

<b>Status:</b>	Draft: Template subject to 14-day Trade Union consultation			
<b>School/Academy:</b>	Mellers Primary School	<b>Date of assessment</b>	09/07/20	
<b>Who might be harmed?</b>	Pupils, staff, visitors and contractors	<b>How many are affected?</b>	Whole School	
<p><b>Reference:</b> “Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ...”</p> <p><a href="#">Guidance for full opening - schools (1<sup>st</sup> June 2020)</a></p>				
<b>Decision based on the risk assessment below:</b>	<b>Date applies to:</b>	<b>Decision summary</b>	<b>Notes</b>	
	1 September 2020	Opening to all year groups with the points below all considered. Governors have approved it and this has been emailed out to all staff. There will be a weekly review of the risk assessment and the reopening plan.		
<b>Hazard Aspect</b>	<b>Possible control measures</b>	✓ if in place ✗ if not or n/a	<b>Where:</b> ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	<b>Residual Risk rating</b> High, medium, low
<b>Communication</b>				
Staff	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with staff. Signatures are obtained.</li> </ul>	✓	W/c 13 July 2020, risk assessment to be emailed to all staff. Copies will be made available on the school’s website, staff room, and in admin office. Staff will need to sign a form to confirm they have read the information. JT to ensure signatures are obtained.	Low
	<ul style="list-style-type: none"> <li>Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.</li> </ul>	✓	All staff are encouraged to give feedback. Daily staff briefings are held where ideas, suggestions are discussed.	

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Parents/carers, pupils and visitors	<ul style="list-style-type: none"> <li>The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.</li> </ul>	✓	W/c 13 July 2020, all risk assessments and important covid information is available on the school website, under latest news. Signage is around school highlighting social distancing.	Low
	<ul style="list-style-type: none"> <li>If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).</li> </ul>	✓	A pdf version will be available on the school's website for parents to view.	Low
Employer	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the employer following approval by the school's Governing Body.</li> </ul>	✓	Once the risk assessment is approved by the School's Governing Body, then this will be shared with all staff.	Low
Trade Unions	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded).</li> </ul>	✓	Trade Unions will be sent a copy of the school's risk assessment following the approval by the School's Governing Body.	Low
<b>Contracting / transmitting Covid-19</b>				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> <li>Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus:                             <ul style="list-style-type: none"> <li>o a new, continuous cough</li> <li>o <b>or</b> a high temperature</li> <li>o <b>or</b> has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> </ul> <p><a href="#">PHE Campaign posters are available here.</a></p>	✓	All staff and parents prior to lockdown were notified that anyone with any of the symptoms mentioned were to remain at home. All staff and parents have been reminded by letters sent home and we will continue to remind of how crucial it is to follow these guidelines. The school website/facebook will be updated, emails will be sent out to parents and staff.	Low
Reducing the number of persons on site	<ul style="list-style-type: none"> <li>Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August most staff are expected to attend school.</li> </ul> <p>It remains the case that wider government policy advises those who can work from home to do so.</p> <p>This will not be applicable to most school staff, but where a role</p>	✓	All staff will be in from the 1 September 2020. Discussions have taken place with regard to administration/leadership roles possibly working from home one day a week. This will be monitored to see if this is viable and could work.	Low

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	<p>may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate.</p>			Low
	<ul style="list-style-type: none"> <li>Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed.</li> </ul>	✓	<p>Maintenance repairs are always booked in to ensure the safety of our children and staff. Therefore, avoiding wherever possible when children are in and also around pupil pick up and drop off times.</p>	
	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.</li> </ul>	✓	<p>Where we need to arrange for supply staff and peripatetic teachers to come into school we will ensure that social distancing will be in place as much as possible.</p>	
	<ul style="list-style-type: none"> <li>The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene.</li> </ul>	✓	<p>All coronavirus safety principles are communicated to contractors before they visit. This is also the case with external visitors which we are limiting to a minimum. We always promote good hygiene and any rooms used in school are always cleaned to a high standard after use.</p>	
	<ul style="list-style-type: none"> <li>Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible.</li> </ul>	✓	<p>All parents have been informed that only one parent/carer should accompany their child to school.</p>	
	<ul style="list-style-type: none"> <li>Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The</li> </ul>	✓	<p>Parents are not allowed onsite without gaining access through the gates. Notices are on the gates to phone the school mobile if no one answers the intercom. We will only meet a parent if they have</p>	

