

Risk Assessment

Area/Activity Assessed	Primary School Phase 3 Reopening – COVID-19	Responsible Person	Head Teacher
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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This Risk Assessments was implemented on the 23rd February 2021 and amended 13th May 2021, with recent updates, by Compliance Education and checked by schools Head Teacher and SMT/SLT, School Trust and School Governors

It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance.

The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors, See the school Plan for further information on how these control measure will be implemented.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature



No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> Where necessary the building has been deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. <p>As part of the Governments guidelines</p> <ul style="list-style-type: none"> A home testing risk assessment has been produced. Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. The child protection policy has been reviewed in line with government guidance. (led by their designated safeguarding lead) <p>School Uniform</p> <ul style="list-style-type: none"> School uniform will be worn by children attending school. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Parents will be made aware that due to increased natural ventilation pupils should have adequate clothing. <p>Wrap around care</p> <ul style="list-style-type: none"> We have resumed breakfast and after-school provision for all pupils where it is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training. Where possible, pupils will remain in their contact groups during breakfast or after school clubs. This includes activities and clubs related to PE, sport, music, dance and drama. From the 12th April, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend. We will continue to work closely with external wraparound providers which to minimise mixing between children. We will try and achieve this by taking measures such as trying to keep children in the same bubble during the school day or in consistent groups. 	4	2	8	

				<ul style="list-style-type: none"> • With all outdoor sports and supervised activities for children without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. • Wraparound and other extra-curricular activities for children, taking place indoors, will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. <p>Contingency Plans</p> <ul style="list-style-type: none"> • For individuals or groups of self-isolating pupils, remote education plans are in place. <p>Ventilation</p> <ul style="list-style-type: none"> • Adequate ventilation has been provided whilst pupils and staff are on site. • Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. <p>Testing</p> <ul style="list-style-type: none"> • PCR tests are available via the gov website or via local testing centres • Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will be either online or by telephone as indicated in the home test kit. Staff will also share their result, whether void, positive or negative, with their school to help with contact tracing. <p>Further guidance for staff can be found in the link below;</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p>				
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2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> • Current UK Government Travel guidelines will be followed. • Where necessary the Head Teacher will instruct all pupils and staff who have travelled abroad to adhere to current government guidelines and “(Self-isolate for 10 days at a declared UK address”). • All pupils travelling to England must adhere to government travel advice. Those arriving from a ‘red list’ country or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home. • It is recommended that school do not go on any international visits this academic year up to and including 5 September 2021. 	4	1	4	
3	Staff and Pupils who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> • The school has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus. • Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment. • Staff and Parents will follow the advice given to them by their/or their child’s General Practitioner. • Staff and Parents have a responsibility to keep their/the manager/head teacher informed of any changes to their/or their child’s condition or the advice given to them by their/or their child’s General Practitioner. • The School have reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person. • Temporary adjustments when necessary will be put in place. • Pregnant staff will have a risk assessment completed. • Pregnant staff will have a follow up assessment at 28 weeks in line with current government guidance. Alternative duties may be required to ensure pregnant staff from 28 weeks can maintain stringent social distancing whilst in the workplace. • From 1st April, all CEV pupils will attend school unless they have been advised by their GP or clinician not to attend. 	4	2	8	

				<ul style="list-style-type: none"> • Pupils who live with someone who is CEV will continue to attend school as normal. • We will provide remote education to pupils who are unable to attend school. • From 1st April, CEV staff in schools will continue to work from home where possible however if they cannot carry out their role from home they should attend their place of work. • Pregnant staff will follow the same guidance as clinically vulnerable staff once a suitable and sufficient RA has been carried out as detailed in the attached guidance <u>guidance for pregnant employees</u>. • Any pregnant staff with other health conditions that mean they are considered CEV, the advice for clinically extremely vulnerable staff will apply. This also applies to staff from 28 weeks gestation. This may require adapting duties and/or facilitating home working may be appropriate to mitigate risks. 					
4	<p>Staff and Pupils showing signs or confirmed of having Coronavirus</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p> <p>Or contacted through the NHS Test and Trace</p>	4	2	8	<ul style="list-style-type: none"> • Staff and Pupils are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone. • Staff and Pupils are asked to follow the advice of the NHS/GP and should self-isolate for 10 days. • Staff and pupils will not attend school following the onset of symptoms or the test date following a positive test with no symptoms. • Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus may be tested. • Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules. https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today • All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) 	4	1	4	

