

RISK ASSESSMENT

Risk Assessments for: Hollingworth Primary School **Date:** 20/10/2020
 Schools September Full Opening

Assessor Name: S. Tickle & HPS Governors **Sources:** WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures</p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Use of the NHS COVID-19 app in Schools and Further Education Colleges.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>	M	<p>School Leaders should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact healthandsafety@tameside.gov.uk for advice, guidance and support</p> <p>Pupils are unable to access their mobile device to check for notifications, pupil devices are stored securely in the school office.</p>	<p>ST: Weekly guidance received from DfE, updates forwarded to staff. Information displayed on staff room wall</p>	1.9.20

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		<p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf Is available to download for anyone aged 16 or over if they choose.</p> <p>Staff will also be able to use the app.</p> <p>Guidance and further information for Students and parents https://covid19.nhs.uk/</p> <p>School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves;</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation ‘companion’, which counts down how many days they have 		<p>All pupils <16 years of age.</p> <p>Link for the app by email to all staff</p> <p>Staff briefing</p> <p>Information for parents via school website</p> <p>Staff briefing</p> <p>Devices are in school office whilst students are in class, if the tracing app is installed then it should be paused to avoid picking up contacts. Reminders to switch back on can be set. Information shared via Seesaw & website for parents.</p> <p>If students phones are confiscated for any reason they should be asked to pause the contact tracing app.</p>	<p>ST</p> <p>ST</p> <p>LD</p> <p>ST</p> <p>ST</p>	<p>24.9.20</p> <p>25.9.20</p> <p>25.9.20</p> <p>25.9.20</p> <p>25.9.20</p>
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		<p>When needed the schools/college will create an NHS QR code posters online for free: https://www.gov.uk/create-coronavirus-qr-poster And display it</p> <p>Essential Control Measures</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene • Enhanced cleaning arrangements • Active engagement with NHS Test and Trace • Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>Specific Measures Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of additional pupils.</p> <table border="1" data-bbox="716 1008 1266 1271"> <thead> <tr> <th>Class</th> <th>Start time</th> <th>Finish time</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8:50am</td> <td>12:00pm</td> <td>Mrs Shanahan Mrs Gogarty</td> </tr> <tr> <td>Reception Back door EYFS garden</td> <td>9:00am</td> <td>3:10pm</td> <td>Mrs Garside Mrs Goodwin</td> </tr> <tr> <td>Year 1 Year 1 door, EYFS garden</td> <td>8:50am</td> <td>3:00pm</td> <td>Miss Schofield</td> </tr> <tr> <td>Year 2 Main pupil door</td> <td>9:00am</td> <td>3:10pm</td> <td>Mrs Douse</td> </tr> <tr> <td>Year 3 ICT suite door</td> <td>9:00am</td> <td>3:10pm</td> <td>Mr Douse</td> </tr> <tr> <td>Year 4 ICT suite door</td> <td>8:50am</td> <td>3:15pm</td> <td>Mr Malone</td> </tr> <tr> <td>Year 5 Main pupil door</td> <td>8:50am</td> <td>3:15pm</td> <td>Mrs Williamson Ms Jowitt (Friday)</td> </tr> <tr> <td>Year 6 Back of year 6</td> <td>8:50am</td> <td>3:15pm</td> <td>Mrs Leech</td> </tr> </tbody> </table> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p>	Class	Start time	Finish time	Staff	Nursery	8:50am	12:00pm	Mrs Shanahan Mrs Gogarty	Reception Back door EYFS garden	9:00am	3:10pm	Mrs Garside Mrs Goodwin	Year 1 Year 1 door, EYFS garden	8:50am	3:00pm	Miss Schofield	Year 2 Main pupil door	9:00am	3:10pm	Mrs Douse	Year 3 ICT suite door	9:00am	3:10pm	Mr Douse	Year 4 ICT suite door	8:50am	3:15pm	Mr Malone	Year 5 Main pupil door	8:50am	3:15pm	Mrs Williamson Ms Jowitt (Friday)	Year 6 Back of year 6	8:50am	3:15pm	Mrs Leech	<p>Guidance https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term via Seesaw to all parents and information shared on school website.</p> <p>Letter for staggered start/finish attached. Sent to parents via Seesaw 15.7.20 ST INSET for staff 23.7.20</p> <p>Continued communication with parents via Seesaw</p>	<p>Seesaw to be update ST Information on website LD</p> <p>Updates via Seesaw</p>	<p>24.8.20</p> <p>24.8.20</p>
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		<p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents.</p> <p>Any pupil who is a victim of spitting, biting, purposeful coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, (BP Annex 3.9) will be supported by a staff member immediately, a First Aider will ensure that hygiene measures have been implemented to minimise the risk to that pupil. Parents will be contacted immediately by telephone, by the class teacher so that information about the incident can be shared. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p> <p>All schools have been provided with an initial stock of PPE</p> <p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Where bubbles of a single class can be maintained this is the preferred option. (Primary)</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time and take place in the classroom.</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff</p>	<p>SMT to update behaviour policy following guidance from LA/School Bus Annex to behaviour policy updated following a Hygiene & Infection Control incident</p> <p>Staff updated at briefing</p> <p>PPE is available in every room in school and replacement stock is in Site Managers office. AM to replenish stock as necessary.</p> <p>Children will be in bubbles of no more than 38 (EYFS). Phonics will be taught within the class bubble and children will be taught and play together as a bubble. The EYFS unit has been split into a nursery class and a reception class. Mixing of these bubbles may take place in the delivery of specialist teaching, wraparound care and transport where necessary. Where groups are mixed these subsequent groups</p>	<p>SMT</p> <p>Reported to governors, ST, COVID 14.9.20</p>	<p>9.9.20</p> <p>ST for FGB 29.9.20</p> <p>14.9.20</p>