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	<p>2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).</p> <ul style="list-style-type: none"> <li>Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.</li> <li>Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible.</li> <li>School performances are not held with an invited physical audience.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>phoned through and it is urgent. 2 metre distancing rules will apply.</p> <p>No visit, if not essential will be carried out on site. Currently any important meetings have taken place remotely.</p> <p>Governors meetings have been held virtually.</p> <p>No performances will be held.</p>	<p>Low</p>
<p>Persons at higher risk of becoming seriously ill</p>	<ul style="list-style-type: none"> <li>Staff and pupils in the “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include:                             <ul style="list-style-type: none"> <li>age – the risk increases as you get older</li> <li>being a man</li> <li>where in the country you live – the risk is higher in poorer areas</li> <li>being born outside of the UK or Ireland</li> </ul> </li> <li>Guidance is strictly followed for “clinically extremely vulnerable” groups of <b>staff</b>: They can return to work from 1 August as long as they maintain social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where</li> </ul>	<p>✓</p> <p>✓</p>	<p>All staff and pupils in the ‘clinically extremely vulnerable category’ and BAME groups have been identified. Risk assessments have been completed identifying and responding to any concerns raised.</p> <p>Staff that are identified in the for “clinically extremely vulnerable” groups are aware they need to maintain social distancing where ever possible. If close contact with children is needed to carry out their roles, ie first aid, changing children then</p>	<p>Medium</p>

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	<p>possible or in roles in school where it is possible to maintain social distancing.</p> <p>Individual risk assessments have been completed which detail these control measures.</p> <ul style="list-style-type: none"> <li>Guidance is strictly followed for “clinically extremely vulnerable” groups of <b>pupils</b>.</li> </ul> <p>The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category:</p> <p>“Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the <a href="#">Royal College of Paediatrics and Child Health</a>.”</p> <p>Individual risk assessments have been completed where necessary.</p>	<p>✓</p>	<p>masks/aprons are provided.</p> <p>Guidance received from the Local Authority will be followed. Individual risk assessments will be completed for these vulnerable groups when identified.</p>	
School Visits	<ul style="list-style-type: none"> <li>Domestic (UK) overnight and overseas educational visits are not organised.</li> <li>Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination.</li> <li>External sport facilities can also be used in line with <a href="#">government guidance</a> for the use of, and travel to and from, those facilities.</li> </ul>	<p>✓</p>	<p>All schools’ off-site visits are cancelled, except for the possibility that the year6 residential may possibly go ahead in September. Once confirmed we will check that covid health and safety procedures are in place before we proceed with the booking.</p> <p>Sports facilities are generally held in school, if there was a need to use external facilities then social distancing and hygiene rules would be followed.</p>	<p>Low</p>
Undertaking CPR	<ul style="list-style-type: none"> <li>The following information has been shared with school first aiders: <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings</a></li> </ul>	<p>✓</p>	<p>Staff are receiving daily covid updates and all staff have been provided with the CPR and resuscitation in first aid information.</p>	<p>Low</p>

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	<a href="http://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>			
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with:                             <ul style="list-style-type: none"> <li>○ a new, continuous cough</li> <li>○ <b>or</b> a high temperature</li> <li>○ <b>or</b> has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> <li>• they must:                             <ul style="list-style-type: none"> <li>○ be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus.</li> </ul> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> </li> <li>• PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained:                             <ul style="list-style-type: none"> <li>○ a <b>face mask</b></li> <li>○ <b>disposable gloves</b> and an <b>apron</b> if contact is necessary</li> <li>○ <b>eye protection</b> if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.</li> </ul> </li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Locations where pupils could be isolated:</p> <p>Anyone feeling unwell, with any of the symptoms mentioned will be sent home. Guidance on household self-isolation will be given.</p> <p>A child waiting for collection will be moved to the community room and will be supervised, staff should wear masks and a window will be opened for ventilation.</p> <p>Area where the child has been would be deep cleaned.</p> <p>PPE is available as we have a supply of face masks, plastic aprons and gloves if anyone did become symptomatic on site and social distancing could not be maintained.</p> <p>All staff will be advised that it is only if they develop symptoms, that they will be sent home. Then they would be advised to take the available test, to see if they are positive/negative to determine whether self-isolation is needed.</p> <p>Possible infected area will be deep cleaned.</p>	<p>Low</p>

