

RISK ASSESSMENT FOR RETURN TO SCHOOL FOR ALL PUPILS FROM AUTUMN TERM 2020		
During this evolving situation please monitor and follow government guidance given in the links provided at the end of this document. The risk assessment should be reviewed weekly throughout the pandemic.		
Establishment: St Thomas' CE Primary School St Clement & St James CE Primary School	Assessment by: Ellie Dowthwaite, Adrian Jones, Louise Wilson, Sarah Bouette	Date: 24 Aug 2020
Risk assessment number/ref: (add your own if so desired): RA-001	Headteacher Approval: Sarah Bouette Chair of Governors Approval: Ros Sacher	Date: 3 September 2020 Date:
	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N	

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	What is already in place	What further action is necessary? By Whom and when
INSUFFICIENT NUMBER OF STAFF FOR NUMBER OF PUPILS ATTENDING/ SAFETY MEASURES TO BE ADHERED TO		low	<p>Audit the health status and availability of every member of staff and regularly review and update this, so that deployment can be planned.</p> <p>Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate.</p> <p>Based on available staffing and any cover secured, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises and maintain online education platform as a contingency.</p> <p>Make full use of all qualified teachers and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising classes.</p>	<p>SLT - Contact staff before term starts and re RAG rate SLT Risk assessments for vulnerable staff (including BAME & medical issues) Local decisions on blended learning to be made in event of insufficient available teachers or staff to supervise the groups.</p> <p>If staffing levels become low. Here are some possible solutions which SLT should consider:</p> <ul style="list-style-type: none"> • Make use of HLTAs and SLT to cover in the short term • Share staff who are out of class between the federation • Use supply cover • As a last resort close some classes if staffing is very low

			<p>Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible. Complete individual risk assessments for children with an EHCP.</p> <p>Make full use of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to not knowing if they have Coronavirus.</p> <p>Ensure there is adequate delegation of staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home due to exceptional circumstances).</p> <p>Ensure a clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised if staffing levels decrease.</p>	
<p>Transmission of Coronavirus / spread of COVID-19 (GENERAL)</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>High</p>	<p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus(COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the Local health protection team and Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice 	<p>Set up a rota for regular cleaning throughout the day: SLT & office - Clean down shared area surfaces, door handles banisters after children arrive Classrooms - Classroom staff wipe hard surfaces regularly before break, lunchtime and end of day Toilets - seats and sinks to be wiped down along with door handles - SCSJ - Val clean KS2/1 toilets at 11:30, Wendy clean EYFS toilets at lunchtime ST - SLT to monitor and see if we need to arrange additional staff to keep toilets clean (2 days are covered by temp site manager, AJ to contact Obed to see if one of cleaners can come in earlier)</p> <p>Risk assessments to be updated for SEN pupils - Alys to coordinate</p> <p>Office/Susie /CDG - Identify any clinically vulnerable pupils and list the level of risk (asthma & diabetes) - and work with parents to resolve any obstacles to school attendance and write health care plans</p> <p>w/c 1st Sept office staff and SLT to contact parents of children who we know will be anxious or vulnerable.</p>

		<p>Numbers 7 to 9 must be followed in every case where they are relevant (refer to Public Health FAQ document).</p> <p>Actions:</p> <p>Identify (and record that this has been carried out for every individual) all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, with the Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> • ‘Clinically vulnerable’ children and staff should follow the advice of their doctor. • Those with a ‘clinically vulnerable’ household member can attend. • Those who are ‘clinically extremely vulnerable’/shielded should not attend. • Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply. <p>Explore barriers to attendance with parents/ carers where there are concerns. Legal sanctions for non attendance reinstated from September 2020 . Schools to make referrals to Early Help through established procedures where absence is a concern.</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self isolation guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>Update risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Keep attendance registers and continue to complete the DfE online educational setting status form (if still applicable from September) to provide daily updates on how many children and staff are in school.</p> <p>Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies.</p>	<p>Letter to parents before term begins with detailed arrangements about the school day</p>
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<p>Transmission of Coronavirus / spread of COVID-19 through person-to-person contact/coughing etc.</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>Ensure that children and staff, where possible, only mix in consistent groups and that contact is limited to those within the group. **In older age groups (Key stage 4+) groups are likely to be whole year groups. In younger years, groups are likely to be full classes.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p> <p>Adults should maintain 2 metre distance from each other, and from children (where possible).</p> <p>Staff working with younger children should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Consider if 'unnecessary' equipment and furniture can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Set up desks as far apart as possible and so they are forward-facing, with pupils beside one another.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Re-organise lessons / activities to avoid shared resources.</p> <p>Hands should also be washed after going to the toilet.</p>	<p>Set up bubbles as follows - based on access to toilets:</p> <p>SCSJ - 2 bubbles: downstairs - EYFS / Y1 Upstairs - Y2 - Y6</p> <p>ST - 3 bubbles: KS2 KS1 EYFS</p> <p>Staff can still move between bubbles and year groups but must try to keep distance where possible and minimise time spent within 1 metre of anyone</p> <p>Breaks for staff should not only be in staffroom - there will be designated break areas which allow staff to social distance - PPA room, courtyard, garden room (when available) cafe, staffroom, thinking room, garden, nursery kitchen</p> <p>Staff can now leave the building at breaktime</p> <p>SLT create signs for doors with maximum staff limit</p> <p>Doors to be kept open for ventilation. In case of fire - fire marshalls will need to close the doors as they leave</p> <p>Children to wash hands when they arrive, before and after break and lunch in their classrooms. Minimise use of sanitiser and focus on hand washing (SCSJ - Y6 to use toilet sinks or sanitiser)</p>

