

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	
National COVID-19 Status:	February 24 th 2022 – Removal of remaining domestic restrictions in England			
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance DfE: Contingency framework: education and childcare settings			
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
“Post-covid” Measures				
Note: From 1 April, the Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.	<ul style="list-style-type: none"> The school has started to consider and plan which measures and changes that will continue to be in place either in the short term or long term after the Government withdraws all COVID-19 specific guidance. These measures may either have other infection control benefits (e.g. hand washing regime to reduce potential norovirus outbreaks) or other benefits to the efficient running of the school. 			
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.	Low

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	<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. 	✓	<p>Updated risk assessment are shared with staff and school website updated.</p> <p>All staff are encouraged to give feedback. Daily staff briefings are held where ideas, suggestions are discussed.</p>	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the recent changes to government advice and any school rules and procedures. 	✓	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
	<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.7) 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.7) 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 Omicron variant, these three symptoms are still only used in determining whether someone must stay away from school.</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

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	<p>PHE Campaign posters are available here.</p> <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. The pupil must stay away from school for 10 days. Only a negative PCR test taken within two days will allow the pupil to attend school. The results of any lateral flow tests are irrelevant until days 5 and 6, when they may return early with two negative tests taken 24 hours apart and no high temperature (this applies whether or not a PCR test in response to the original symptoms). For noting: 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. Schools may continue to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>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.</p> <p>All parents and staff have been made aware that any child with symptoms should not attend school. If a child is sent they would be sent home straight away.</p>	
Outbreak management	<p>See latest action plan for complete details</p> <ul style="list-style-type: none"> The following thresholds, detailed below, are used as an indication for when to seek public health advice if they are concerned: <ul style="list-style-type: none"> a higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to COVID-19 infection evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group In the event of the above, the school will: <ul style="list-style-type: none"> contact the DfE who will escalate the issue to the local health protection team (UKHSA) where necessary and advise if any additional action is required, such as implementing elements of 	<p>✓</p>	<p>The LA and Dfe are always notified when there have been a positive cases of covid.</p>	<p>Low</p>

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	<p>an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1.</p> <ul style="list-style-type: none"> ○ immediately consider: <ul style="list-style-type: none"> - whether any (additional) activities could take place outdoors, including exercise, assemblies or classes - ways to improve ventilation indoors, where this would not significantly impact thermal comfort - one-off enhanced cleaning focussing on touch points and any shared equipment - limiting non-essential visitors - asking staff to undertake routine LFD tests 			
	<ul style="list-style-type: none"> ● 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. 	✓	We work closely with the Local Authority's Health & Safety Department, and are familiar with managing local outbreaks of covid.	
	<ul style="list-style-type: none"> ● 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, vulnerable children and children of critical workers should still be allowed to attend. ○ 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: 	✓	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.	

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	<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, eligible pupils 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. This information may be used to identify individuals who may be at higher risk. 	✓		
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 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
	<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 and that country's status is subject to change at short notice. 	✓		
	<ul style="list-style-type: none"> • Reference: <ul style="list-style-type: none"> ○ https://www.gov.uk/guidance/travel-to-england-from-another- 			

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	<p>country-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> Any member of staff has stayed overnight in the household of, someone who has COVID-19, are advised to: <ul style="list-style-type: none"> minimise contact with the person who has COVID-19 work from home if they are able to do so avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system. 			
Reducing the number of persons on site	<ul style="list-style-type: none"> Management may continue to allow office staff and others who can work from home, to do so where they can work effectively and there is no detriment to the school. The school remains in dialogue with any proposed education professionals and contractors to explore whether they can undertake their work virtually where it is not detrimental to the process and outcome. 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. Meetings are held virtually rather than physically where there is no detrimental effect. 	<p>✓</p> <p>✓</p>	<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.</p> <p>Governors meetings have been held virtually.</p>	Low
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. 	<p>✓</p>	<p>Any performances taking place a risk assessment will be completed.</p>	Low
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Higher Risk to Covid-19* Staff <ul style="list-style-type: none"> Risk assessments have been completed for all higher risk to covid staff who have been fully vaccinated. 	<p>✓</p>	<p>Staff in the “clinically extremely vulnerable” categories have been identified and are remaining at home.</p>	Low

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<p>* As at 14th December 2021, in this context, fully vaccinated means 2 vaccinations and 14 days have passed since your final dose of a COVID-19 vaccine.</p>	<ul style="list-style-type: none"> ○ All CEV staff who have not been fully 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. <p>* Note: The DfE and wider Government in their guidance now refer to: "People previously considered clinically extremely vulnerable from COVID-19" and that "In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have."</p> <p>The Schools Health and Safety Team maintain that individual risk assessments must still be completed and reviewed as necessary. See also.</p>			
	<ul style="list-style-type: none"> ● In some circumstances pupils previously considered Clinically Extremely Vulnerable may have received personal advice from their specialist or clinician on additional precautions to take. The school continues to follow that advice. See also. 	✓	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 fully vaccinated pregnant members of staff up to 26 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 26 weeks who have been fully vaccinated and non-fully vaccinated under 26 weeks. ○ Pregnant staff over 26 weeks who have not been fully 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. 	✓	All visits out of schools is risk assessed to ensure covid guidelines are being followed.	Low

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	<p>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).</p> <ul style="list-style-type: none"> International visits The school is aware that the travel list (and broader international 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. 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. The school refers to the Foreign, Commonwealth and Development Office travel advice. 	<p>✓</p>	<p>There is an international visit planned for 2022, where all policies and legislation will be followed.</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 The school has purchased devices such as CPR facemask / resuscitation shields. 	<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>
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 	<p>✓</p>	<p>Locations where pupils could be isolated: Community room.</p> <p>Anyone feeling unwell, with any of the symptoms mentioned will be sent home.</p>	<p>Low</p>