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	infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .			
Test and Trace	<ul style="list-style-type: none"> <li>The <a href="#">latest NHS/PHE test and trace information</a> has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. <a href="#">Posters are available here</a>.</li> </ul>	✓	The latest test and trace information has been shared by email and posters are in various locations in school to remind staff of the procedures. This has also been shared by our daily covid updates from the Local Government.	Low
	<ul style="list-style-type: none"> <li>Staff and parent telephone numbers are checked for accuracy.</li> </ul>	✓	All staff and parent contact details are up to date as possible.	
	<ul style="list-style-type: none"> <li>Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers.</li> </ul>	✓	Any regular visitors we have in school we keep a record book where we keep contact details if needed.	
	<ul style="list-style-type: none"> <li>Ongoing records are kept of:                             <ul style="list-style-type: none"> <li>The names of pupils in the bubbles and members of staff who have accessed them.</li> <li>Any close contact that takes places between children and staff in different bubbles.</li> </ul>                             These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.                         </li> </ul>	✓	We have kept all rota's which has shown what member of staff have been allocated to each bubble. Registers have been taken and recorded therefore we also have a list of children in each bubble.	
Hygiene – General	<ul style="list-style-type: none"> <li>Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities:                             <ul style="list-style-type: none"> <li>On arrival at school</li> <li>After breaks and sport activities</li> <li>Early Years: after using wheeled bikes, trikes and other large,</li> </ul> </li> </ul>	✓	Good hygiene and handwashing will be followed by staff and pupils at all times.  On arrival at school, at the end of the day. After any activities, before eating, and after using the toilet.	Low

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	movable toys o Before cooking and eating o After sneezing or coughing o After using the toilet o Before leaving home Note: Electric hand dryers may be used in schools			Low
	<ul style="list-style-type: none"> <li>A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered 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.</li> </ul>	✓	All staff and pupils will be reminded that if they are wearing masks attending school they need to remove them by not touching the front covering. All children and staff should then wash their hands and any masks should either be disposed of in a closed bin or kept in a plastic bag.	
	<ul style="list-style-type: none"> <li>For noting: 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.</li> </ul>			
	<ul style="list-style-type: none"> <li><a href="#">Posters</a> are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	✓	Further posters will be displayed around school to remind children the importance of washing hands and also encouraging them not to touch their face.	
	<ul style="list-style-type: none"> <li>Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands</li> </ul>	✓	There is adequate soap and hand sanitizer in school for staff/pupils and visitors. Hand sanitizer will be available in the main reception area also. Small children and pupils with complex needs should continue to be helped to clean their hands properly.	



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	properly. Skin friendly skin cleaning wipes are used as an alternative.			Low
	<ul style="list-style-type: none"> <li>• Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place.</li> </ul>	✓	Protective face masks and gloves will be worn dealing with bodily fluids. If children/staff need to change if available clothes onsite, then dirty clothes to be put in a tied bag. If there are no change of clothes they will be sent home to change. Any area's exposed to the bodily fluids will be deep cleaned. Any materials used will be put in one of our hygiene bins.	
	<ul style="list-style-type: none"> <li>• The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored.  Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.  Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.  Site staff / cleaners wash their hands after emptying the bins.</li> </ul>	✓	Peddle bins have now been provided and are emptied on a regular basis.	
	<ul style="list-style-type: none"> <li>• Schools that have <b>not</b> had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.</li> </ul>	✓	Even though we have been open during lockdown we still plan to do a deep clean before we open in September.	
	<ul style="list-style-type: none"> <li>• Sufficient ongoing enhanced cleaning in areas occupied by staff</li> </ul>	✓	All classrooms have been deep cleaned and shut if	

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	<p>and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes).</p> <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <p>Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including schools) to advise on general cleaning.</p>		<p>not in use.</p> <p>All rooms that have been used, all frequently touched surfaces, touch points, all toilets and sinks have been cleaned daily.</p>	
	<ul style="list-style-type: none"> <li>Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins.</li> </ul>	✓	Contactless payment is now in place.	
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> <li>Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group uses.</li> <li>Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required.</li> <li>Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has</li> </ul>	✓	<p>All Soft toys, toys that are impossible to clean will be removed from rooms that more than one bubble group may use.</p> <p>Any unnecessary items in classrooms will be removed if not needed.</p> <p>Sanitising wipes will be made available for every class, to ensure areas can be cleaned if there is a need.</p>	