5	Lack of control over contractors/visitors coming onto site	4	2	8	<ul style="list-style-type: none"> • A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. • School will communicate the availability of Lateral Flow Testing to all school users. 				
					<ul style="list-style-type: none"> • During school hours no contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher. • All contractors and visitors are instructed to report to the Main school reception upon arrival. • All contractors and visitors will be instructed to adhere all social distancing school rules. • All contractors and visitors are asked for verbal or written evidence to confirm that: <ul style="list-style-type: none"> • I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. • No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days. • I have not travelled abroad to any country outside of the 'travel corridor' with in the last 10 days. • I have not been contacted by the NHS Test and Trace service within the last 10 days. • The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. • Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so, • The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible • Ofsted/ ISI intends to resume its full programme of routine, graded school inspections in September 2021. During the summer term, Ofsted/ ISI is restarting some onsite inspections. 	4	1	4	

6	Staff and Pupils displaying symptoms.	4	3	12	<p>Prevention</p> <ul style="list-style-type: none"> • 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. • 2) Ensure face coverings are used in recommended circumstances. • 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. • 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. • 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. • 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. • 7) Keep occupied spaces well ventilated <p>In specific circumstances:</p> <ul style="list-style-type: none"> • 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. • 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection</p> <ul style="list-style-type: none"> • 9) Engage with the NHS Test and Trace process. • 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • 11) Contain any outbreak by following local health protection team advice. • Numbers 9 to 11 must be followed in every case where they are relevant. 	4	2	8	
	7	Unable to social distance on public transport	4	3	12	<p>Dedicated school transport</p> <ul style="list-style-type: none"> • Staff and pupils are advised to practice social distancing. • Where possible pupils are grouped together on transport which reflects the contact group or year group adopted by the school, if this is not possible the same consistent bubble will be grouped together each day. • Hands are sanitised upon boarding and/or/disembarking. • The School vehicle is cleaned regularly. 	4	1	4

8				<ul style="list-style-type: none"> • Pupils are instructed to maintain an orderly queue and where possible seated in order. • Ventilation will be maximised on school journeys i.e. opening windows etc, <p>Public Transport</p> <ul style="list-style-type: none"> • The use of public transport will be discouraged especially during peak times. • All Staff and pupils 11yrs and over will wear a face covering whilst on public transport. • The school has staggered start and end times to the school day to support journeys outside of peak times. • Parents, staff and pupils are encouraged to walk or cycle to school where possible <p>Car Sharing or Parents picking pupils up</p> <ul style="list-style-type: none"> • All Staff and pupils 11yrs and over will wear a face covering if they are travelling with a person from another household. • Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. <p>Cycling</p> <ul style="list-style-type: none"> • The school has adequate/installed further bicycle security sheds/racks. <p>Training for removing face coverings.</p> <ul style="list-style-type: none"> • The school will provide safe instruction to all Staff and pupils on the importance of wearing a face covering and how to put it on and remove safely. 				
8	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> • The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. • There must be a paediatric first aid trained member of staff on site at all times when children are present. • The school will ensure staff requalification dates have not lapsed. • The school will ensure all First Aiders receive refresher training to ensure they are: • Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. 	5	1	5

				<ul style="list-style-type: none"> Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice. The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 				
9	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> COVID-19 fire procedures have been implemented which takes into account social distancing and will be explained to all staff members before the school reopens to pupils. Regular fire evacuation drills are practised termly as a minimum. All staff members receive fire awareness training at regular intervals. 	5	1	5
10	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> School has a clear policy on the expectations of pupil behaviour with consequences for poor behaviour and deliberate rule breaking Staff and pupils repeatedly disobeying the rules will be managed immediately. <p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</p> <ul style="list-style-type: none"> The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. All staff and pupils are instructed in the importance of minimising contact and practising social distancing where possible. This includes etc: Following all temporary alterations to the school's routine and procedures that have been implemented by the Head Teacher and SMT/SLT to protect both the staff and pupils. 	4	1	4

