

School	John Rankin Schools (Infant, Nursery and Juniors)
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings This guidance should be read in conjunction with the government guidance for full opening of schools. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Additional actions required	Action by Whom?	Action by when?	Date complete
Capacity of the school building to accommodate children required	Staff, pupils visitors to site	<ul style="list-style-type: none"> Bubble sizes will reflect the class sizes, unless there is a practical or educational reason to go to secondary bubbles which will be year groups Bubble are segregated from each other to reduce social interaction Play areas are set for each bubble Facilities are allocated for sole use of each bubble/secondary bubble (year group) where possible (e.g. Within Breakfast Club children will be kept in year group bubbles) 	<p>Bubbles will, to the best of our ability, be kept separate and not interact, by separating the children around the school</p> <p>Staggered breaks, additional cleaning, reducing the movement in corridors. The use of shared areas will be staggered to allow for one group at a time to use them and for cleaning to take place in between groups.</p> <p>Play equipment outdoor and indoor will not be used at this time, with the exception of Nursery who form one bubble.</p> <p>Year groups will have allocated toilets shared by no more than two year groups. Regular cleaning to take place by contracted cleaners.</p> <p>Rearranging or removing furniture as necessary to aid segregation of bubbles and additional space. Removal of all soft toys and equipment to ease cleaning.</p>	FR	ASAP	

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Schools Risk Assessment

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			<p>From September the reintroduction of necessary learning materials in accordance with PHE guidance.</p> <p>One way system in place and corridors marked with taped arrows to indicate this.</p> <p>There will be no whole school or face to face assemblies. These will be pre-recorded and played in classes.</p>			
Maintaining adequate Staffing	Staff	<p>Staffing allocation for September has been communicated and the following have been considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.- • HLTAs allocated for cover of PPA, leadership and ad hoc sickness cover. • Parent volunteers can be used when needed but must be coordinated by Phase Leaders invited in with usual checks and must only volunteer in one bubble. They must maintain 2m distancing. <p>Staff to staff interaction:</p> <ul style="list-style-type: none"> • No physical contact 	<p>Expectation is for all staff to return to work from 4th January – except for those categorised as extremely critically vulnerable (ECV) in the Nov 2020 lockdown.</p> <p>Individual Risk Assessments generated for staff with specific needs, including pregnant women.</p> <p>Vulnerable members of staff with medical conditions have been advised to speak to their line manager about an updated individual risk assessment. In light of this staffing has been reviewed across classes.</p> <p>HLTA deployment to be reviewed and ratios kept as low as possible.</p> <p>PPE for first aiders, including gloves, aprons and masks. Refresher training will be given to first aiders. Masks must be worn when administering first aid. First Aid rooms to be cleaned after use by</p>	FR	ASAP	

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		<ul style="list-style-type: none"> Maintain social distance of two metres No close face to face contact 	<p>contract cleaners. All first aid incidents to be dealt with in an allocated first aid room, so it can easily be cleaned after each visitor.</p> <p>PPE for incidents will be located in the first aid rooms.</p> <p>Teachers to promote to children the fun that can be had without running around, and have regular reminders about the importance of keeping safe and being sensible in an attempt to limit accidents requiring first aid care.</p> <p>Teachers to limit number of children sent to first aid. Minor ailments to be dealt with in bubble setting not sent to First Aid room.</p> <p>Cover for breaks should be provided with existing staff within the bubble. Where this is not possible, cover will be through lunchtime controllers on a rota or ESLT. Ad hoc cover should be avoided if at all possible.</p>			
Access to and exit from site		<p>Everyone must on entering site wash hands or use appropriate hand sanitiser.</p> <ul style="list-style-type: none"> Stop all non-essential visitors entering site Monitor site access points to enable/ensure social distancing – Require all persons to wash or sanitise their hands before entering or leaving the site. 	<p>Options to reduce the bottle necks of pupil's arrival at school and entering the building have been considered and staggered timings of drop offs and pickups, to reduce this.</p> <p>Staff will enter the building through the usual front entrances and it is not</p>	FR	ASAP	

