing</p>
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			<ul style="list-style-type: none"> • Each class has an allotted staggered collection time • Parents follow one-way entry and exit system • Each teacher brings class down at allotted collection time • Teacher sends each child to parent when they reach the marker point at head of que • Parent and child follow one-way exit line • If child is not collected on time, child is taken back to class by teacher and any late parents inform office by 'phone and arrange teacher to bring child • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site 	SLT CTs TAs CTs TAs CTs TAs/NNEB CTs TAs SLT CTs TAs	15.07 Ongoing Ongoing Ongoing Ongoing 15.07 1.09 Ongoing	
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Transport and journeys to school	Transmission to the school community	Pupils Parent or carer	<p>Car park closed to enable one-way system for parents</p> <p>Parents informed that only 1 should accompany child</p> <p>Parents are encouraged to walk or cycle with their child to school where possible</p> <p>All children must be collected by a named adult or consent to walk alone must be given</p> <p>School to liaise with bus company about social distancing on route and possibility of more services</p> <p>School to get written assurance from bus company that they will ensure any drivers who display symptoms or live in households where someone displays symptoms will not work</p> <p>Hand sanitiser is provided and used by pupils upon boarding and disembarking by bus company</p> <p>School to get written assurance from bus company of additional cleaning programme</p>	<p>SBM</p> <p>HT</p> <p>HT</p> <p>CTs</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>17.07</p> <p>17.07</p> <p>17.07</p> <p>17.07</p>	<p>HT</p>

Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	Staff are informed that if anyone demonstrates a new continuous cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)infection”; staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19	HT	1.09	SLT
			Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell	HT SBM	1.09 ongoing	1.09 Ongoing
			All staff are informed of the procedure in school relating a pupil becoming unwell in school	HT	1.09	
			Any pupil who displays signs of being unwell is immediately reported to an SLT member	All staff	Ongoing	
			Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home	All staff	Ongoing	
			Leaders establish a rota for cover in the instance that staff have to self-isolate	HT DHTs	1.09	

			<p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p>	SLT CTs	Ongoing	
			<p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member.</p>	SLT	Ongoing	
			<p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform SBP, HR, HL or TM immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p>	SLT Cleaning staff CTs TAs	Ongoing	
			<p>The children in the room with the child showing symptoms (or from</p>	SLT Cleaners	Ongoing	

			<p>the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use</p> <p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p> <p>If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the child subsequently tests positive or they have been requested to do so by NHS Track and Trace . They should wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p> <p>Parents (and staff) to be informed by letter at start of term and on collection of a child with symptoms that they must book a test, must not come into school if they have symptoms, must self-isolate if they develop symptoms at school, must provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Track and Trace must self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. Parents</p>	<p>SLT All staff</p> <p>CTs TAs</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>17.07</p>	
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			and staff to be asked to inform the school of test result.			
			Where the child or adult tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can return to the setting; if they have another virus such as a cold, to stay self-isolating until better.	SLT	Ongoing	
			Where the child or adult tests positive, they should follow the “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection” and must continue to self-isolate for at least 10 days from the onset of symptoms and return to school only if they do not have symptoms other than a cough or loss of sense of smell/ taste. The 10 day period starts from the day when they first became ill. If they have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should keep self-isolating for the full 14 days.	HT	Ongoing	
			The Headteacher will contact the local health protection team who will conduct a rapid assessment and will advise school on appropriate action.	HT	Ongoing	
				AHTs	Ongoing	

			<p>A list of pupils and staff in each bubble and close contact that takes place between children and staff in different bubbles to be maintained.</p> <p>Letter from the health protection team to be distributed to parents and staff.</p> <p>If someone in a bubble that has been asked to self-isolate subsequently develops symptoms within their 14 day isolation period, they should get a test and if it is negative, they must remain in isolation for the remainder of the 14 day isolation period or if it is positive, must inform the school, self-isolate for at least 10 days from the onset of their symptoms and their household must self-isolate for 14 days from when the symptomatic person first had symptoms</p>	HT	<p>As directed</p> <p>Ongoing</p>	
Transmission to staff when administering first aid	Transmission to the school community	Staff	<p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</p>	<p>SBM</p> <p>First Aiders</p> <p>First aiders</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p>	HT FSM

			<p>First Aid stations to be closed off and cleaned after use</p> <p>Pupils to avoid activities which heighten risk of injury</p> <p>First Aiders to check supply of first aid resources weekly and expiry dates</p> <p>Asthma pumps and epipens to be available in classrooms</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> <p>All staff have received emergency first aid training</p> <p>PFA on site</p> <p>First Aid at Work staff on site</p> <p>First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal</p>	<p>Cleaning staff</p> <p>CTs TAs</p> <p>First Aiders</p> <p>FSM SLT</p> <p>FSM</p> <p>SBM</p> <p>FS lead teacher</p> <p>SBM</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Current</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Poor pupil behaviour increases the risk of the spread of the infection	Social distancing is compromised by poor behaviour	Pupils Staff	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence 	<p>CTs</p> <p>HT CTs TAs</p> <p>FSM</p>	<p>3.09</p> <p>3.09</p> <p>17.07</p>	HT

			<ul style="list-style-type: none"> Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. 	FSM SENCOs	17.07	
Transmission to staff due to need for handling	Transmission to school community	Staff Pupils	<p>Pre-empt by providing additional support to pupil (1:1 TAs to maintain social distancing if possible and use PPE if not- parents informed if using PPE)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> <p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE when carrying out handling (to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs (highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>SLT CTs TAs</p> <p>FSM SENCOs</p> <p>FSM SENCOs</p> <p>SENCOs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>17.07</p> <p>3.09</p> <p>17.07</p>	HT ongoing

			Call for parent to remove child from premises. If appropriate, child to be excluded.	HT	Ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories). <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	FSM SENCOs PHSE co-ord FSM SENCOs	1.09	HT
Increased number of safeguarding concerns reported after lockdown	Increase in number of safeguarding concerns is not addressed effectively	Pupils with safeguarding concerns	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning pupils (FSM to work from home, one DSL and one DDSL on site during day) • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	HT FSM HT FSM DSL DDSL	1.09 1.09 onwards 1.09 ongoing	HT 1.09 ongoing
Emergency evacuation due to fire etc	Evacuation procedures do not take account of changes in systems, processes and	Pupils Staff	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible 	HT DHTs SBM	17.07	HT 3.09

	location of staff and pupils		<ul style="list-style-type: none"> • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at the beginning of each half-term. • Staff to be aware that in an emergency, social distancing does not apply • Check fire doors are working and free of damage • Check fire exits are clear, working and free of damage • Ensure PAT certificates are current • Ensure gas safety certificate is current <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation or lockdown</p>	HT CTs HT SBM SBM SBM SBM	1.09 3.09 ongoing 1.09 1.09 1.09 1.09 1.09	
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning 	HT SBM HT SBM SBM	25.08 1.09 Ongoing	HT SBM Ongoing

			<p>required in any situation, in classroom or other locations over the day</p> <ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, cleaning staff given additional hours to increase the regularity of cleaning • 2 cleaners on site during the day • Whilst pupils are at breaktime/lunchtime, cleaners to clean tables/door handles with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used) • Disposable gloves/wipes are next to photocopiers/printers • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Suitable cleaning materials as per guidelines provided 	<p>SBM</p> <p>SBM</p> <p>SBM</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>SBM</p> <p>SBM</p>	<p>Weekly</p> <p>17.07</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> Waste is removed during and at end of the day <p>As a result, high standards of cleanliness are maintained in school.</p>	Cleaners	Ongoing	
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours) Agree arrival and departure times with visitors All contractors/visitors to wash hands on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors/ visitors work are cleaned in line with government guidance Contractors/ visitors to bring own food, drink and utensils onto site. Physical distancing and hygiene requirements explained to contractors/visitors on arrival 	Admin. Staff SBM FSM SENCOS SBM FSM SENCOS Admin. Staff Admin staff SBM SBM SBM	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	HT SBM Ongoing