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	smell (anosmia) <ul style="list-style-type: none"> they must: be sent home and advised to follow "COVID-19: people with COVID-19 and their contacts" 		Guidance on household self-isolation will be given. 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. Area where the child has been would be deep cleaned.	
Managing positive cases	<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. The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test. 		Home test kits are available in school and are only given out if accessing them online would be difficult.	Low
Routine Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> School management have decided whether or not to continue encouraging staff to complete routine LFT testing. 			
From 21 February, staff, and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing.	<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"> communicating with stakeholders ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' reporting incidents and carry out risk management storing and reporting any required data reordering tests when required They have read and understood the resources from the Primary portal. 	✓	The School Business Manager is responsible for coordinating covid testing and results, and completing the required data.	Low
	<ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. (See step 5 and model letter from the Govt. resources.) 	✓	Staff are all regularly testing twice a week.	
	<ul style="list-style-type: none"> Persons are identified who wish to take part. This will include 	✓	Staff carry out home testing and generally testing is carried out on a Monday and	

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	<p>directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time.</p> <p>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.)</p> <ul style="list-style-type: none"> • 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 ○ Two void test results ○ A positive test result: <ul style="list-style-type: none"> - Asymptomatic: Follow self-isolation requirements - Symptomatic (one or more of the three symptoms): stay away from school. Follow this guidance. Obtain a confirmatory PCR test. • Necessary records of testing are kept. 		<p>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>	
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 	✓	Updated risk assessment to be shared with staff.	Low

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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. 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. 	✓	<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>	Low
Hygiene – Classrooms	<ul style="list-style-type: none"> 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 original bottles and stored securely within the classroom. 	✓	<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>	Low
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 	✓	<p>Masks, aprons and gloves are provided for cleaning tasks, first aid and personal care. Full PPE has not been identified as needed.</p>	Low

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	<p>medical procedures.</p> <ul style="list-style-type: none"> • Training and instruction have been provided for the putting on, removing and disposal of PPE. • 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. • 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 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Risk assessments will be reviewed that are in place for medical procedures, any additional PPE identified will be provided.</p> <p>N/A</p>	
<p>Face coverings in school</p> <p>From 27th January 2022 and until further notice, face coverings are no longer recommended for use in schools.</p>	<ul style="list-style-type: none"> • Face coverings may 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. (Alternatively, school management may choose to <i>encourage</i> staff to wear them). ○ Visitors in communal areas and in classrooms where they are not a barrier to any communication with pupils (if applicable) (School management may decide this is a mandatory requirement or simply encourage visitors to do this) ○ Medical exemptions apply. • Staff will now have access to face coverings due to their increasing use in wider society. Where staff or visitors are struggling to access a face covering, or where they are unable to use their face covering 	<p>✓</p>	<p>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.</p>	<p>Low</p>

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	due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs.			
Reducing number of touchpoints	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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.	
Organising the school day	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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.	
	<ul style="list-style-type: none"> The school has carefully considered the impact of any routine use of "bubbles" where the outbreak threshold has not been met, taking account of the detrimental impact they can have on the delivery of education. (Note: DfE guidance states for non-outbreak situations, "bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you no longer need to make alternative arrangements to avoid mixing at lunch.") 			

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
Foyer / Reception	<ul style="list-style-type: none"> 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 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.	Low
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. <p>The school only provides team sports on the list available at return to recreational team sport framework.</p>	✓	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. <p>Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals.</p>	✓	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: <p>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 for Physical Education and the Youth Sport Trust, guidance from</p>	✓	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
	Swim England on school swimming and water safety lessons and any LA guidance.			
Curriculum: Music, dance and drama in school (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. <p>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.</p>	✓	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	Low
	<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.	
	<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: 	✓	All internal classroom doors are opened to help with ventilation, as well as windows, where needed.	

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"> ○ 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. 			
	<ul style="list-style-type: none"> ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓	Heating is at a level to ensure comfort is maintained.	
	<ul style="list-style-type: none"> ● CO₂ monitors have been used to identify classrooms, indoor play areas, offices and meeting rooms with poor ventilation. Reasonably practicable measures are taken in rooms with recorded persistently high levels of CO₂ (noting the above requirement to ensure thermal comfort levels). 			
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. 	✓	<p>Our breakfast club will open from 8 March 2021 and our Afterschool club will be open once we are fully staffed.</p> <p>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.</p>	Low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> ● The potential impact on staffing has been explored and contingency plans are in place when staff are absent due to covid or self-isolation (use of supply / re-deploying school staff). 	✓	<p>Staff are very flexible to help in the event of staff shortage. We also have a great supply of agency staff if required.</p>	Low
	<ul style="list-style-type: none"> ● Contingency plans have been explored in the event that key 		<p>Staff are being very flexible where needed, and agency staff are employed where area's</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
	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 		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"> • 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.	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 	✓	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 (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	✓	Where there are concerns identified from pupils and parents we will ensure discussions, measures are put in place to help them feel reassured.	Low
	<ul style="list-style-type: none"> Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> away from school shielding vulnerable 	✓	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. The remote education provided is equivalent in length to the core teaching pupils would receive in school. 	✓	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
	<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 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.	✓	Staff are regularly checking pupils are taking part in online learning if they are at home.	

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"> 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.	
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to stay at home, 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
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 or UKHSA. 	✓	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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