		<p>Do not hold any event or activity where groups will be required to mix.</p> <p>Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.</p> <p>Consider suspending hiring and lettings.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers. If controls are not as robust as the school's / social distancing cannot be maintained then raise concerns with the provider in the first instance and then with the appropriate regulatory body. Breakfast clubs and after school activities may require a phased reinstatement.</p> <p>Consider opportunities for outdoor learning/use of community resources to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Google Meet)</p> <p>Implement one-way system (where possible e.g. multiple routes / stairs).</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p> <p>Increase supervision at break times to aid positive re-enforcement of social distancing as far as is reasonable.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of pupils using it, and that multiple groups do not use it simultaneously.</p> <p>Keep doors open, where possible, and clean door handles regularly throughout the day.</p>	<p>Susie (SCSJ) to consider cleaning before and after lettings take place</p> <p>Breakfast club - as usual (bubbles will be together - different tables for each bubble)</p> <p>St T's: after school club is not taking place yet. School to contact Barby to check on provision</p> <p>SCSJ: After school club with P3 will not be open as yet -demand will be reviewed at October half term</p> <p>After school childcare will be available for key workers (at first offer 4-7 year olds)</p> <p>Collective worship will take place in bubbles - SCSJ: this means that Y2-6 will be able to worship together</p> <p>ST: KS2 and KS1 will have separate worship (IM/ED/SB to timetable this)</p> <p>Prayer circles will be class based until further notice</p> <p>One way system to remain in place at SCSJ (Y6 hand sanitiser on the way out and wash hands on the way back up)</p> <p>ST: children access classrooms and toilets from the outside. there is no need for them to enter the corridor unless there is an emergency.</p> <p>Lunchtime KS2 children to use outside door to cafe and leave by toilet corridor</p> <p>Playtimes</p> <p>SCSJ - Downstairs- N/R/Y1 play in EYFS playground, Upstairs - usual break times. Each bubble will be allocated different playgrounds.</p> <p>ST - No need for staggered breaks. Children will remain in their bubble zones. KS2 will use the ball court (needs to be timetabled by Sally/Lorraine)</p> <p>Interventions</p> <p>To continue eg IRI. Staff will need to be careful to maintain at least 1m distance where possible.</p>
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Transmission of Coronavirus / spread of COVID-19 from access to & egress from site	Staff, Students / pupils / wider contacts	medium	<p>Stagger start and finish times, break and lunch times, to reduce congestion and contact at all times. (These should not reduce the amount of overall teaching time) Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Use visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Start of day: Window of time to enter school playground is 8:40 to 9:00am (this will give time for families to safely enter the school)</p> <p>Parents of children from N/R/Y1-4 can enter the playground. Parents of Y5/6 children asked to avoid entering the school site to reduce congestion</p> <p>SCSJ: Gate 1 Early Year playground: N/R/Y1 Gate 2 playground: Y2-6 Gate 3: hall entrance (closed in the morning)</p> <p>ST: Nursery gate for years N-Y4 parents and all children can enter through here. Encourage parents to leave children at the gate where children are older</p> <p>End of day SCSJ: 3:25pm Children from Y5/6 asked to leave school by themselves and meet parents at designated point close by leave by Gate 3</p> <p>3:30pm Y3/4 children to wait in playground and parents to collect-leave by Gate 2</p> <p>3:30pm Y2 wait in hall and dismiss from Gate 3</p> <p>3:15pm Nursery by Gate 1 3:15pm Reception by Gate 1 3:30pm Y1 by Gate 1</p> <p>Social distance lines to be drawn outside gates (Office to implement)</p> <p>1 parent to attend drop off and pick up</p> <p>Staff rota to ensure that there is an adult on hand at each gate</p> <p>End of day ST:</p>