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		<p>and teachers will, as much as they can, keep a 2m distance from pupils and other staff. Staff will move bubbles for phonics and interventions, additional rooms that are used will have equipment (tables & chairs) cleaned when leaving.</p> <p>Managed Moves Contact tracing information needs to be held and considered by both schools. The sending school to notify the receiving school if the pupil is currently in an isolated bubble and self-isolation period. Receiving school to ascertain if there is any other self-isolation in the family household. Receiving school to plan for a pupil moving into a bubble that is self-isolating. Receiving school to communicate to parents current advice for parents.</p> <p>Arrival /leaving school Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p> <p>Staff are asked to arrive before pupils</p> <p>Gate will be opened earlier to facilitate this.</p> <p>Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child from entering the school building or using play equipment.</p>		<p>should be consistent. Breakfast club will be a mixed bubble and social distancing will be observed as far as is possible. JM has communicated with parents and a static register will be maintained to ensure this bubble remains below 12. NB – it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Contact information to be shared by office. As receiving school, information gathered from sending school during final meeting for managed move. Communication with new parents via Seesaw.</p> <p>Staff arrive by 8:30am and use the staff entrance at the back of school. Further communication for parents: to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child from entering the school</p>	<p>LD</p> <p>ST & RD</p> <p>ST via Seesaw</p> <p>ST via Seesaw. LD website.</p> <p>Further reminder via Seesaw ST/ website LS</p>	<p>Point of move</p> <p>24.8.20</p> <p>24.8.20</p> <p>2.9.20</p>
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		<p>Where possible separate entrances are used for class groups/bubbles</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents. Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers</p>	<p>building or using play equipment.</p> <p>Staggering start times</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Start time</th> <th>Finish time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8:50am</td> <td>12:00pm</td> </tr> <tr> <td>Reception Back door, EYFS garden</td> <td>9:00am</td> <td>3:10pm</td> </tr> <tr> <td>Year 1 Year 1 door, EYFS garden</td> <td>8:50am</td> <td>3:00pm</td> </tr> <tr> <td>Year 2 Main pupil door</td> <td>9:00am</td> <td>3:10pm</td> </tr> <tr> <td>Year 3 ICT suite door</td> <td>9:00am</td> <td>3:10pm</td> </tr> <tr> <td>Year 4 Year 4 ICT suite door</td> <td>8:50am</td> <td>3:15pm</td> </tr> <tr> <td>Year 5 Main pupil door</td> <td>8:50am</td> <td>3:15pm</td> </tr> <tr> <td>Year 6 Year 6 Back of year 6</td> <td>8:50am</td> <td>3:15pm</td> </tr> </tbody> </table> <p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <ul style="list-style-type: none"> Do not touch the front of the face covering when removing it Wash hands on arrival Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home Wash hands again before going to class <p>Contact with parents via Seesaw or telephone</p> <p>All visitors to site should receive induction/site guidance on</p>	Class	Start time	Finish time	Nursery	8:50am	12:00pm	Reception Back door, EYFS garden	9:00am	3:10pm	Year 1 Year 1 door, EYFS garden	8:50am	3:00pm	Year 2 Main pupil door	9:00am	3:10pm	Year 3 ICT suite door	9:00am	3:10pm	Year 4 Year 4 ICT suite door	8:50am	3:15pm	Year 5 Main pupil door	8:50am	3:15pm	Year 6 Year 6 Back of year 6	8:50am	3:15pm	<p>Teachers 1st lesson with new class</p> <p>Staff</p> <p>Single information sheet, displayed in reception and available when signing in LD</p> <p>ST</p>	<p>1.9.20</p> <p>1.9.20</p>
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		<p>Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles.</p> <p>Where possible staff sign in remotely e.g. from own PC/phone rather than reception</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>Glass screen in place</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather</p>	<p>physical distancing and hygiene before or on arrival.</p> <p>The use of staff rooms should be minimised.</p> <p>Signing in to be set up using TEAMS</p> <p>AM to present induction/site guidance on physical distancing and hygiene before or on arrival. Deliveries received at the back door, met by AM. Small deliveries via front gate, contact prior to entry into grounds by phone to LD/KW</p> <p>Hygiene systems in all classrooms, at door entry points & in reception.</p> <p>PE will be non-contact sports and games.</p>	<p>Instructions for use need to be displayed ST Sports Coach</p>	<p>1.9.20</p> <p>1.9.20</p>