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	<p>dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.</p>			Low
	<ul style="list-style-type: none"> <li>Teachers wash or sanitise their hands before and after handling pupils' books.</li> </ul>	✓	Teachers/Teaching Assistants will wash their hands and surfaces before and after handling pupils' books.	
	<ul style="list-style-type: none"> <li>Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names.</li> </ul>	✓	No activities will be taking place passing items around a class. Pupils are required to bring their own pencil cases.	
	<ul style="list-style-type: none"> <li>Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use.</li> </ul>	✓	All shared materials, surfaces will be cleaned more frequently. All activities require washing hands before and after, any materials used will also be cleaned.	
	<ul style="list-style-type: none"> <li>Resources that are shared <b>between</b> bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, 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 bubbles.</li> </ul>	✓	Any resources that will be shared will be cleaned frequently.	
	<ul style="list-style-type: none"> <li>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> </ul>	✓	Pupils are only allowed to bring in essential equipment.	Low
	<ul style="list-style-type: none"> <li>The amount of shared resources that are taken home are limited.</li> </ul>	✓	School resources that are taken home will be limited.	
	<ul style="list-style-type: none"> <li>Ensure that reusable drinking cups are not shared between pupils.</li> </ul>	✓	No reusable drinking cups should be shared with pupils, before being washed.	

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	<p>Consider replacing reusable drinking cups with disposable cups.</p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance</a> is followed with any proposed singing in schools.</li> <li>• Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when <b>staff</b> have to flush nursery toilets.</li> </ul>	<p>✓</p> <p>✓</p>	<p>Guidance would be followed if any proposed singing in school would take place. Children would need be within their set bubbles and windows would be opened for ventilation.</p> <p>Staff and Children will be encouraged to flush toilets with the lid down to avoid possible aerosols.</p>	
<p>PPE (<a href="#">Reference</a>)</p>	<ul style="list-style-type: none"> <li>• Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.</li> <li>• Training and instruction have been provided for the putting on, removing and disposal of PPE.</li> <li>• Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</li> <li>• Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> <li>○ a FFP2/3 respirator</li> <li>○ gloves</li> <li>○ a long-sleeved fluid repellent gown</li> <li>○ eye protection</li> </ul> </li> <li>• For noting:</li> </ul>	<p>✓</p> <p>✓</p> <p>n/a</p>	<p>Masks, aprons and gloves are provided for cleaning tasks, first aid and personal care. Full PPE has not been identified as needed.</p> <p>Risk assessments will be reviewed that are in place for medical procedures, any additional PPE identified will be provided.</p>	<p>Low</p> <p>Low</p>

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Routine wearing of face coverings is not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.			
Reducing number of touchpoints	<ul style="list-style-type: none"> <li>• Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices.</li> </ul>	✓	Classroom doors to be kept open wherever possible to reduce touching of door handles.	Low
	<ul style="list-style-type: none"> <li>• Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times.</li> </ul>	✓	Ensure that the signing in screen for staff and visitors is cleaned on a regular basis. Sanitising gel is to be provided in the reception area.	
	<ul style="list-style-type: none"> <li>• Consider whether drinking fountains need to be taken out of action.</li> </ul>	n/a		
Site to site visits	<ul style="list-style-type: none"> <li>• Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></li> </ul>	✓	Staff to be made aware that face masks are available for visits off site during working hours.	Low
<b>Contracting / transmitting Covid-19 – including the “Bubble” Model</b>				
Parents and pupils travelling to school	<ul style="list-style-type: none"> <li>• Parents/carers and pupils are encouraged to walk or cycle to the school where possible.</li> </ul>	✓	Parents to be encouraged to walk or cycle where ever possible to reduce the use of public transport.	Low
	<ul style="list-style-type: none"> <li>• The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours.</li> </ul>	✓	The majority of children live in the local area limiting the use of public transport. However, parents/carers will be reminded that they should limit public transport wherever possible.	
	<ul style="list-style-type: none"> <li>• Families using public transport are referred to the safer travel</li> </ul>	✓	Parents/Carers will be reminded that they should limit public transport wherever possible. Guidance	