				<p>3:15 nursery gates open and parents may come into the playground - keeping distance from each other 3:15 nursery children leave 3:20 reception children leave 3:25 Y5/6 leave the school by themselves through the nursery gate. If necessary they can meet parents close by 3:30 Y1-4 children leave via playground, picked up by parents</p> <p>We will request 1 parent to attend drop off and pick up.</p> <p>SLT rota to ensure there is an adult on hand in different areas of the playground at the beginning and end of day. Teaching staff to ensure they supervise children in playground and ensure they leave safely</p>
<p>Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices</p>		medium	<p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Ensure soap and hand towels are regularly topped up at all washing stations.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom.</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>SCSJ: Supplies stored in office and staffroom ST: Supplies stored in the staffroom and in photocopy room</p> <p>Designated member of staff to top up supplies at 10am and 2pm - SCSJ: Sheila/Val/Office ST: CDG/Insaf and receptionist</p> <p>SLT wipe down handrails in the morning - all staff to clean down hard surfaces at regular intervals (take a wipe with you and clean as you move about)</p> <p>Teachers/TAs to wipe down classroom sink and tables before breaks, lunchtime and end of day</p> <p>Staff to clean toilet as they leave it</p>
<p>Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and</p>	<p>Staff, Students / pupils / wider contacts</p>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows:</p>	<p>As above, designated member of staff to top up supplies at 10am and 2pm</p> <p>SLT wipe down handrails in the morning - all staff to clean down hard surfaces at regular intervals (take a wipe with you and clean as you move about)</p>

<p>hygiene practices</p>			<p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	<p>Teachers/TAs to wipe down classroom sink and tables after each teaching session</p> <p>Staff to clean toilet as they leave it</p> <p>PPE equipment available throughout the school at designated points</p>
<p>Transmission of Coronavirus / spread of COVID-19 from contact points and</p>	<p>Staff, Students / pupils /</p>	<p>low</p>	<p>Parents to ensure children have their own, named, water bottles in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>	<p>Letter to parents about water bottles</p> <p>Teachers need to make sure bottles go home each evening for cleaning</p>

<p>equipment use; printers, workstations, apparatus, machinery etc.</p>	<p>wider contacts</p>		<p>Staff and pupils should have their own frequently used items, such as pens and pencils, that are not shared.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the group and cleaned regularly, along with all frequently touched surfaces. This could be built into end of lesson activity routines.</p> <p>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</p> <p>Outdoor playground equipment, including inside and outside resources used by wraparound care providers, should be more frequently cleaned.</p> <p>Limit the amount of equipment pupils bring into school each day to essentials such as bags, lunch boxes, hats, coats, books.</p> <p>Consider having a checklist/risk assessment for all spaces within the school that can be checked regularly throughout the day. Consider how pupils can help with this.</p>	<p>Limiting equipment brought in by children:</p> <ul style="list-style-type: none"> • can wear trainers • Must bring in water bottles with their name on • not to bring in hand sanitiser, own stationery, toys • PE kit to be brought in (don't bring in sports kits for after school activities) • Children not to bring in face masks
<p>Transmission of Coronavirus / spread of COVID-19 due to failure to adhere to rules within school</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>medium</p>	<p>Review behaviour policies to ensure they are in line with updated DfE guidance.</p> <p>Communicate the new rules to staff, students and parents.</p> <p>Reinforce the new rules through daily teacher reminders.</p> <p>Display the new rules prominently through the school and at the gate.</p>	<p>Inset days to include updates on risk assessments</p> <p>Regular reviews with staff and updates of risk assessment</p> <p>Set aside time for SLT to meet support staff and teachers each week</p> <p>Notices on staff board and on whatsapp group</p>
<p>Transmission of Coronavirus / spread of COVID-19 during canteen use / lunchtimes</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>medium</p>	<p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating.</p> <p>Canteen use</p> <p>Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p>	<p>staff can leave the site but must clean on return (this will free up spaces at break if staff can go outside)</p> <p>Pupils remain in bubbles for eating</p> <p>Y2-6 - come to hall for lunch and are served one class at a time N/R/Y1 eat in classroom</p> <p>ST - KS2 come to cafe (no house system - come up one class at a time), KS1 and EYFS served in classroom</p> <p>AJ to investigate food waste bags</p> <p>KS1 and EYFS teachers will need to help children with lunchtimes</p>