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		<ul style="list-style-type: none"> • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. • Try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day. 	<p>feasible or safeguarding to disable the digilocks, we will therefore ensure hand sanitiser is above these keypads so staff can clean hands before use. Signage will reinforce this message. They will be regularly cleaned by contract cleaners. Visitors are discouraged from using these entrances using signage.</p> <p>Staff to wash hands on arrival to class or movement between areas.</p> <p>Other introductions include:</p> <ul style="list-style-type: none"> • Staggering start times and requesting that parents do not arrive too early – regular reminders of this. • Re-opening of Breakfast Club and ASC • Drop off to the school gate where possible and a one-way system in use where parents need to enter and exit site. • Accessing classrooms via external doors. • Kiss and drop systems re-instated. • One way systems to keep parents moving through the site with separate entrance and exits. 			

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			<ul style="list-style-type: none"> • Marked out queuing areas using spray paint on the floor. • 9ft banner reminding parents and children to observe 2m distancing. • Use of alternative entrances or multiple entrances to reduce the number of people in one place. • Following parent feedback, siblings are allowed to be dropped off and collected across the school site at the same time as their youngest child. This ensures parents are not waiting around site for long periods of time, creating congestion. – Regular reminders that children should not be mixing with other children from different bubbles during waiting times when in their parents care. • Parents/carers to wear masks at drop off and pick up. • Necessary parent contact with class teachers to be made through use of email and phone calls only. 			
Classroom usage		Staff are to maintain a safe distance between each other and the children (2 metres). ALL children are encouraged to do	Government guidance is currently a bubble size of a full class, where possible.	FR	ASAP	

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		<p>maintain social distancing as much as possible.</p> <ul style="list-style-type: none"> Limit the number of persons in each room/area to follow social distancing guidance. All persons are to wash their hands prior to or upon entering classrooms. Bubbles not mix with each other during teaching time. Breaks or outdoor activities will be in bubbles where possible and secondary bubbles used when needed. Classrooms to be kept very well ventilated. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry to school. Use alcohol-based hand sanitiser where hand washing facilities are not available. Establish a robust routine for hand washing for all groups of children and continue to remind and reinforce this. Display PHE handwashing posters around school Wash hands if face is touched. All hand contact surfaces to be cleaned throughout the day. Only use cleaning products supplied by the school. <p>Equipment:</p> <ul style="list-style-type: none"> Ensure all equipment used is cleaned daily or between uses by separate bubbles. 	<p>Classrooms set up to support distancing with desks and chairs forward facing NOT face to face or side on. Staff desks and work areas should be set up 2m from pupils.</p> <p>Where intervention or small group/1:1 support is delivered, these sessions should take place in the classroom or secondary bubble allocated communal space (which must be cleaned after use). Sessions should be no longer than 15 minutes and staff should maintain distancing as in the classroom.</p> <p>Wall mounted hand sanitiser dispensers are installed in every classroom.</p> <p>A Bottle of hand sanitiser is provided for each classroom. They can use this as they see fit and carry with teachers for use during breaks and outdoors where hand washing facilities are not available.</p> <p>A box of tissues and nappy sacks to be available in every classroom. Nappy sacks to bag these tissues after use if staff wish to. Bins with lids in each classroom and around school.</p> <p>Antibac surface wipes kept in each classroom for any immediate wiping of surfaces if they can't wait for the cleaning rotation.</p>			

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		<p>Activities and resources</p> <ul style="list-style-type: none"> Resources should be cleaned meticulously after use (including computers) and between separate cohorts <p>Personal care for pupils</p> <ul style="list-style-type: none"> Where personal care routinely already involves PPE then this should continue to be the case, no additional measures are required 	<p>Antibac wipes are available in the staffroom. Staff to wipe down areas after use. They will be cleaned regularly by contract cleaners.</p> <p>Plastic cups are purchased for those children that do not remember their water bottle.</p> <p>Pencil cases with basic essentials to be provided from home. Those who cannot provide them, will be given a basic pack. Teachers to ensure that sharing of basic resources does not happen. There are to be no communal pencil pots etc. on desks.</p> <p>Individual trays should be provided for each child to keep their personal items. These should be removed from tables at the end of day to enable cleaning.</p> <p>Pupils should limit the amount of equipment they bring in to essentials. Homework and reading books may be sent home but unnecessary items such as drawings, models, etc. must not be.</p> <p>Teachers can take books home to mark if necessary, however, class marking should be utilised as much as possible.</p> <p>Posters around school and in every classroom as directed. Catch it, bin it, kill it, hand hygiene and social distancing reminders.</p>			

