

School/Academy:	Mellers Primary School	Date of assessment	01.9.2021	
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School	
Lockdown Easing Status:	Autumn Term 2021 - Step 4			
Reference Document:	DfE: Schools coronavirus (COVID-19) operational guidance (July 2021)			
Date	Summary of school position			
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
Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	W/c 30 August 2021, 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. Updated risk assessment are shared with staff and school website updated.	Low
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	✓	All staff are encouraged to give feedback. Daily staff briefings are held where ideas, suggestions are discussed.	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. 	✓	W/c 30 August 2021, all risk assessments and important covid information is available on the school website, under latest news. Signage is around school highlighting social distancing.	Low

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	<ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to 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. 		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.	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	✓	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"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	✓	Trade Unions will be sent a copy of the school's risk assessment following the approval by the School's Governing Body.	Low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> 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"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</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
	<ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. 	✓	The office staff call parents as soon as they have been notified that a child is displaying symptoms. They are asked to arrange a PCR test and are asked to show the results to school before they can return if negative, otherwise 10 days isolation is required.	
	<ul style="list-style-type: none"> For noting: 	✓	All parents and staff have been made aware that any child with symptoms should not attend	

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	<p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.</p> <ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 		<p>school. If a child is sent they would be sent home straight away.</p> <p>Staff absence records include staff off with symptoms with coronavirus. And a log sheet is kept up to date with all staff and pupils that have been sent home displaying symptoms, and the outcome of the results.</p>	
Outbreak management	<ul style="list-style-type: none"> If the school has several confirmed (PCR) cases within 14 days, the school may have an outbreak: The school will contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1 for advice. School management are familiar with the DfE's contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>The LA and Dfe are always notified when there have been a positive cases of covid.</p> <p>We work closely with the Local Authority's Health & Safety Department, and are familiar with managing local outbreaks of covid.</p> <p>If the School were concerned of a outbreak we would contact our the LA Health and Safety Department. And we would put in all the measures necessary ensure all staff and pupils are safe.</p>	<p>Low</p>

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	<p>vulnerable children and children of critical workers should still be allowed to attend.</p> <ul style="list-style-type: none"> ○ Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings 			
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> • Staff, parents, other over 18s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ 	✓	All staff and parents will be made aware and encouraged to access the vaccination programme. All staff once double vaccinated are asked to let the School Business Manager know.	Low
	<ul style="list-style-type: none"> • The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. <p>Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk.</p>	✓		
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	All staff will be reminded before school holidays of the current quarantine restrictions, to ensure they are able to return to work.	Low

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	<ul style="list-style-type: none"> • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	All parents will be reminded of the current quarantine restrictions, any holidays booked are always followed up.	
	<ul style="list-style-type: none"> • References: <ul style="list-style-type: none"> ○ https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england ○ https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive 			
	<ul style="list-style-type: none"> • Records are kept of such visits. 	✓	Holiday request forms are completed.	
Reducing the number of persons on site	<p>The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary.</p>	✓	Meetings are still encouraged to take place on the telephone wherever possible. Face to face meetings are able to take place as long as the room is well ventilated and you are a safe distance apart.	Low
	<ul style="list-style-type: none"> • Meetings are held virtually rather than physically where there is no detrimental effect. 	✓	Governors meetings have been held virtually.	
Performances	<ul style="list-style-type: none"> • The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. 	✓	Any performances taking place a risk assessment will be completed.	Low
Staff social meetings / events	<ul style="list-style-type: none"> • Staff are reminded that as social contact restrictions have now been removed, meetings between staff out of school, especially indoors, has the potential to increase the risk of virus transmission and result in non-vaccinated close contacts requiring to self-isolate. 		Regular covid updates are shared with all staff.	
Persons at higher	<ul style="list-style-type: none"> • Clinically Extremely Vulnerable (CEV) staff 	✓	Staff in the "clinically extremely vulnerable"	Low

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risk of becoming seriously ill	<ul style="list-style-type: none"> ○ Risk assessments have been completed for all CEV staff who have been double vaccinated. ○ All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 		categories have been identified and are remaining at home.	
	<ul style="list-style-type: none"> ● Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	✓	Pupils will be identified and measure will be put in place.	
	<ul style="list-style-type: none"> ● The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. ○ Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	✓	Risk assessments have been completed for pregnant employees.	
School Visits	<ul style="list-style-type: none"> ● All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). 	✓	All visits out of schools is risk assessed to ensure covid guidelines are being followed.	Low
	<ul style="list-style-type: none"> ● International visits The school is aware that the travel list (and broader international 	✓	There is an international visit planned for 2022, where all policies and legislation will be followed.	