			<p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.</p>	
Transmission of Coronavirus / spread of COVID-19 due to travel off site	Staff, Students / pupils / wider contacts	high	<p>Ensure protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination, when taking pupils on non-overnight domestic educational visits. These include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>Carry out thorough risk assessments in relation to all educational visits and use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>Consult the health and safety guidance on educational visits (https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.</p> <p>Implement social distancing where possible (2m clearance from persons).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals must wear a non-medical face covering. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p>	Local area trips only - no public transport
Transmission of Coronavirus / spread of COVID-19 from contractors	Contractors, Staff, Students / pupils / wider contacts	low	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, is not to be on site.</p>	<p>arrange for contractors to visit out of hours unless emergency work is needed</p> <p>Education consultants who are visiting will be carefully briefed</p>

			<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>Schools to seek confirmation of the contractors method statement / risk assessment.</p>	
Transmission of Coronavirus / spread of COVID-19 due to lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts	low	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear and regular communications with parents/carers and wider school community...their support is valued and needed</p>	<p>Staff training during Inset Days</p> <p>Set up Briefing Whatsapp group for essential messages</p> <p>Teachers all to look at emails twice a day (morning/afternoon)</p> <p>All TAs must look at emails every day</p> <p>Office staff to ensure all support staff have school email addresses and know how to access them.</p>
Transmission of Coronavirus / spread of COVID-19 via provision of first aid	Staff, Students / pupils / wider contacts	low	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p> <p>Ensure the space is cleaned thoroughly after each use.</p>	<p>First aid in office area - children allowed to come through the school building to access this. ST through entrance area</p> <p>PPE equipment is available in these areas</p> <p>Children being collected wait on seats in reception area</p>

<p>Transmission of Coronavirus / spread of COVID-19 via provision of personal care</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>low</p>	<p>Establish procurement route, stock monitoring and ordering system.</p> <p>Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> · children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way · PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>Guidance: 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</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> ● Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ● Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ● Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	<p>SCSJ : PPE equipment stored in office and staffroom and calm room upstairs ST: PPE equipment stored in office, staffroom and photocopy room and nursery</p>
<p>Transmission of Coronavirus / spread of COVID-19 through emergency procedures (Fire alarm activations etc)</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>low</p>	<p>Where there are pre-planned fire drills, social distancing can be maintained, with the focus on social distancing rather than the time it takes to get out of the building.</p> <p>Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing. Social distancing can be maintained once everyone is out of the building, and out of danger, safely.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>	<p>Follow fire procedures that are already in place as there is plenty of space for bubbles to distance from each other when they meet at the evacuation point.</p> <p>Fire marshalls to close doors as they leave building</p>
<p>Transmission of Coronavirus / spread of COVID-19 from</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>low</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Stored delivery items for 72 hours prior to unpacking/use.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>	<p>Packages wait in entrance area</p>

deliveries & waste collection			Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	
Unsafe premises (general)	Staff, Students / pupils	low	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	Fire doors to classrooms and office will be open but will be closed by fire marshalls should the alarm be raised. Corridor fire doors will be closed automatically
Transmission of Coronavirus / spread of COVID-19 due to SUSPECTED CASE ON-SITE	Staff, Students / pupils / wider contacts	medium	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)', which sets out that they must self isolate for at least 7 days and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Designate waiting room/s for symptomatic child/children waiting to be collected.</p> <p>E.g. Considerations for protocol: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training 	<p>Designated waiting room: SCSJ - Calm room upstairs ST - Ian's office</p> <p>SLT to complete incident log</p> <p>SLT to monitor at the gate and talk to parents about any children feeling unwell</p> <p>After morning register teachers will remind children about safety rules and letting an adult know if they feel unwell</p>

			<ul style="list-style-type: none"> ● Child/ staff member with symptoms should go home as soon as possible. ● While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others ● PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) ● Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help ● Tests can be booked online through the NHS testing and tracing for coronavirus website (https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. ● Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ● Clean the affected area with normal household disinfectant ● Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. ● Headteacher follow up if test result is not received. ● Log completed <p>Always call 999 in an emergency.</p> <p>If someone who has attended has tested positive for COVID-19:</p> <ul style="list-style-type: none"> ● Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. ● The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. ● The health protection team will work with schools in this situation to guide them through the actions they need to take. 	
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Relevant links

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<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-during-the-coronavirus-covid-19-outbreak>

<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>

<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>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

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Public Health: CHSCovid19Coordination@rbkc.gov.uk