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			<p>Routines for bubbles to visit the bathroom and regularly wash hands, we will promote this to be during all transitions e.g. – upon arrival, before break, before lunch. When this is logistically difficult at other times, e.g. after outdoor play and on leaving school, sanitiser to be used.</p> <p>Teachers instructed to always leave as many windows/external doors open in their classrooms as possible.</p> <p>Teachers to carefully assess items in each classroom. Removing those that cannot be easily cleaned and store separately or isolate in the classroom. This to include soft toys and toys/games with lots of small parts.</p> <p>Split resources/equipment between bubbles so that they can be sole use for that bubble or secondary bubble. This will reduce the burden of cleaning during the school day or between groups. All resources can then be cleaned at the end of each day by TAs/teachers in that bubble. This includes all PE equipment. Please note: any resources shared between bubbles MUST be meticulously cleaned between uses or left unused for a period of 48 hours (72 hours for plastics).</p>			

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			<p>Additional cleaning team organised daily between 10.30 and 2.30pm. They will wipe down surfaces, touch points, such as door handles and light switches in classrooms and empty bins when the bubbles have breaks.</p> <p>Additional cleaning of toilets and communal areas.</p> <p>Photocopiers, paper trimmers, water stations etc. to be wiped down after use using anti-bac wipes provided.</p> <p>Staff must wear face coverings in communal areas, when moving around the school buildings, at start and end of school day if welcoming or dismissing children and in any other situation where distancing with other adults is not possible. Staff may choose to wear face coverings within classrooms. Any time these are removed they should be stored safely and hands washed following this procedure.</p> <p>Students to attend in full uniform and trainers or shoes that they can easily put on and off themselves.</p> <p>Parents and carers will be made aware of the days that PE will take place and children should come into school in their PE kit.</p>			

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			<p>Cloakrooms will not be used. All belongings to be kept in the bubble's classroom.</p> <p>Offices to be for office staff only. All communication through the hatches with limited opening.</p>			
Use of outdoor areas and play equipment	Staff, pupils	<ul style="list-style-type: none"> Access to outdoor equipment that cannot be cleaned to be restricted. <p>Schools to decide how physical education, sport and physical activity will be provided whilst following the measures in place.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>	<p>Access to outdoor adventure play equipment and trim trail and indoor large PE equipment not permitted, with the exception of Nursery.</p> <p>Hall timetabled for use by one year group per day for PE activities in the event of bad weather. The halls will be cleaned (floors and touch points) after breakfast club by external cleaners by 9:15. Before and after FS2 lunches the infant hall to be cleaned by internal/external cleaners as available.</p> <p>Daily 'active' mile promoted in classes – timetabled as necessary.</p> <p>Any sports equipment taken for use by a group to be meticulously cleaned by class teacher or TA before being returned to the shed.</p> <p>Individual sets of 'play equipment' retained in bubbles with cleaning schedule maintained for daily cleaning after use.</p>	FR	ASAP	

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			Children given direction and frequent reminders about the need for distancing in PE activities, e.g. no contact sports.			
Access to staff toilets, rest rooms and changing facilities	Staff	<p>Staff to follow social distancing guidance:</p> <ul style="list-style-type: none"> Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins 	<p>Staggered breaks will help ensure there is space in staff rooms for social distancing. Additional areas are now in use as staff rooms to reduce mixing. Staff can only use the staffroom if they can do so and remain socially distanced. Staffroom will be cleaned by contract cleaners regularly. Staffroom rota in place for both schools – staff reminded to socially distance and masks to be worn in these areas when not eating and drinking.</p> <p>Staff can take their breaks outside, but not leave site to go to the shops etc. cigarette breaks must be taken without anyone else.</p> <p>Expectation from September for staff to work their full contracted or directed hours.</p> <p>Bins will be emptied regularly throughout the day.</p>	FR	ASAP	
School meals	Staff, pupils	<ul style="list-style-type: none"> All persons should be required to stay on site once they have entered it and not use local shops etc. Food and drink should only be consumed in areas that are suitable and can be easily cleaned 	<p>Parents will be asked to order lunches online, so no cash is exchanged. Lunches can then be delivered to the classrooms and eaten in bubbles.</p> <p>Lunch boxes can be brought into school from home and will be stored underneath desks.</p>	FR	ASAP	