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	guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>		will be provided on our website.	
Organising the school day	<ul style="list-style-type: none"> <li>Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups.</li> <li>Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises.</li> <li>Break times including lunch are staggered so that all pupils are not moving around the school at the same time.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>School will open slightly earlier at 8.30, and start times will be staggered. We will open an additional gate (vehicle gate) to the football area, meaning we will have 4 access points to school.</p> <p>F1 8.50 start – 3.10 finish (reception gate)                      F2 8.50 start – 3.15 finish (Alley gate)                      Y1 8.40 start – 3.05 finish (Alley gate)                      Y2 8.30 start – 2.55 finish (Norton Street middle gate)                      Y3 8.40 start – 3.05 finish (Norton Street vehicle gate)                      Y4 8.50 start – 3.15 finish (Norton Street vehicle gate)                      Y5 8.40 start – 3.05 finish (Norton Street middle gate)                      Y6 8.50 start – 3.15 finish (Norton Street middle gate)</p> <p>2 metre markings outside gates to ensure social distancing is in place. A member of staff on gates at the start/end of day to assist where necessary.</p> <p>Both break times and lunch times will be staggered. Break times will not be set as each bubble will decide when they will have their breaks and will stay in their bubble. There will be 3 lunch settings in the hall, keeping bubbles together. Reception and years 1 &amp; 2 will eat their dinners in their classrooms.</p>	<p>Low</p>
Foyer / Reception	<ul style="list-style-type: none"> <li>Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage.</li> </ul>	<p>✓</p>	<p>Signage is in place at the main entrance gate and along the fence to ensure social distancing is in place.</p>	<p>Low</p>

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	<ul style="list-style-type: none"> <li>Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.</li> </ul>	✓	Signage will be displayed on reception doors to limit access to 1 parent at any one time, they should call through if they need to speak to someone urgently.	
	<ul style="list-style-type: none"> <li>Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted)</li> </ul>	✓	The glass hatch in reception area will be closed at all times. Signage will be put on the main reception doors, to limit to only 1 visitor in at one time. The school gates will be closed at all times, this meaning any visitors will have to buzz through to gain access. We can identify if they are required on site, or if we can deal with it over the phone to limit visitors.	
Office ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.</li> </ul>	✓	The office team will be back to full capacity from September, however we will be limiting the number of other staff in the office.	
	<ul style="list-style-type: none"> <li>The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk:                             <ul style="list-style-type: none"> <li>Further increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> </ul> </li> </ul>	✓	Due to the size of the school office workstations have been identified being closer than 2 metres. Therefore, hand washing and surface cleaning will have to be more frequent.	Low

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	<ul style="list-style-type: none"> <li>○ Using back-to-back or side-to-side working (rather than face to face).</li> </ul>			
	<ul style="list-style-type: none"> <li>● Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.</li> </ul>	✓	Staff have been made aware not to hot desks, signs are also displayed on desks when vacant.	
Meeting rooms	<ul style="list-style-type: none"> <li>● Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.</li> </ul>	✓	Majority of meetings are now taking place by Teams or zoom tools and will continue to do so where possible.	Low
	<ul style="list-style-type: none"> <li>● Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</li> </ul>	✓	Meetings that are only absolutely necessary to be held in person will need to keep to the 2m social distancing guidelines.	
	<ul style="list-style-type: none"> <li>● Pens, documents and other objects are not shared.</li> </ul>	✓	No stationery will be shared.	
	<ul style="list-style-type: none"> <li>● Hand sanitiser is provided in meeting rooms.</li> </ul>	✓	Hand sanitiser will be made available.	
	<ul style="list-style-type: none"> <li>● Meetings are held outdoors or in well-ventilated rooms whenever possible.</li> </ul>	✓	Meetings if on site will always be carried out in a well-ventilated room wherever possible.	
	<ul style="list-style-type: none"> <li>● For areas where regular meetings take place, floor signage is used to help people maintain social distancing.</li> </ul>	✗	The only large meetings taking place are the daily staff briefing where staff maintain social distancing, no floor markings are required.	
Staff room	<ul style="list-style-type: none"> <li>● Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures:                             <ul style="list-style-type: none"> <li>○ Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating.</li> <li>○ Stagger staff breaktimes</li> <li>○ Instruct staff not to congregate at the kitchen area.</li> </ul> </li> </ul>	✓	The amount of staff will be limited in the staffroom to ensure social distancing. Lunch can be taken at workstations to limit staff in staffroom.	Low
	<ul style="list-style-type: none"> <li>● Notices promoting hand hygiene and social distancing are visibly placed in the staff room.</li> </ul>	✓	Signs to be put up in staff room to promote hand hygiene and social distancing.	
Corridors	<ul style="list-style-type: none"> <li>● Movement around the school site is kept to a minimum.</li> </ul>	✓	Movement around school is kept to a minimal, ensuring different bubbles are not passing each	Low