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	<p>travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p>			
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm <p>“It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands”</p>	✓	Staff are receiving daily covid updates and all staff have been provided with the CPR and resuscitation in first aid information.	Low
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Their self-isolation may end with a negative PCR test (but not a 	✓	<p>Locations where pupils could be isolated: Community room.</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>	Low

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	<p>negative LFD test)</p> <ul style="list-style-type: none"> • 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"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. • 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. 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 infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	<p>✓</p> <p>✓</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>Test and Trace (managing positive cases)</p>	<ul style="list-style-type: none"> • The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). • Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. • In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> ○ Consider outdoor learning ○ Consider individuals' risk of secondary transmission within the classroom. This will depend on: 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>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.</p> <p>Outdoor learning is always considered, and the school will look at the health risks of any close contacts, and check on the staff vaccinations. All rooms are deep cleaned when a known case has been identified.</p>	<p>Low</p>

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	<ul style="list-style-type: none"> - The health category of staff and pupils in the class - Staff vaccination status - Whether the staff can socially distance from pupils - Ventilation within the classroom. <p>They may need to be relocated elsewhere within the school.</p> <ul style="list-style-type: none"> o Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. <ul style="list-style-type: none"> • The school understands the purpose of the school’s own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. <p>The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test.</p> <ul style="list-style-type: none"> • Staff and parent telephone numbers are checked for accuracy. • Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Home test kits are available in school and are only given out if accessing them online would be difficult.</p> <p>All staff and parent contact details are up to date as possible.</p> <p>Any regular visitors we have in school we keep a record book where we keep contact details if needed.</p>	
Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> • School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> o communicating with stakeholders o ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ o reporting incidents and carry out risk management o storing and reporting any required data o reordering tests when required <p>They have read and understood the resources from the Primary portal.</p> • The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model 	<p>✓</p> <p>✓</p>	<p>The School Business Manager is responsible for coordinating covid testing and results, and completing the required data.</p> <p>Staff are all regularly testing twice a week.</p>	<p>Low</p>

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	<p>letter from the Govt. resources.)</p> <ul style="list-style-type: none"> • Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.) • Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. ○ The testing programme does not replace current (PCR) testing policy for those with symptoms. • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ○ A negative test result ○ A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) ○ Two void test results • Necessary records of testing are kept. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Staff carry out home testing and generally testing is carried out on a Monday and Thursday.</p> <p>Staff are aware of the possible results. And even if showing signs of covid and receiving a negative result it would be advised to stay at home and take a PCR test.</p> <p>All instructions have been given out to staff on what action to take if a test is void, negative or positive.</p> <p>Records are kept of all results.</p>	<p>Low</p>
Hygiene – General	<ul style="list-style-type: none"> • 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"> ○ On arrival at school ○ After breaks and sport activities ○ When they change rooms ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating 	<p>✓</p>	<p>Updated risk assessment to be shared with staff.</p>	<p>Low</p>

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	<ul style="list-style-type: none"> ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>			Low
	<ul style="list-style-type: none"> ● A process is in place for removing face coverings if 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. 	✓	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"> ● 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. <p>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 properly. Skin friendly skin cleaning wipes are used as an alternative.</p>	✓	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.	
	<ul style="list-style-type: none"> ● 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. <p>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.</p> <p>Bins without lids shouldn't be used for tissues but can be used for</p>	✓	Peddle bins have now been provided and are emptied on a regular basis.	

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	<p>general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. 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. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups. 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. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>All rooms that have been used, all frequently touched surfaces, touch points, all toilets and sinks have been cleaned daily.</p> <p>We have increased the cleaning hours in school to ensure there is cleaning mid-way through the day, as well as the end of the day.</p> <p>Contactless payment is now in place.</p>	<p>Low</p>
Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. Teaching staff may wish to continue 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 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 	<p>✓</p> <p>✓</p>	<p>All rooms are deep cleaned after a positive case and contents if identified as being touched.</p> <p>Sanitising wipes will be made available for every class, to ensure areas can be cleaned if there is a need.</p>	<p>Low</p>