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		<ul style="list-style-type: none"> • Break times should be staggered to reduce congestion and contact. Bubble groups should not mix. • Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. • Food displays should be protected against contamination by coughing, sneezing, etc. • All persons should avoid all contact whilst eating. • Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. • Payments should be taken by contactless methods wherever possible. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. • Tables and chairs should be cleaned before, between and after use. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles, vending machines and payment devices. 	<p>Children will drink only from own water bottles and disposable plastic cups available for those that have forgotten water bottles.</p> <p>Tables will be cleaned before lunch by teachers and TAs in bubbles and after use by contracted cleaners where possible.</p> <p>Cleaning of hall will continue as needed through the day. As outlined above.</p>			
Wrap around care and	Staff, pupils	<ul style="list-style-type: none"> • Extra care taken with food hygiene, pupils are not to share food or use 	Breakfast Club and After school club will reopen from September.	FR	ASAP	

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<p>Extra Curricular Activities</p>	<p>visitors to site</p>	<p>communal utensils/equipment to prepare their own.</p> <ul style="list-style-type: none"> • Numbers will be dependent on ability to social distance • Measures taken should align with those taken during the school day 	<p>Both teams will work closely with Operations Manager to ensure consistency.</p> <p>Junior Children will be in the Junior hall for both breakfast club and After school club. Year groups will be kept together, forming secondary bubbles.</p> <p>Resources will not be shared between these secondary bubbles.</p> <p>Food served will be individually wrapped and for each child – restricted menu.</p> <p>Pick up times will be limited to two slots, parents will need to call the club if collection is needed outside these times in an emergency</p> <p>Toilet trips will be at specific times where possible.</p> <p>Toys will be cleaned by staff at the end of each session</p> <p>Contract cleaners will clean the hall and toilets after each session. Halls will be cleaned prior to use by after school club by site staff. Cleaning of the halls to include hall floors and touch points such as door handles.</p> <p>Hall windows should be opened and remain open throughout sessions.</p>			

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			<p>Guidance for wearing face coverings applies as outlined above in 'Classroom Usage'.</p> <p>Children will be instructed to wash or sanitise hands by teachers at the end of the school day, before entering After school club.</p> <p>They will need to wash or sanitise hands before entering breakfast club and when they leave breakfast club to begin the school day.</p> <p>Extra-curricular clubs run by teachers will not resume initially in September. External providers will not be offering clubs at the current time.</p>			
Suspected cases of Covid 19	Staff, pupils visitors to site	<p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Move pupil to a separate room and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. 	<p>First Aid rooms at Infant school will be used if anyone shows symptoms. Community Room at the Juniors At the nursery, this will be the staffroom.</p> <p>Guidance has been taken from: What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p>	FR	Ongoing	

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		<ul style="list-style-type: none"> If a staff member shows symptoms they must go home immediately. All other persons are to maintain a safe distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p>	<p>Place symptomatic person into first aid room, alone or with someone distancing from 2m with face mask (purchased by school) and gloves and apron on. Please ensure the window is open.</p> <p>Training has been given for staff on this situation.</p> <p>Clean area after symptomatic person leaves (by contract cleaners)</p> <p>Test temperatures of children within this class of the suspected case twice a day. Using one of the non-contact thermometers.</p> <p>Note given to office of bubble name so this group can be observed in case they become symptomatic over the coming days. Inform parents that a potentially symptomatic person was in their child's bubble. When results are obtained from testing inform parents of the results.</p>			
Cleaning	Staff, pupils visitors to site	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Hard surfaces to be cleaned prior to disinfecting. 	<p>Additional cleaning will take place daily during the day and in the evening at the end of the school day.</p> <p>Additional cleaning materials are available in offices should any class require them.</p>			