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	<ul style="list-style-type: none"> <li>Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> </ul>	✓	other in the corridors. Due to the corridors being narrow in the key stage 2 building, year 6 and 5 classes will have to be let out of each classroom separately by teachers. Other year groups and nursery are able to access playground and dinner hall with limited corridor access allowing for children not to pass each other.	
Classrooms	<ul style="list-style-type: none"> <li>Small adaptations are made to the classroom to support distancing where possible. This include:                             <ul style="list-style-type: none"> <li>seating pupils side by side and facing forwards, rather than face to face or side on.</li> <li>moving unnecessary furniture out of classrooms to make more space if necessary.</li> </ul> </li> </ul>	✓	Years 3 to 6 all classrooms are provided with desks facing forward and other classrooms have limited furniture, creating more space.	Low
	<ul style="list-style-type: none"> <li>Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone.                              This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal.                              This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer.</li> </ul>	✓	Wherever possible 2 metre distancing will be in place with adults. Face to face contact will be avoided and if close contact is within 1 metre of anyone then the time should be limited. The same rules apply to children, however this is more difficult with younger children.	
	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate).</li> </ul>	✓	All staff can move across different classes/bubbles to ensure the school is fully staffed. However where possible this should be limited to ensure if anyone was to develop coronavirus symptoms and tested positive this would then reduce the number of children, staff that would need to self-isolate.	
	<ul style="list-style-type: none"> <li>DfE recommend that groups the size of a full class are implemented in primary schools.                              (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around</li> </ul>	✓	All classes will be classed as bubbles and will be back to their full class size. Whereas the nursery will be treated as one class not 2, therefore 1 bubble.	



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	<ul style="list-style-type: none"> <li>○ Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).</li> </ul>		this will be limited wherever possible.  All services will be cleaned thoroughly after each lunchtime sitting.	
	<ul style="list-style-type: none"> <li>● CLEAPSS Guide <a href="#">Organising and managing hands on activities in science, D&amp;T and art in a partially reopened primary school</a> is followed.</li> <li>● Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> </ul>	✓	Guidance will be followed where science and art activities are taking place in class. These include keeping children seated, equipment should not be shared. Children and staff will need to wash their hands after each activity, services will need to be cleaned. Wherever possible activities will be taken outside.	Low
	<ul style="list-style-type: none"> <li>● Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> </ul>	✓	Outdoor activities including sports are encouraged daily. If this is not possible activities will take place in the large hall, and pupils will be kept in the bubbles at all times.	
School hall	<ul style="list-style-type: none"> <li>● Large gatherings such as assemblies or collective worship with more than one bubble group are avoided.</li> <li>● Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups.</li> </ul>	✓	Assembly groups will be kept to minimal to ensure different groups of children are not together at one time.	Low
		✓	Only single bubble groups will use the halls at onetime for sports facilities.	
Pupil toilets	<ul style="list-style-type: none"> <li>● Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	✓	Teachers/Teaching Assistant will limit the number of pupils going to the toilet at one time. Most classrooms have their own toilets limiting the use by different bubbles. Toilets in the new build are on both floors therefore Years 3 and 4 share and years 5 and 6 share, again it is ensuring that only one from each class go at one time. Children are always encouraged to wash their hand thoroughly after using the toilet.	Low

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Playground and school field	<ul style="list-style-type: none"> <li>The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission and more easily allow for distance between pupils and staff.</li> </ul>	✓	Lesson planning will include many opportunities for outdoor learning.	Low
	<ul style="list-style-type: none"> <li>The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> </ul>	✓	Climbing frames will not to be used, any equipment used should be cleaned between groups. Limit sharing of equipment as much as possible.	
	<ul style="list-style-type: none"> <li>Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix.</li> </ul>	✓	Groups of pupils will not be mixed, and non-touch activities will be encouraged.	
Site	<ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</li> </ul>	n/a		Low
	<ul style="list-style-type: none"> <li>Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes.</li> </ul>	✓	Good ventilation is encouraged at all times, window are opened daily in all rooms.	
Breakfast and After School Clubs ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</li> </ul>	✓	Our breakfast and after school club will open from September.	Low
	<ul style="list-style-type: none"> <li>Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</li> </ul>	✓	We have regular children attending these clubs which are kept to small consistent groups.	
<b>Operational issues</b>				
Availability of staff	<ul style="list-style-type: none"> <li>School leaders have discussed leave arrangements with staff</li> </ul>	✓	Staff have been made aware that they need to	Low