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	original bottles and stored securely within the classroom.			
	<ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. 	✓	Teachers/Teaching Assistants will wash their hands and surfaces before and after handling pupils' books.	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	✓	No reusable drinking cups should be shared with pupils, before being washed.	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. 	✓	Masks, aprons and gloves are provided for cleaning tasks, first aid and personal care. Full PPE has not been identified as needed.	
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. 	✓		
	<ul style="list-style-type: none"> 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. 	✓	Risk assessments will be reviewed that are in place for medical procedures, any additional PPE identified will be provided.	
	<ul style="list-style-type: none"> 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"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection 	✓	N/A	Low
Face coverings in school	<ul style="list-style-type: none"> Face coverings may (only) be worn in school by: <ul style="list-style-type: none"> Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. 	✓	Staff do not have to wear masks throughout the day, only if they have a preference to do so when on duty at the gates, and if they feel more comfortable wearing them.	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
	○ Visitors			
Reducing number of touchpoints	• 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.	✓	Classroom doors to be kept open wherever possible to reduce touching of door handles.	Low
	• 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.	✓	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.	
	• Consider whether drinking fountains need to be taken out of action.	✓	N/A	
Parents and pupils travelling to school	• Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	✓	Parents/Carers will be reminded that they should limit public transport wherever possible. Guidance will be provided on our website.	Low
Organising the school day	• Drop-off and collection times may continue to be 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. The views of parents/carers is taken into consideration.	✓	F1 & Drop off 8.40 to 8.50 pick up 3.10 gate1 – Main reception F2 & Drop off 8.40 to 8.50 pick up 3.10 gate2 – Alley gate KS1 Drop off 8.30 to 8.50 pick up 3.05 Yr1 Gate 4, Yr2 Gate3 Norton street gates Ks2 Drop off 8.30 to 8.50 pick up 3.15 Yr3/4 Gate 4 & Yr5/6 Gate 3 – Norton street gates	Low
	• 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.	✓	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.	
Foyer / Reception	• Existing reception screens are kept in the closed position wherever possible.		The glass hatch in reception area will be closed wherever possible. 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	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
			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 (Reference)	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. 	✓	The office team will be back to full capacity from September, however we will be limiting the number of other staff in the office.	Low
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	✓	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"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	✓	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"> Hand sanitiser is provided in meeting rooms. 	✓	Hand sanitiser will be made available.	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓	Meetings if on site will always be carried out in a well-ventilated room wherever possible.	
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	✓	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.	Low
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 	✓	Outdoor sports are always encouraged on a daily basis whenever possible.	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. 	✓	Additional cleaning has been put in place in the day to ensure touched services and toilets are cleaned more frequently. All equipment if shared with different bubbles should be cleaning frequently.	
	<ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association 	✓	We will always follow the appropriate guidance when before any sporting competitions are taking 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
	for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.			
Curriculum: Music, dance and drama in school PHE Safer Singing Reference (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. 	✓	Weekly live area band is at Mellers on a Thursday. Nottingham Music Service have provided their risk assessment and all guidance is being followed. Area band is ongoing in school every Thursday where the Nottingham Music Services have provided a risk assessment ensuring all guidelines are being followed.	Low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	✓	Lesson planning will include many opportunities for outdoor learning.	Low
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). 	N/A	N/A	
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	Good ventilation is encouraged at all times, windows are opened daily in all rooms.	Low

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	<ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) ○ Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. ○ Rearranging furniture where possible to avoid direct drafts. • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓	All internal classroom doors are opened to help with ventilation, as well as windows, where needed.	
Breakfast and After School Clubs (Reference)	<ul style="list-style-type: none"> • The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	✓	Our breakfast club will open from 8 March 2021 and our Afterschool club will be open once we are fully staffed. Outdoor and indoor provision will be made available to all pupils. We are continuing with our outdoor learning and we plan to start a number of clubs after school shortly.	Low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> • From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff)	✓	Staff are very flexible to help in the event of staff shortage. We also have a great supply of agency staff if required.	Low

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	<ul style="list-style-type: none"> • Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 		Staff are being very flexible where needed, and agency staff are employed where area's can not be covered.	
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> • Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	✓	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
Staff welfare and staff redeployment	<ul style="list-style-type: none"> • 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. 	✓		Low
	<ul style="list-style-type: none"> • Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ 	✓	Regular briefings and staff meetings are online for all, and any concerns for staff are followed up, and appropriate support will be put in place.	
	<ul style="list-style-type: none"> • Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. 	✓	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.	

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"> 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 workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. 	✓	If there were any changes needed to staff roles, this would be discussed with staff first to ensure an agreement was in place.	
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus Ref: Wellbeing for Education Return programme Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable 	✓	Where there are concerns identified from pupils and parents we will ensure discussions, measures are put in place to help them feel reassured.	Low
		✓	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.	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. 	✓	Remote learning is in place if children need to self-isolate. 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.	Low

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	The remote education provided is equivalent in length to the core teaching pupils would receive in school.			
	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern <p>A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed.</p>	✓	Staff are regularly checking pupils are taking part in online learning if they are at home.	
	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓		
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	We have additional TA support in school to help support pupils.	
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. <p>https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)</p>	✓	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"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	✓	Vulnerable pupils are identified and the appropriate support is put in place.	Low
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	✓	Free school meal vouchers are provided for any pupil who may be isolating at home.	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
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. 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
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓		

Are there any other foreseeable hazards associated with 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

ASSESSED BY (Print name) Jo Travis	SIGNED	DATE 24.8.21
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