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		<ul style="list-style-type: none"> A combined detergent disinfectant solution or chlorine-based cleaner is to be used. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be regularly checked and replaced Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used. Bin liners should be used in all bins 	<p>Staff are not to provide their own cleaning materials.</p> <p>Cleaner's (Heart) chemicals are confirmed as being a chlorine-based products and have agreed to the staffing structure the school have presented. If for any reason they are unable to fulfil their obligations we would not be able to open.</p> <p>No hand towels to be used in the school. Additional blue roll is ordered regularly.</p> <p>Toilet facilities cleaned throughout the day, including door handles and locks.</p> <p>Daily cleaning of name badge by members of staff before coming into school.</p> <p>School fogging machine to be used regularly and in response to any positive cases.</p>			
First aid provision	Staff, pupils visitors to site	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>	<p>PPE available for first aid if 2m distancing can't be observed. Appropriate PPE is available.</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid resistant face masks. Visors (only if a child is spitting, vomiting) <p>Wash hands before and after first aid is issued.</p>			

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Fire	Staff, pupils visitors to site	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (socially distancing in place). Bubbles should assemble together and not mix with other groups. In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	<p>Carry out a practice drill with appropriate social distancing observed. Move Junior assembly point to larger playground area.</p> <p>Any open doors should be closed as classrooms are evacuated.</p> <p>Communicate evacuation plans with staff.</p> <p>Markings on the floor to be re-sprayed.</p>			
School travel arrangements		Not applicable	Not applicable.			
Deliveries and waste collection	Staff, pupils visitors to site	<ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste to bags and containers - to be kept closed. If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). 	<p>Delivery drivers to use intercom and leave packages outside in reception holding area.</p> <p>All staff wash hands after opening packaging and dealing with orders.</p>			
Visitors to site	Staff, pupils visitors to site	<ul style="list-style-type: none"> No non-essential visitors are allowed onto the school site. All visits to site are by appointment only All visitors to be made aware of site rules 	Restricting access to reception/offices/classrooms and all interactions with parents by phone or email only – Signage will be on the front office doors and emailed to parents.			

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		<ul style="list-style-type: none"> Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. 	<p>Meetings could be organised in advance in exceptional circumstances.</p> <p>Access to the school site to pupils and staff only – signage to reinforce. Visiting professionals and volunteers by appointment/prior arrangement only.</p>			
Contractors	Staff, pupils visitors to site	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 	<p>Update contractors check list to include the school precautions.</p> <p>Site manager will discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p> <p>Only essential and routine contractors to be allowed onsite, with permission from the site manager.</p>			
Weather	Staff, pupils	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. 	Parents to be made aware that children will spend more time outdoors.			

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		<ul style="list-style-type: none"> Facilities are provided to shelter from the elements. 	<p>Suitable coats and wellies in the case of wet weather to be provided by parents.</p>			
Lack of awareness	Staff, pupils visitors to site	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<p>COVID-19 posters to be placed around school alongside one way directional signage and visitor information.</p> <p>Banner at school gates – reminding 2m distancing.</p> <p>Parent videos to help them understand what to do when they arrive on site.</p> <p>Teachers to reinforce key messages to children about: social distancing, hygiene, hand washing. This should be sensitive and appropriate.</p>			
Hand sanitiser	Staff, pupils visitors to site	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer’s instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage 	<p>Staff to be made aware that 60% alcohol hand sanitiser is extremely flammable. They need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite.</p> <p>It is NOT to be used in the Make it Bake it room.</p> <p>Teachers must be careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition.</p> <p>Hand sanitiser dispensers are wall mounted in classrooms. COSHH assessment has been completed.</p>			