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	<p>before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return.</p> <p>The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting.</p>		consider holiday arrangements if they are planning on going abroad. All staff need to check quarantine implications to ensure they can return to work at the start of term.	
	<ul style="list-style-type: none"> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	✓	If a staff maybe is required to quarantine during term time, then all measures will be taken to ensure there is cover in place and that work is carried out at home where possible.	
	<ul style="list-style-type: none"> <li>Trained staff are available to support pupil personal needs e.g.                             <ul style="list-style-type: none"> <li>lifting, use of hoists</li> <li>intimate care</li> <li>managing medical needs including medicines</li> </ul> </li> </ul>	✓	There will always be a first aider and trained staff on site to ensure pupils personal needs are met, including intimate care, managing medical needs.	
	<ul style="list-style-type: none"> <li>Sufficient Physical Intervention trained staff are on site (see "other issues" below)</li> </ul>	n/a	Very few staff are trained in physical intervention and we avoid it according to our behaviour policy.	
Supervision	<ul style="list-style-type: none"> <li>Supervision ratios are met (for identified individual pupils)</li> </ul>	✓	Full staffing will be in place therefore all supervision ratios are met.	
First Aid	<ul style="list-style-type: none"> <li>Adequate number of first aiders (FAW / EFAW) are on site.</li> </ul>	✓	There will be adequate first aiders on site.	
	<ul style="list-style-type: none"> <li>Adequate number of paediatric first aiders are on site. (Ref: <a href="#">Early years foundation stage: coronavirus disapplications</a> and associated risk assessment – this is subject to change)</li> </ul>	✓	6 staff in our early years team have the PFA first aid certificate. Early years risk assessment completed.	Low
Medication	<ul style="list-style-type: none"> <li>Necessary pupil medication has been returned to school.</li> </ul>	✓	All parents with children with medical needs will be contacted to ensure medication is in school.	Low
Catering	<ul style="list-style-type: none"> <li>Assurance has been obtained that the school's catering provider complies with the <a href="#">guidance for food businesses on coronavirus</a>.</li> </ul>	✓	Schools catering is provided by Nottingham City Council, where we are assured they are compiling to guidance for food businesses on coronavirus.	

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<b>Site Health and Safety Concerns (General)a</b>				
Legionella	<ul style="list-style-type: none"> <li>Rarely used outlets have been identified taking into account current usage of taps.</li> </ul>	✓	Site Manager to be informed of updated legionella processes, in reducing the flushing that is required.	Low
Fire Procedures	<ul style="list-style-type: none"> <li>A fire drill has been organised for early in the school year.</li> </ul>	✓	A fire drill was carried out during lockdown and we will organise one the 2 <sup>nd</sup> week back.	Low
	<ul style="list-style-type: none"> <li>No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point).</li> </ul>	✓	Currently the fire evacuation procedures remain the same. However, it will be advised that each bubble social distance from other bubbles at the assembly points.	
Various site tasks	<ul style="list-style-type: none"> <li>Specific site management tasks are undertaken after re-opening following a <b>lengthy</b> closure*.</li> </ul>	✓	Our school has been opened during lockdown, therefore emergency repairs have been carried out. All other servicing contracts will be contacted to ensure works are planned in.	Low
<b>Personal Health and Safety Concerns (General)</b>				
Pupil Behaviour ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND section below).</li> </ul>	✓	The school's behaviour policy will remain the same, and will be reviewed if required.	Low
	<ul style="list-style-type: none"> <li>The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming</li> </ul>	✓	We will always work with pupils that may need support reengaging in school. We have a skilled team that will work with pupils and parents to help them back into school life.	

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	barriers to attendance and behaviour and to help them reintegrate back into school life.			
SEND pupils	<ul style="list-style-type: none"> <li>Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site.</li> </ul>	✓	Where there is individual risk assessment in place for pupils, these will be reviewed to ensure the safety of the pupil and staff involved.	Low
	<ul style="list-style-type: none"> <li>Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities.</li> </ul>	✓	The SEND team will identify any pupils that may need longer period of time being re-integrated into school, and the appropriated plans will be implemented.	
	<ul style="list-style-type: none"> <li>Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes.</li> </ul>	✓	Pupils with SEND will be given the SEN support needed to help them with the changes in school with routine and new school rules.  Support services will be brought in if additional support is necessary.	
	<ul style="list-style-type: none"> <li>Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> </ul>	✓	Full support will be provided for pupils with SEND, which can be provided in school. However if additional support was needed we would always seek this if needed.	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> <li>Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> </ul>	✓		