11	Lack of Social Distancing around site and in classrooms.	4	3	12	<ul style="list-style-type: none"> The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. Where possible staff and pupils will refrain from having close face to face contact with another person. Staff are instructed to socially distance at all times from pupils and other members of staff. Staff and pupils are discouraged from gathering in large close groups. Staff and pupils are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. Face coverings are no longer recommended for staff in classrooms. They continue to be recommended for staff and visitors in communal areas where social distancing is not possible. The Head Teacher reserves the right to agree to or ask staff and/or visitors to wear a face covering whilst in school where social distancing is not possible. 	4	1	4	
					<p>The Head Teacher together with their SMT/SLT have put together a school plan which details all the processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p>Outside the classroom:</p> <ul style="list-style-type: none"> Starts and finish times are staggered to reduce the number of students arriving or leaving at any one time.. Regular correspondence is sent to parents / guardians reminding them not to gather at the school gates or to come into school without an appointment. Where possible pupils will access their contact groups directly. A robust system for dropping off and picking up of pupils has been implemented. Contact groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one contact group. School meals are served in the hall on a contact group rota bases, all tables and chairs are cleaned before the next contact group is due. 				

					<ul style="list-style-type: none"> • School meals consist of a hot lunch. Children are served in the hall on a contact group rota bases. All tables and chairs are cleaned before the next contact group is due. • Movement along corridors is kept to a minimum. • The school has assessed and have put measures in place which avoids pupils moving from one contact group to another and ensures where possible pupils do not need to move through another contact group to get to the toilet. • All outside areas have been assessed and where possible each contact group has been designated its own outside area, where this is not possible a bubble/pod rota has been put in place. • Face coverings are no longer recommended for staff in classrooms. They continue to be recommended for staff and visitors in communal areas where social distancing is not possible. • In early years settings, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. • The use of the school staff room is minimised and alternative arrangements have been made for staff breaks. • Staff and visitors - safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. <p>Within the contact group</p> <ul style="list-style-type: none"> • In order to reduce the risk of transmission all pupils are kept in consistent groups 				
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					<ul style="list-style-type: none"> • Pupils who are old enough, are seated at forward facing desks, laid out side by side. • Older pupils are encouraged to keep their distance. • Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres) • Teachers where possible will adapt teaching and caring styles to minimise face-to-face contact. • Teachers who operate across different class contact groups in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff. • Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact • Any unnecessary furniture has been removed from classrooms. • The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and none-fire doors are opened. • Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions. • Adequate heating is provided to ensure comfort levels are maintained particularly in occupied spaces. • Each pupil is allocated their own pens, pencils etc. • All learning resources that are shared between contact groups are cleaned or where possible placed in isolation for 48-72 hours before cleaned and used by another contact group • When it is deemed vital to our pupils learning, will we introduce a homework and reading book timetable that will take into consideration the risk of cross contamination between home and school. All books and homework brought back into school for marking are placed in isolation for 48-72 hours before being marked by the teacher. 			
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				<ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although only if deemed necessary. Any resources taken home will be cleaned thoroughly or quarantined for 48-72 hrs. • For messy play, materials can be handled by a consistent group of children and school will ensure that no one else outside this group can come into contact with it. • Children will wash their hands thoroughly before and after messy play, frequently touched surfaces, equipment, tools and resources for messy play will be thoroughly cleaned and dried before they are used by a different group. <p>Early Years Foundation Stage</p> <ul style="list-style-type: none"> • All soft furnishings, hard to clean equipment and excess furniture has been removed from the area to enable the ease of cleaning and to provide more space to aid social distancing. • Paediatric First Aider is in attendance. • EYFS Staff to child ratios are adhered to. • All essential professionals such as social workers, speech and language therapists or counsellors, or professional EHC support workers only attend if they need to and visits are kept to a minimum. <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> • Ensure all predetermined routes are clearly sign posted/marked. • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • Protective screening is erect where required. • All unnecessary furniture is removed and stored safely. • All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained. • The school will manage contractors to ensure all works carried out do not have an impact on the staff and pupil's health. • The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. 			