Schools Risk Assessment

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Additional actions required	Action by Whom?	Action by when?	Date complete
		and risks of the hand sanitiser provided by school.	Teachers to explain procedures and direct use for pupils. This is not an alternative to hand washing which is the most effective method for killing the virus.			
Wellbeing and Support - pupils		<p>Provide support for pupils to readjust especially vulnerable and SEN pupils.</p> <p>Provide more focused pastoral support where issues are identified drawing on external support where needed.</p> <p>Consider how we work with school nursing services (Healthy Child Programme) to:</p> <ul style="list-style-type: none"> • Support mental health and well-being including anxiety, bereavement and sleep issues • Support for pupils with additional and complex health needs • Supporting vulnerable children and keeping children safe. <p>Staff should access support from DfE training module on preparation to teach about mental health and wellbeing https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p>	<p>Whole school focus as part of the recovery curriculum on wellbeing to include provision for pastoral activities that re-build friendships, encourage social engagement and support pupils to improve their physical and mental wellbeing. Promote use of DfE materials to support this.</p> <p>Staff should use existing school systems to refer pupils for support with pastoral issues.</p> <p>PCT to meet regularly.</p> <p>PCT work to actively support families and pupils who are reluctant to return to school.</p> <p>Any ELSA time to be provided by non-class based TA, and further support materials provided to class teachers as necessary.</p> <p>Immunisations to be organised in line with guidance.</p> <p>Dedicated space allocated for pastoral care needs.</p>			

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			Any ECV pupils who are not in school to have regular weekly check-ins from class teacher by phone.			
Wellbeing and Support - staff		<p>Schools should show regard for staff's work-life balance and wellbeing. Support is available on Mind Ed related to stress, fear, trauma, bereavement and peer support. https://covid.minded.org.uk/</p> <p>Mechanisms in place to support wellbeing and mental health should be used to support staff with anxiety about returning to school.</p> <p>The Education Support Partnership provides a free helpline and targeted support for mental health and wellbeing. https://www.educationsupport.org.uk/</p>	<p>Absence procedures in place continue to be followed and support available signposted to staff as appropriate.</p> <p>All staff regularly reminded of resources available to support both themselves, their team and the children.</p> <p>Develop Staff Survey with Exec Head teacher to focus on wellbeing.</p> <p>Stress Risk Assessment available for all staff</p> <p>Staff meetings via zoom to be investigated</p> <p>Wellbeing presentation during inset day.</p> <p>Friday briefing and celebrations via email</p> <p>Leadership cover timetable to support teams in case of staff absence.</p> <p>ECV staff who are shielding to have regular check-ins from line managers at least once per week by phone.</p> <p>Staff should minimise interactions with other adults whilst in school. Interactions with other staff in school should be limited to those in your own bubble as much as possible. Social interaction</p>			

Schools Risk Assessment

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			<p>should be avoided outside of your bubble.</p> <p>Staff have access to lateral flow testing to be administered twice weekly. This is reported as per government guidance and appropriate action taken as needed.</p>			
Behaviour		<p>Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details: https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</p> <p>Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules.</p> <p>Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.</p>	<p>Teacher guidance document for behaviour and attendance to be produced to avoid any grey areas – e.g. drop off, behaviour at wrap around care.</p> <p>Addendum to behaviour policy.</p> <p>Community room used as nurture space with external door used for access and cleaned after use by member of school staff.</p> <p>Guidance will be given at INSET to clarify these additional measures.</p> <p>Systems for exclusions in place.</p>			

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		Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation.				
School Trips and Visits		<p>Residential visits are not advised.</p> <p>Non-overnight domestic educational visits can resume. This should be done in line with protective measures and measures in place at the destination.</p> <p>As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</p> <p>Schools should consult the <u>health and safety guidance on educational visits</u> when considering visits.</p>	<p>Any proposed visits must be planned a minimum of 6 weeks in advance and approval of Executive Headteacher sought prior to planning.</p> <p>Full risk assessment completed in line with additional guidance and pre-site visit essential.</p>			

Risk assessment completed by	Brian Evans	Signature	B Evans
Risk assessment sponsored by	Hannah Murphy	Signature	H Murphy
Date assessment completed	25th February 2021		
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

To be reviewed monthly

Review Date	Assessor	Signature	Sponsor	Signature
30/09/2020	Rebecca Brophy	R Brophy	Hannah Murphy	H Murphy
9/10/2020	Rebecca Brophy	R Brophy	Hannah Murphy	H Murphy
30/11/2020	Rebecca Brophy	R Brophy	Hannah Murphy	H Murphy
4/1/2021	Brian Evans	B Evans	Hannah Murphy	H Murphy
25/02/2021	Brian Evans	B Evans	Hannah Murphy	H Murphy

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Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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