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> <li>Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced.</li> <li>The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> </ul>	✓	<p>There will be concerns from staff that maybe anxious about returning, all BAME groups have been spoken with to reassure them that appropriate measures are being put in place.</p> <p>Staff will be reminded that if they have any concerns that they can discuss them at any time with the School Business Manager, Headteacher. If further support is needed then Human Resources would be contacted to seek the best support needed.</p>	Low
	<ul style="list-style-type: none"> <li>Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).</li> </ul>	✓	Wellbeing is key for all staff in school, regular information is shared with staff at all times, to ensure they get the support they need.	
	<ul style="list-style-type: none"> <li>Telephone counselling services are available.</li> </ul>	✓	Pam Assist is the Local Authorities school counselling service which all staff can access if required. 0800 882 4102.	
	<ul style="list-style-type: none"> <li>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher</li> <li>Any redeployments are not at the expense of supporting pupils with SEND.</li> </ul>	✓	If identified it may be that on occasions that teaching assistants may have to lead groups, or cover lessons. However we would always ensure they had direction and were supported if this was required.	
	<ul style="list-style-type: none"> <li>Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <a href="#">workload reduction toolkit</a>.</li> <li>DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing.</li> <li>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry</li> </ul>	✓	If there were any changes needed to staff roles, this would be discussed with staff first to ensure an agreement was in place.	



Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	out the work.			
Pupil welfare and mental health support <a href="#">(Reference)</a>	<ul style="list-style-type: none"> <li>Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> </ul>	✓	Where there are concerns identified from pupils and parents we will ensure discussions, measure are put in place to help them feel reassured.	Low
	<ul style="list-style-type: none"> <li>The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to:                             <ul style="list-style-type: none"> <li>support the rebuilding of friendships and social engagement</li> <li>address and equip pupils to respond to issues linked to coronavirus</li> <li>support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> </ul>	✓	All measures will be put in place to ensure pupils feel supported in rebuilding friendships. Issues linked to coronavirus will be put in a manner not to confuse them or make them scared. Every step will be taken to help support pupils with improving their physical and mental wellbeing.	
	<ul style="list-style-type: none"> <li>The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken.</li> </ul>	✓	Bullying will never be excepted in school and would be addressed, the appropriate measures would be taken.	
<b>Other Issues</b>				
Contingency plans for outbreaks	<ul style="list-style-type: none"> <li>For individuals or groups of self-isolating pupils, remote education plans are in place.</li> </ul>	✓	Remote learning is in place if children needed to self-isolate.	Low
	<ul style="list-style-type: none"> <li>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education.</li> </ul>	✓	Immediate remote education would be in place if a class, or group need to self-isolate. Purple mash is in place as well as online teaching through teams.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.			
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> <li>Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning.</li> <li>HSE has agreed a final deadline for first aid requalification for these qualifications of 30 September 2020.</li> <li>There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate.</li> <li>For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.</li> </ul>	<p>✓</p> <p>✓</p> <p>n/a</p> <p>✓</p>	<p>All training certificates have been identified and these will be actioned before the start of the school term.</p> <p>All first aid requalification have been arranged and will be in place the first week of September.</p> <p>We have a trained DSL and deputy on site.</p>	Low
Incident Reporting	<ul style="list-style-type: none"> <li>If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting system and to the HSE according to RIDDOR requirements: <a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a> (Contact your Safety Adviser for advice)</li> </ul>	✓	If a staff member was diagnosed as having COVID-19 which was attributed to an occupational exposure, this would be recorded on the incident reporting system.	Low
Safeguarding	<ul style="list-style-type: none"> <li>DSL or a deputy always available during school hours for staff.†</li> <li>DSLs (and deputies) are provided with more time, especially in the</li> </ul>	<p>✓</p> <p>✓</p>	<p>A DSL or deputy will always be onsite during school hours.</p> <p>DSLs may require more time to deal with</p>	Low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.		safeguarding and welfare concerns. However these will always be treated and responded to as a matter of urgency.	
Reviews	<ul style="list-style-type: none"> <li>Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly.</li> </ul> The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	✓	Regular reviews of the controls in place will be discussed in SLT meetings as well as staff briefings, this is to ensure changes can be made if needed.	Low

Are there any other foreseeable hazards associated with the Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

**\* Reopening after a lengthy closure:**

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
  - all fire doors are operational
  - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

**† Designated safeguarding leads (DSLs)**

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

**Reference Websites:**

- [www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings](http://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
- [www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak](http://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak)

<b>ASSESSED BY (Print name)</b>	<b>SIGNED</b>	<b>DATE</b>