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				<ul style="list-style-type: none"> • The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing. • The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. • Rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day • All cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained. • All Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. • Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment. • Vending machines are wiped down regularly. <p>Catering Manager Department/Contractor</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> • The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. • The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. • The catering staff will ensure food is bought from reputable sources and used by recommended date. • The Catering staff will ensure personal hygiene and handwashing is maintained. • The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. • The catering staff will clean and disinfect food storage and preparation areas. • The catering staff will ensure a clean uniform is worn each day. 				
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					<ul style="list-style-type: none"> • The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?) • The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time. • The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. • The Catering Manager/Contractor will look at ways to protect staff whilst serving. • Screen have been erected where necessary. • Contactless payments are implemented. <p>Library Department</p> <ul style="list-style-type: none"> • The School will keep abreast of all current guidelines in relation to library safety. • The school will review their staff rota so social distancing in the office is maintained. • The school will review their collection and return books process. • The school will monitor and manage the number of persons in the library at any one time. • Rooms are well ventilated. <p>Drama, Music etc</p> <ul style="list-style-type: none"> • The Head Teacher will keep abreast of all current guidelines in relation to specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres) • Group numbers will be limited to allow for social distancing, group activity and movement. • The School will continue providing organised music, dance and drama as part of the curriculum in line with government guidance. • School will continue to engage peripatetic staff during this period, including staff from music education hubs. <p>Playing Outdoors</p>				
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										<ul style="list-style-type: none"> • Playing instruments and singing in groups will take place outdoors wherever possible. If indoors, the teacher will limit the numbers in relation to the space. <p>Playing Indoors</p> <ul style="list-style-type: none"> • If indoors, the teacher will limit the numbers in relation to the space. • Background music will be managed so staff and pupils do not need to raise their voices unduly. • Playing indoors will be undertaken in a room with as much space as possible. • When planning an indoor or outdoor face-to-face performance in front of a live audience, the school will follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance school will also give particular consideration to the guidance on delivering outdoor events. <p>Singing, wind and brass playing</p> <ul style="list-style-type: none"> • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. <p>Social Distancing</p> <ul style="list-style-type: none"> • The activity should take place in smaller groups. • Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s) • Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons. • Pupils will use seating where possible to maintain social distancing. <p>Seating Positions</p> <ul style="list-style-type: none"> • Pupils will be positioned back-to-back or side-to-side when playing or singing. • Wind and brass players will be positioned so the air from the instrument does not blow into another player.
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				<p>Microphones</p> <ul style="list-style-type: none"> • Microphones can be used but not shared. • Microphones will be used or pupils will be encouraged to sing quietly. <p>Handling Equipment and Instruments</p> <ul style="list-style-type: none"> • Staff and pupils will wash their hands before and after handling equipment or instruments. • Pupils will avoid sharing equipment and named labels will be present to identify the designated user. • If instruments and equipment, have to be shared a cleaning procedure is in place and equipment will always be cleaned between use. • Where possible the instrument will be cleaned by the pupil playing them <p>PE etc</p> <ul style="list-style-type: none"> • The Head Teacher will keep abreast of all current guidelines in relation to specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. • Scrupulous attention to cleaning and hygiene of equipment between individual group usage. • Pupils will be kept in consistent groups with sports equipment thoroughly cleaned between each use by different individual groups. • Outdoor sports will be prioritised where possible, when this is not possible, large indoor spaces will be utilised to maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, paying particular attention to cleaning and hygiene. External facilities may also be utilised following government guidelines for the travel to and from each venue. • Any team sports will only be considered were those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team 				