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		<p>than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p> <p>Where possible windows will be open to aid ventilation</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.</p> <p>Moving around school The school has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place to prevent horseplay</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Where practicable, teachers will move to different classes rather than the pupils</p> <p>Communication is done with teaching staff electronically</p>	<p>Children are sat side by side, 2m distance cannot be maintained in classrooms due to space. Children sit at the same desk and face the front. Year 1 are currently sitting in groups, they are being taught through a play based curriculum which cannot be taught effectively facing the front.</p> <p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Staff will position themselves at the front of the class and maintain 2m from colleague and pupils.</p> <p>Pinch points: toilets in KS1 and KS2 corridor. Dining hall. Small arrows on the corridor floor, 2m apart.</p> <p>Use of external doors is subject to varied timetable.</p> <p>Early Years unit has been split so that classes are kept together</p>		
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		<p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff</p> <p>Lunch seating areas restricted to 1 person per table or considering social distancing measures with no directly face to face seating.</p> <p>Fruit station managed so children do not handle multiple pieces before selecting</p> <p>The bringing of a full personal water bottle each day is encouraged.</p> <p>Water fountains to be taken out of use</p> <p>Office/Support staff Where feasible and appropriate for members of staff to work from home consideration will be given to this</p> <p>Small offices are restricted to single occupant use only</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p> <p>Reprographics areas restricted to single user where possible</p> <p>Vulnerable persons Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified</p>	<p>and stay in the same room for the majority of the time. Some change of room for phonics and intervention will happen with staff cleaning surfaces used on exit.</p> <p>Staggered lunchtimes allow for all children to use the toilets and wash their hands on a rota with their class.</p> <p>One midday supervisor per class. One-way system through lunch hall created ensuring 2m distance is maintained. Children use separate entrance and exit. New signage and instructions for staff created. Floor markings created to ensure Lunchtime staff keep a minimum 2m distance from children. Lunchtime staff to clean seating areas between sittings.</p> <p>Office staff are also first aiders and therefore needed on site.</p> <p>Signage for small offices: SMT & EYFS</p>	<p>AM & JG</p> <p>ST</p> <p>RD</p>	<p>1.9.20</p> <p>1.9.20</p> <p>2.9.20</p> <p>1.9.20</p>
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		<p>and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 10 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.</p>	<p>Window on the inside corridor ensure everyone can see into room to establish occupancy.</p> <p>Individual risk assessment for BH, SL & HW suggested by HT.</p> <p>Individual risk assessment for LC</p> <p>All staff have had this advice and PPE is available in all rooms.</p> <p>Isolated in SMT office, windows open and door closed. Supervising member of staff to wear PPE, which is available in all rooms.</p> <p>Cleaning products are available in every room.</p>	<p>ST to inform staff</p> <p>LD to create signage and leave on back of SMT door for use.</p>	<p>2.9.20</p> <p>September 2020</p>
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		<p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p> <p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken. Covid-19@tameside.gov.uk</p> <p>First Aid A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p>		<p>Use of staff toilet next to SMT office, signage to be used to indicate area being used for isolation.</p> <p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p> <p>LD, KW First Aiders (renewed July 2020) CB & RG Paediatric first aider RG & AS paediatric first aid course ST, JM & LD level 2 paediatric first aider</p>	<p>Course booked by JG</p>	<p>1.9.20</p>
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		<p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Educational Visits Overnight and overseas educational visits will not take place.</p> <p>Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue. Pupils will be kept in their consistent bubble for the purpose of the educational visits.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p>Extra-curricular provision Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p>Music Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies)</p> <p>Music lessons will be limited to 15 pupils with social distancing and windows open where possible</p>		<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>PPE is available in all rooms.</p> <p>This will be reviewed based on government guidance</p> <p>Residential trip that was cancelled July 2020 has been rearranged for June 2021 awaiting further guidance.</p> <p>Parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p>	<p>LD/ST via website and Seesaw</p>	
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			<p>Playing of instruments and singing will take place outside where possible.</p> <p>Instruments will not be shared.</p>		<p>Music lessons will be taught by class teacher following the guidance.</p>		
<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>H</p>	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures As per direct transmission and in addition:</p> <p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p> <p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p>	<p>M</p>	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p>	<p>ST & JM</p>	<p>Daily</p>
					<p>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly. LC supervised by JT/EW</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> • On arrival at school • On return from breaks • When there is a change of room • Before and after eating <p>There should be enough tissues and bins available in school.</p>	<p>AM, refill & reorder</p>	<p>Daily</p>