			<ul style="list-style-type: none"> • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • If possible, 72 hour isolation for goods maintained • Supply teachers and TAs to receive instruction from phase leader/ head of year on arrival <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	All staff	Ongoing	
				SBM	Ongoing	
				Admin. Staff	Ongoing	
				Cleaning staff	Ongoing	
				All staff	Ongoing	
				AHTs EYFS leader Yr. 4 head	Ongoing	
Stress upon staff members	Mental health	Staff	<p>Clinically vulnerable, clinically extremely vulnerable shielded at home or role changed.</p> <p>BAME staff are risk assessed to ensure safety measures are in</p>	HT	1.09	HT DHTs AHTs FS lead teacher SBM
				HT	17.07	

			<p>place, including possibility of staying at home or changing roles</p> <p>Induction prior to starting over TEAMS or in written form</p> <p>Regular feedback and updates for staff on site</p> <p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Counselling service available through sickness insurance scheme</p> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p>	<p>HT</p> <p>HT DHTs AHTs FS lead teacher SBM</p> <p>HT</p> <p>SBM</p> <p>HT DHTs AHTs FS lead teacher SBM</p>	<p>15.07</p> <p>Ongoing</p> <p>15.07</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p>
<p>Accident in external carpark</p>	<p>Physical injury to staff or pedestrians</p>	<p>Parents Pupils Staff</p>	<p>Parents/ carers informed car park is closed</p> <p>Entrance and exit to car park coned off</p> <p>Staff on duty at a safe distance from cone line</p> <p>Staff wear high visibility jackets</p> <p>Parents walk on path on entry</p>	<p>SLT Duty staff</p>	<p>Ongoing</p>	<p>HT SBM</p> <p>ongoing</p>

			<p>Parents and pupils' path moves to middle of car park when possible</p> <p>Crossings are sufficiently spaced so unauthorised vehicles can see pedestrians on approach</p> <p>Bus company informed that they cannot use car park for drop off or collection</p>			
Shared transport spreads infection between staff and therefore between bubbles	Spread of infection between "bubbles"	Pupils Staff Parents	Staff do not provide transport for each other to and from school	Staff	Ongoing	HT Ongoing
Face coverings from home	Spread of infection from objects brought into school from home	Pupils Staff Parents	<p>If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin or place reusable coverings in a plastic bag to take home with them, and then wash their hands again.</p> <p>Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this.</p>	Staff	Ongoing	HT Ongoing
Standard Health and Safety practices are not carried out	Safety standards in the school may drop because of focus on COVID-19 safety measures	Staff Children	<p>Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out</p> <p>Systems are subject to routine flushing</p>	HT(Responsible Person) SBP(Competent Person) Premises staff All staff	Ongoing	HT

Educational visits	Risk of COVID-19 transmission	Staff Children	All educational visits postponed or cancelled Minibus not used	HT EVC All staff	Ongoing	HT
Music	Risk of COVID-19 transmission	Staff Children	Avoid singing, chanting, playing wind or brass instruments and shouting. Choirs to not take place (Awaiting forthcoming DfE guidance)	CTs TAs	Ongoing	HT
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or poorly designed workstations or work environments Headaches Sore eyes	Staff	Regular breaks from computer DSE assessments to take place – all employees to be trained to assess their work station Eye tests provided where needed Lighting, temperature, noise level controlled	SBP HT	7.09	HT
Meetings	Risk of COVID-19 transmission	Staff Visitors Contractors	Remote tools used where appropriate Number of staff attending in-person meetings is minimised 2metre distance between participants is maintained Hand sanitiser is available in room Windows are opened for ventilation Participants to avoid sharing resources or food	All staff	1.09	HT Meeting organisers

			Participants wipe down own work stations at end of meeting			
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