				<p>sport and been approved by the government such as sports on the list available at grassroots sports <u>guidance for safe provision including team sport, contact combat sport and organised sport events.</u></p> <ul style="list-style-type: none"> All outdoor sports and supervised activities for children can go ahead without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. External coaches, clubs and organisations for curricular and extra-curricular activities will be permitted once we are satisfied it is safe to do so. <p>Offices/Reception</p> <ul style="list-style-type: none"> A staff rota is in place in order to maintain social distancing in offices. Where possible staff are asked to work from home. Temporary offices have been created around the school and/or screens are erected. Touch points on equipment are wiped down regularly. <p>Reception Area</p> <ul style="list-style-type: none"> The reception desk is fully enclosed with a screen. Only essential visitors and contractors are allowed on site and by appointment only. Visitors are discouraged from gathering in large groups. All unnecessary furniture in the reception area has been removed. Where possible staff will refrain from having close face to face contact with others Rooms are well ventilated. 					
12	Pupils mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> The school has assessed the need to resume breakfast and after-school provision. The school can offer breakfast/after-school provision from 7.30am – 5.45pm. Pupils will remain in their contact groups where possible. A basic breakfast will be provided. Physical sports and activity groups will follow the same regulations as the PE curriculum. 	4	1	4	

13	Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance. 	4	1	4	
14	Arranging and/or attending inappropriate Educational Visits	4	3	12	<ul style="list-style-type: none"> From the 12th April, any educational day visits organised by the school will be conducted in line with relevant Covid-19 secure guidelines including all relevant control measures i.e. keeping children within their consistent groups and following all COVID-secure measures in place at the establishment attended. We will ensure all relevant risk assessments are in place following the <u>health and safety guidance on educational visits</u> when considering visits. From 17th May school can undertake domestic residential educational visits which will be conducted in line with the relevant COVID secure guidance in place at the destination. School will not go on any international visits this academic year up to and including 5th September 2021. When undertaking domestic residential visits school will ensure: <ol style="list-style-type: none"> Existing bubbles remain during the visit Bubbles are no larger than circa 30 children and where possible aim to establish smaller bubbles Only teachers and members of the school workforce already part of the established school bubble accompany pupils on the visit as they are already part of the existing school bubble - they do not count towards the bubble size Parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble 	4	1	4	

15	<p>Unable to stop the virus from spreading Personal Hygiene</p>	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> All staff and pupils are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing facilities are available throughout the school. Handwash notice and instructions are located throughout the school. All staff and pupils are aware of best practise. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> All staff and pupils are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting is discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE in place for cleaners as per MSDS and/or COSHH risk assessments PPE in place for cleaners when completing a Deep Clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders. 	4	1	4	
16	<p>Unable to stop the virus from spreading General Cleaning</p>	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids will be disinfected. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells are cleaned on a regular basis. Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. The school will monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p>	4	1	4	

17	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wearing PPE). Staff are aware to never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit is available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> Procedure in place to segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. All clinical waste is removed by a registered waste contractor. All clinical waste bags will be less than two-thirds full and stored in a dedicated area. 				
					<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available. Once used all PPE is disposed of. Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected. 	4	1	4	

					<ul style="list-style-type: none"> • Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. • Staff will avoid creating splashes and spray when cleaning. • Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. • If possible, the area will remain closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • Will be put in a plastic rubbish bag and tied when full. • The plastic bag will then be placed in a second bin bag and tied. • It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known • Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. 			
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					<ul style="list-style-type: none"> If the individual tests negative, waste will be disposed of in the normal bins. If the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste. If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. 				
18	Transitional visits to school, movement around the premises	4	3	12	<ul style="list-style-type: none"> Risk assessments will be completed before running transitional, taster and open days to ensure that they are run in line with system of controls and align with the advice contained in the operational guidance and the roadmap out of lockdown. 	4	1	4	

ACTION ARISING FROM RISK ASSESSMENT							
No	Risk Rating	Action Required:			Person (s) Responsible	Target Date	Date Completed

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Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-

	during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date