RISK ASSESSMENT

		<p>Classrooms in use are thoroughly cleaned at the end of the day</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Individual frequently used equipment should not be shared, eg pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)</p>	<p>Staff to clean shared areas on exit</p>	
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RISK ASSESSMENT

					The new PH guidance on cleaning will be reviewed once released		
Inadequate premises checks due to lack of staffing	School employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	All statutory checks and ppm's are maintained and up to date Where possible checks take place before or after school or away from other persons Assurances are sought from external organizations providing FM services. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary	L		AM	Following weekly maintenance schedule
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L			
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.		
Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L			

Review Date	Reviewed By	Amendment
1.9.20	HT & governors	
14.9.20	HT & governors	P1, assessors P7, isolation period

RISK ASSESSMENT

29.9.20	HT & governors	P3, Managed moves as advised by TB in email 18.9.20
29.9.20	HT & governors	P2, Supporting pupils who are victims of behaviours that increase the risk of spreading infection.
29.9.20	HT & governors	Annex to behaviour policy.
29.9.20 20.10.20 20.10.20	HT & governors HT & governors HT & governors	P1, updated for NHS track and trace app P9, Year 1 children grouped for teaching a play based curriculum, tables no longer facing the front. P5, EYFS bubble expanded, combined nursery and reception children, 38 in total for effective staffing.

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence