

**MIDDLETON PARISH CHURCH SCHOOL
COVID-19 RISK ASSESSMENT**



Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
<p>PREVENTION</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school</p>	<p>Update 5/1/21: All sections of the Risk assessment revisited in light of the National Lockdown announced on the 4/1/21 and discussed with staff, Chair & Vice Chair of Governors. Staff Bulletin capturing changes was shared with all staff on 5/1/21 and uploaded to CPOMS.</p> <p>Update 03/02/21: 'Restricting Attendance during lockdown' guidance revisited and amendments/updates noted</p> <p>Update 21/01/21</p> <ul style="list-style-type: none"> All staff have been briefed and are aware to not attend work if they have coronavirus symptoms for at least 10 full days from: <ol style="list-style-type: none"> The day after the start of their symptoms The test date if they did not have symptoms but have had a positive test. <p>Update 8/1/21: People should also remain at home if they:</p> <ul style="list-style-type: none"> Have been advised by NHS Test and Trace to do so Are household members of a positive case, even if that case is asymptomatic Are required to self-isolate for travel reasons Any visitor/contractor/parent or delivery driver who appears to be unwell will not be permitted entry. Parents instructed not to send children to school if any member of their household is presenting with the following main symptoms: <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal Staff and parents are reminded of the latest UK Government Guidance. <p>Update: 3/12/20 https://www.gov.uk/coronavirus</p> <ul style="list-style-type: none"> If any staff member or pupil becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the guidance set out in 'stay at home: guidance for households with possible or confirmed coronavirus infection (www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that they must self-isolate for at least 10 days and should arrange to have a test (www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus. Update 03/02/21 Other 	2	5	10	<ul style="list-style-type: none"> School to consider introduction of temperature screening measures e.g. use of a non-contact Infra-red thermometer in school for all persons entering school premises. Update July '20: PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus. A copy of all the DfE guidance is saved in the staff drive for staff to access. The link to the guidance has also been placed in the 'September 20' tab on the website. Update 08/01/21: Tab renamed 'COVID GUIDANCE' In the event that a parent/carer insists on a child attending school, school can take the decision to refuse their child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with COVID-19. Advice would be sought from the LA & in line with current PH advice. Rochdale LA have produced a flow chart response and letter templates to support the management of a diagnosis of Covid-19. Rochdale Public Health have advised that where a parent has refused to take their child for a test, the child should be considered +ve. Update 8/1/21: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Ensure staff are aware of Covid-19 testing procedures. Action: put on staffroom notice boards. Update: Completed September 20 and reviewed/updated as required. LA & DfE guidance in regards to the Tier System etc. is displayed as required on all main entry & exit points. Staff bulletins are produced in line with any updated guidance received. These are shared by

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	<p>members of their household (including any siblings) should self-isolate for 10 days from the day the individual's symptoms started (or the day that their test was taken if they did not have symptoms, whether this was an LCD or PCR test), and the next 10 full days.</p> <p>Update: 14/12/20 https://www.gov.uk/government/news/uk-chief-medical-officers-statement-on-the-self-isolation-period-11-december-2020</p> <ul style="list-style-type: none"> Any child awaiting collection will be taken to the small foyer outside main reception, with the door open to aid ventilation, in order to be isolated from others. The member of staff accompanying them will ensure that a 2 metre distance can be maintained, if not they will wear full PPE. If weather permits, they will wait outside the Reception door. If they need to use the bathroom while they are waiting to be collected, they will use the 'Zone 4' toilet, which will then be thoroughly cleaned and disinfected after use. Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) the symptomatic person subsequently tests positive they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) they have tested +ve from a LFD test as part of the school's testing programme School operates a 'triage' system when a parent contacts school to advise that their child is unwell. A member of the pastoral team goes through the list of symptoms with the parent. If the child has one or more of the symptoms, as identified above, the parent is advised to keep their child at home and book a COVID-19 test and advise school of the outcome at the earliest opportunity. A follow-up call is made in 48 hours if school has not heard back from the parent. If the child is unwell, but does not have any of the above identified symptoms, they are advised to keep their child at home and a follow-up call will be made in 48 hours to see how the child is. This is in line with the following DfE guidance – '<i>They could still have another virus, such as cold or flu-in which case it is still best to avoid contact with other people until they are better.</i>' If a parent is any doubt, they will always be advised to take their child for a test. 				<p>phase and zone leaders.</p> <ul style="list-style-type: none"> 17/12/20 LA advice in regards to Christmas was circulated to parents and staff. 17/12/20 LA letter & change to isolation periods forwarded to all staff. Ensure parents are aware of Covid-19 testing procedures. Action: put on parent info section of website. Update: Actioned September '20 and reviewed/updated as required. Update 03/02/21: identification of close contacts updated Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person

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	<ul style="list-style-type: none"> If school has 2 or more confirmed cases of COVID-19 within 10 days, or an overall rise in sickness basence where COVID-19 is suspected, school will work with the local Health Protection team and follow any advice given. 'Remote Education' policy & guidance shared with staff in Tuesday training 29/9/20. Also shared with the nominated Curriculum link governors. Remote Learning placed on website 23/10/20. Update 4/1/21: Addendum added to the 'Remote Education' policy. Update 19/01/21: Staff briefing in regards to the introduction of Lateral Flow testing which will commence 25/01/21. Staff are expected to carry out Rapid Self Testing at home twice a week and not to attend school if a positive result is obtained. Further COVID PCR test to be arranged as soon as possible. Staff expected to carry out tests on Monday and Thursday each week and report the results either online or via telephone. 				
2. Where recommended, use of face coverings within school	<p>The government is not recommending universal use of face coverings in all schools. Primary school children will not need to wear a face covering.</p> <ul style="list-style-type: none"> Parents and staff will be required to wear face masks or coverings, whilst on the playground All staff, pupils and visitors are required to wear a mask and hand sanitise when entering the school. Visitors will be restricted. The main entrance door is locked from 8.45 a.m. until 3.30 p.m. School has a small contingency supply of disposable face masks should they be required by visitors. Key contractors have been advised of our safety procedures, i.e. wear a mask, hand sanitise prior to entering the school building or unloading parcels/delivering food. Lidded bins will be available at the entrance to school for disposable face coverings. If staff members wear a face covering the following steps should be taken: Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose; Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them; If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin; Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged. Make sure you clean any surfaces the face covering has touched using normal household cleaning products. 	2	5	10	<ul style="list-style-type: none"> In primary schools where social distancing is not possible in areas outside of the classrooms between members of staff and visitors, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Rochdale LA advise the use of face coverings in public places where a 2 m distance cannot be maintained. Staff and visitors to the school site will wear masks on the playground and when they enter the school building. Action: In regards to face coverings guidelines will need to be produced in order to facilitate safe wearing and storage. Update 3/11/20: Staff informed; Guidance uploaded to CPOMS https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Update 30/11/20: Guidance re-visited, no further action required. Action: Undertake risk assessments as required for First Aiders. Update 18/01/21: Risk assessments updated. Update 4/1/21 Staff advised to: - Remind parents who do not wear a face mask when entering school premises to wear one or display an

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	<ul style="list-style-type: none"> Catering, BASC & lunch staff will be required to wear masks whilst they are serving food to the children. Any staff member caring for any pupil with COVID-19 symptoms should keep at least 2 metres away and wear disposable gloves and a disposable impervious apron. If dealing with bodily fluids or the distance of 2 metres cannot be maintained from the pupil, staff are recommended to wear a face mask and eye protection. The required PPE should be suitably located where it is likely to be needed, i.e. in the pick-up waiting area or each classroom. PPE must be correctly worn and disposed of in general waste following guidance outlined in risk assessment Covid-19 Cleaning Process. First Aid – https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm) 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. All first aid staff advised of guidance. First Aid staff are directed towards the HSE 'First Aid during the coronavirus (COVID-19) pandemic' document. First Aiders should wear a disposable mask and gloves when administering first aid. After delivering first aid: Ensure all disposable items are safely discarded in a lidded bin; All reusable items are cleaned thoroughly; Hands should be thoroughly washed with soap and water or an alcohol-based hand sanitiser. 				<p>exemption lanyard. Parents will be followed up to ensure that this advice is followed.</p> <ul style="list-style-type: none"> Intervene to move parents off the playground quickly and safely. Agree a class clinic system via the phone to maintain regular communication for all parents. Wear face coverings in communal areas (including staff rooms) where a two metre distance cannot be maintained. When working closely with a child e.g. 1:1 reading, a face mask and a visor should be worn; the book should be handled by the child.
3. Clean hands more often than usual.	<ul style="list-style-type: none"> Hand wash facilities are available throughout the school, typically in toilet areas and some classrooms. Each hand wash station is equipped with at a minimum: Soap; Disposable hand towels (Hand dryers have been disconnected to limit the risk of transmission); Water. Sanitising gel is located in each classroom and the main entrance and each staff member, pupil and visitors are required to sanitise on entry to the school. Additional hand sanitiser units (40) have been fitted around school. Staff and pupils are asked to wash their hands regularly throughout the day, typically before and after breaks, lunchtimes, end of day etc. Pupils will be taught how to wash their hands thoroughly using government guidelines. Posters are installed throughout school to remind them of hand washing. These routines will be built into school culture, supported by behaviour expectations, and by helping ensure younger children, and those with complex needs, 	2	5	10	<ul style="list-style-type: none"> Ensure posters (PHE & e-Bug) are displayed in all zones regarding the correct handwashing technique (before wider opening). Update: Actioned September '20. Additional resources displayed from LA/Public Health as required. Teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Update 'Marking & feedback' policy to reduce the risks associated with the spread of virus via direct contact with a contaminated surface. Update: Staff advised via the risk assessment of the protocols in regards to marking and feedback. Update 4/1/21: Staff reminded that the

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	<p>understand the need to follow them.</p> <ul style="list-style-type: none"> Staff will supervise the use of hand sanitiser given risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Teaching Staff should make sure they wash their hands and surfaces, before and after handling pupils' books. Admin, Kitchen & Site Management Staff: Good hand sanitising and washing practices to be adhered to at all time, particularly after handling deliveries. On receipt of stock in any zone of school; once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for a minimum of 20 seconds. 				<p>requirement to mark work should be balanced between the need for educational feedback and minimising the risk of transmission of COVID. A responsible approach should be taken e.g. handwashing, gloves, self-marking by children etc. Staff were advised in line with union guidance that books should not be taken home.</p> <ul style="list-style-type: none"> Staff will sanitise hands between touching different books; when preparing school reports. Update 4/1/21 Staff advised to: Revisit handwashing routines with children. Instruct children to sanitise their hands on entry and exit to the bathroom.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> Staff and pupils instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands. Waste to be disposed of following guidance outlined in the COVID-19 Cleaning Risk Assessment. Individual risk assessments have been completed for children who may struggle to maintain good respiratory hygiene. Classrooms should be well ventilated – each bubble has windows that open to ensure adequate ventilation, windows will be kept open at all times. Air conditioning/heating will be used to maintain the temperature in classrooms. Air conditioning units are NOT centralised ventilations systems so can be used. Update 03/12/20: New section '<i>Keeping occupied spaces well ventilated</i>' added to Risk Assessment Toilets: windows will be kept open to allow natural ventilation wherever possible 	2	5	10	<ul style="list-style-type: none"> Ensure e-Bug posters 'Cover your coughs and sneezes' are displayed in all zones. Update: Actioned September '20. Additional resources displayed from LA/Public Health as required.

<p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent and bleach.</p>	<ul style="list-style-type: none"> All staff have access to suitable sanitising equipment (wipes and sprays) which are to be used to wipe down classrooms, work areas and equipment during the day. School cleaners clean and sanitise all school areas, refreshment areas, wash stations and toilet facilities twice daily. Cleaning equipment is available in all classrooms for teaching staff to sanitise all shared resources, such as science equipment. Direct contact with handheld teaching equipment, e.g. IT equipment, will be sanitised before and after use. Malleable resources, such as play dough, will not be shared between groups and sand pits will only be used outdoors in Zone 1 (EYFS). EYFS – out door resources will be sanitised more frequently. Outdoor playground equipment has been removed from the playground to reduce the risk of transmission. Admin/Zone 4 staff will sanitise the admin entrance at regular intervals throughout the day. Should any staff, pupil, parent or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they attended will be undertaken immediately. Pupils who choose to bring in their own packed lunch will have their lunch box sanitised on entry to school and at the end of lunch. 	2	5	10	<ol style="list-style-type: none"> BASC procedures outlined in BASC Information. Further information in regards to EYFS found in EYFS risk assessment. Ensure cleaning/sanitisation equipment is available in each classroom for wiping down areas as required (before wider opening) Action: Site Manager putting locked cleaning cupboards in the 3 classrooms not used in partial re-opening – done September '20. Update 4/1/21 Staff reminded to: - <ul style="list-style-type: none"> Maintain hygiene throughout the day, i.e. wiping down frequent touch points within the classroom; checking that children have turned off the taps; checking that toilets have been flushed (all zones); wiping down window handles; desks should be wiped regularly throughout the day. Walkie talkies should be wiped down regularly and after each use if it is a shared device within a bubble. Classrooms and shared spaces, e.g. staff rooms, PPA room, should be left clean and tidy at the end of every day. All clutter should be removed. Each zone should determine a rota for the maintenance of each area – cleaning and tidying (wiping surfaces, handles, switches etc.) The shared areas are the responsibility of all staff. Revisit handwashing routines with children. Establish a rota within each zone for the use of the toilets to avoid different classes using them at the same time. Nursery and Reception should use their own toilets and not mix. Update 5/1/21 <ul style="list-style-type: none"> Staff advised not to dispose of empty sanitiser bottles positioned outside classrooms and throughout the building when empty. Mr Cooke/Mr Pedley should be advised that the bottles need refilling.
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<p>6. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>Update 4/1/21:</p> <ul style="list-style-type: none"> Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. All parents that fall into this category have been contacted and asked to provide evidence which has been uploaded to CPOMS. Vulnerable children who have a social worker, EHCP or who may be 'otherwise vulnerable' should attend school. Pastoral & SENDCo to work closely with parents of vulnerable children. <p>Update 8/1/21: '...but parents and carers should keep their children at home if they can.' Critical workers to be contacted to see if children can remain at home wherever possible.</p> <ul style="list-style-type: none"> Social distancing requirements communicated to staff and pupils regularly and reinforced with suitable markings and signage around school. Parents/carers instructed to practice social distancing when dropping off/picking up pupils. Staggered start and end times will reduce the numbers on site at any one time. Parents/carers will leave their children inside the playground at the edge of the EYFS playground; parents will turn left to exit via the gate at the bottom of the yard; children will turn onto the main playground where they will be directed by staff to their classroom. This will provide a one way system as well as enabling children/parents to arrive and leave at school in both directions along Springfield Road reducing the congestion around the school. BASC is operated within zones. For food distribution; food is made in the main kitchen and distributed to zones. BASC staff distribute food in line with the catering risk assessment requirements. Children will enter school via the small EYFS gate adjacent to Springfield Road. Staff will be on hand to encourage and guide the children to the appropriate classroom. Clear signage of the classrooms is situated on the external and internal doors to the school for children to easily navigate their entry to school. Entry into school buildings for pupils is directly into their allocated classroom entrance; The pedestrian gate that leads to the main reception area from Springfield Road will be closed until 8.55 a.m. to prevent parents who wish to speak to the office staff from congregating on the yard. A one way system is marked out so that parents who are waiting to speak to a member of the office staff will be able to socially distance. Parents/carers will enter the school ground to collect children via the same system used in the morning; staggered end times will reduce the numbers on site at any one time. Barriers have been positioned outside each classroom to support parents in queuing and social distancing at the end of the school day. 	3	5	15	<ul style="list-style-type: none"> Staff will not enter the building until 7.30 and will leave the site by 5.15 p.m. They will fob in the reception foyer. All staff advised that only one member of staff should be in the foyer at once. All staff advised to hand sanitise prior to fobbing in. Update school 'Behaviour' policy in line with guidance issued. Update: Addendum added May'20. Reviewed 14/10/20. 8/1/21 Update: Safeguarding (including safe remote learning), E-safety, Acceptable Use & Behaviour policies all updated in line with DfE guidance. Fire Drill procedures reviewed and updated. Staff informed of changes. Fire drill planned. Action: review fire procedures for BASC. Update: 2 fire drills have been undertaken in autumn 1 & 2. Review 'Emergency Evacuation' plan (before wider opening) Actioned 17/06/20 Staff have been advised of a protocol (for Walkie Talkies) in line with Safe Working Practice guidance. Update: Revisited via Staff Bulletin 15/9/20 and Email Update 4/1/21 Walkie talkies should be wiped down regularly and after each use if it is a shared device within a bubble. Give consideration to where water bottles could be safely refilled – hot weather in the summer term will necessitate children having access to more than one bottle of water in a day (before wider opening). 17/06/20 Staff guidance issued. Update: Sept - All classrooms have drinking water, apart from one Y6 classroom. Y6 will refill their bottles via an urn that will be filled from the small sink outside the kitchen area. Update 4/1/21 If water bottles need to be handled by staff, e.g. for refilling, staff should wear disposable gloves and / or wash hands thoroughly before and after touch. Develop processes for school staff for greeting the children, moving them to their classroom area and then washing their hands (before wider opening)
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- Staff will be on hand to direct parents to the exit which runs behind the lodge and out onto the path adjacent to Springfield Road. One way, 2m social distancing floor stickers are on the one way route to guide parents/carers.
- Walkie Talkies are available in all rooms to aid communication and to support staff in co-ordinating children coming into and leaving school. Staff in the lodge, west wing and the two year 6 classrooms have been advised to switch from the main channel to a class channel in order to communicate effectively when dismissing the children and avoid potential pinch points which will increase the risk of transmission. These will also be used to support BASC children entering and leaving school.
- Parents have been advised to communicate via the telephone or office@ email.
- Parents who visit the school office will be dealt with via the window of the office, rather than the usual office hatch
- Staff to remind all pupils of school evacuation plans and make sure they are aware of evacuation routes when they are based in a new environment e.g., in the event of a fire.
- Classrooms (Y1-Y6) have been organised so that pupils are sat side by side facing forwards.
- Unnecessary furniture has been removed from classrooms to make more space.
- EYFS lunchtimes – Children will be organised so that they are able to socially distance.
- During lunchtime and break, children are directed in a class activity led by the teaching staff and teaching assistants.
- EYFS Playground equipment should be more frequently cleaned.
- Wherever possible, each zone has access to their own toilet facilities (*different toilet blocks are not a requirement if the site does not allow for it – DfE 28/08/20*)
- Any assemblies to take place with individual groups in their allocated classroom spaces
- For tasks where there is a requirement to work closely, such as medical or care routines with pupils, staff have access to suitable PPE such as gloves and face masks. Instruction given to use of PPE. Face masks and gloves are disposable. The sharing of PPE is not permitted.
- All staff in KS1 and KS2 (teachers and TAs) have been provided with a desk, safety screen and plastic face visor to support maintaining distance between themselves and colleagues/children.
- All KS1 and KS2 classrooms have forward facing desks and furniture has been kept to a minimum in all classrooms.
- Staff should avoid close face to face contact and minimise the time spent within 1 metre of anyone wherever possible.

- Action: Staff Training on how staff can communicate & support children whilst social distancing shared prior to September opening.**
- **Update 5/1/21:** Staff advised that risk assessments are working documents that are available and known to all staff working with children who have them for whatever reason (SEND, behaviour, medical). These should be followed and updated as required. This can be done by any member of staff but should not be done in isolation – the whole team should be made aware of any updates. A copy of any updated RA should be uploaded to CPOMS.
 - Ensure facilities are available for staff using public transport to change clothes on arrival at work and prior to leaving work (before wider opening) **Done**
 - Update 'Intimate Care' policy – **Done**
 - **Update 3/11/20:**
 - Every staff member has been provided with a visor and advised that in communal areas and where a distance of 2 metres cannot be maintained, face masks may also be worn. Dfe guidance in regards to the use of face coverings has been uploaded onto CPOMS for each staff member to read and sign.
 - **Update 4/1/21:**
 - Zone 3 staffroom has been moved to the small hall to provide a larger, well-ventilated space.
 - Zone 2 have been provided with the use of an additional staff toilet.
 - **Update 4/1/21: Staff advised that**
 - They **MUST NOT** cross bubbles within the same zone. We have a 'CODE RED' system in place for emergencies and a member of SLT will attend as soon as they are able.
 - In Zone 1, the PPA & Rainbow rooms should only be used by 1 adult at a time as they have no external ventilation.
 - Staff rooms must be organised so that bubbles do not mix.

- Children who are old enough, will be supported to maintain distance and not touch staff and their peers where possible.
- School breaks and lunch times to be staggered to enable adherence to social distancing and reduce the risk of transmission.
- Whole class activities to be used at break and lunchtime to maintain consistent groups and reduce close contact.
- All playground equipment has been removed from the main playground.
- Pupils will learn and socialise with their zone, lunchtimes have been staggered to support this. **Zone 1:** EYFS & Y1 **Zone 2:** Y2, Y3 & Y4; **Zone 3:** Y5 & Y6
- Staff arrangements to be kept as consistent as possible. Wherever possible they should be kept with the same zone. PPA/cover staff have been distributed between the zones to support this. A member of SLT is based within each zone.
- Classes/zones will remain in consistent groups.
- Staff and pupils will not bring in any additional items from home into the school environment other than a lunch box and school bag. Teachers have been advised to allocate a day for groups of children to bring their book bag in, rather than all book bags being in school every day.
- Children will attend school in their PE kit on their allocated PE day. Forest school will also take place on this day.
- Children will not use PE equipment during PE lessons to minimise the risk of transmission. This will be revisited in light of any additional guidance.
- Pupils bring their own named water bottle which needs to be sent home and cleaned each night. Only the pupil whose name is on the bottle should handle it. If staff are required to assist with refilling bottles during the day, the child should hold the bottle whilst the staff member operates the tap.
- KS1 and KS2 children will be provided with a pencil case containing all regularly used stationery.
- Reading books will be held for 72 hours before redistribution.
- Staff will ensure that all resources required for the next day are prepared before they leave school.
- Staff have their own desk and own stationery, which will not be shared.
- Disposable cutlery and biodegradable plates will be used at lunchtimes and in BASC.
- Any waste food will be disposed of by the Site Manager in black bin bags.
- Staff remain at a safe distance from each other at lunchtime or during breaks. Additional staffrooms and staggered lunchtimes will facilitate this. Staff have allocated seating areas within shared staffrooms to support maintaining a 2 metre distance. (See update in regards to the use of face coverings in communal areas)
- Pupil and staff welfare issues considered with distancing in mind, i.e. allocating

- Staff will no longer be able to order a staff lunch. This will ensure that unnecessary contact with the Kitchen staff is avoided.
- Children should be maintained in consistent groups at playtimes. To facilitate this, all KS1 & 2 classes should play playground games and ensure that children experience a variety of games in order to remain engaged.
- Staff should use a whistle to support with calling the class together when outside.

Update 6/11/20: Sport and PE

It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Schools must only provide team sports listed on the [return to recreational team sport framework](#). Competition between different schools should **not** take place, in line with the wider restrictions on grassroots sport.

Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), 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. **Update:** The school hall is not being used at present. All PE sessions take place outside, unless the weather prevents it.

Activities such as active miles, making break times and lessons active and encouraging active travel help to

	<p>toilet facilities, first aider provided with mask and gloves etc.</p> <p>TRAVELLING TO AND FROM SCHOOL</p> <ul style="list-style-type: none"> Walking to school or travelling by bicycle encouraged. Pupils should travel to school with one household member only. <p>If pupils have no option but to share transport or use public transport: Wherever possible ensure good ventilation (i.e. keeping the windows open) and facing away from others may help to reduce the risk of transmission; Keep touch contact to the minimum wherever possible; Frequent hand sanitisation both during and after the journey is strongly recommended. Update 6/11/20: Staff members who travel to work together have also been advised of the need to ensure good ventilation within the car; to sit as far as possible away from one another, i.e. one at the front; one at the back and to hand sanitise before, during and after the journey.</p> <p>Update 8/1/21: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Update 03/02/21 If a member of staff tests +ve for Covid-19 and they have shared a vehicle with another staff member, the member of staff will be identified as a close contact and will be required to self-isolate for 10 days.</p> <p>SEND/BEHAVIOUR</p> <ul style="list-style-type: none"> SEND & children with identified behavioural issues have had specific preparation to support their return to school. Pupil passports have been updated to reflect this and identify additional matters that may need further adjustment. All SEND/Behavioural/vulnerable families contacted to pre-empt, discuss and support the challenges for a return to school life. Risk assessments have been completed for children with known medical issues that may put them and others at greater risk. Risk assessments have been completed for children with SEND. Older pupils will be expected to follow all guidance and instructions regarding hygiene and distancing. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be managed via the school behaviour policy. <p>8/1/21 Update: Children with SEND; emotional/behavioural issues; 'otherwise' vulnerable – school systems are in place to maintain contact with these children regularly. All procedures shared with the governing board 14/01/21.</p> <p>CURRICULUM</p> <p>The school will provide:</p> <p>HeartSmart – PSHE curriculum to support and develop emotional intelligence within a church school.</p> <ul style="list-style-type: none"> opportunities for pupils to talk about their experiences of the past few weeks. opportunities for pupil one-to-one conversations with trusted adults where this 	<p>enable pupils to be physically active while encouraging physical distancing.</p> <p>Update 6/11/20: BASC</p> <p>Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.</p> <p>Update 8/1/21: Wraparound and extra-curricular</p> <p>Schools should continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people). Children to be maintained in small, consistent zone groups wherever possible. However, where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, school may need to group children with others from outside their school day bubble.</p> <p>Travelling to and from school: Update 6/11/20 Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.</p> <p>Curriculum Update: Children completed the recovery curriculum up to 23/10/20. Assessments were undertaken to identify the 'gaps' in children's learning week beginning 19/10/20 and reports distributed to parents on 13/11/20. Parents' evening has been organised for week beginning 16th November – parents will be offered a telephone meeting. Children are now accessing the normal curriculum. Work in regards to the development of a 'broad and balanced' curriculum undertaken on 2/11/20 (Chris Quigley) with the focus in autumn 2 on revisiting the agreed curriculum for maths, reading (including phonics)/writing, PE, Science, ICT & RE.</p> <p>Update 4/1/21: Remote Education Addendum outlining procedures uploaded to website.</p>
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may be supportive.

- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe.
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups.
- other enriching developmental activities.
- PE will take place outdoors

School also provides:

- Ed Start materials
- Links to Joe Wicks videos
- Mindfulness packs
- Diocesan activities – linked to collective worship
- Picture News

8/1/21 Update: Further opportunities to address children's emotional needs and maintain friendship groups has been outlined and sent to the governing board on 14/01/21. Children's Mental Health week w/b 01/02/21.

- Music tuition from Rochdale Music Service has been suspended. This will be reviewed at the end of autumn 1. **Update: Music tuition remains suspended.**
- Children will undertake a recovery curriculum during autumn 1. **Update:** Completed 16/10/20.
- **Update 8/1/21:** School has a duty to provide remote education for school-age children whose attendance would be contrary to government guidance or law around coronavirus. Our provision for remote education will be monitored and adjusted accordingly with our procedures set out in the 'Remote Education' policy.
- School will provide home learning packs for those families who request them.
- School will provide digital access for pupils who are accessing remote education.
- School will explore digital platform options
- Mrs Thomas is the school leader on remote education.

ADMIN

- Walkie Talkies, email and CPOMS will be used to communicate with administrative staff/staff in other zones and SLT.
- Any emergency communication between zones and the main office will take place through the office window. Staff will access this by walking around the outside of the building.
- SLT and staff in zone 4 will maintain social distancing at all times. Any communication with the admin team should take place in the small foyer through the office hatch or visors and/or masks should be worn.
- When accepting any deliveries ensure the appropriate PPE is being worn and keep 2 metres distance at all times.

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
	<ul style="list-style-type: none"> Visitors/contractors/parents entering school premises are prohibited unless critical. Where maintenance visits can happen outside of school hours, they should. The main entrance door is locked from 8.45 a.m. until 3.30 p.m. Parents have been advised to communicate via the telephone or office@ email. Parents who visit the school office will be dealt with via the window of the office, rather than the usual office hatch. Packaging to be disposed of hygienically as soon as possible. Gloves available if required when handling delivered goods. If you must sign for deliveries, disposable gloves must be worn. Place the paperwork in a plastic wallet and do not touch for 72 hours. 				
7. Keeping occupied spaces well ventilated.	<p>The school will be, well-ventilated and a comfortable teaching environment will be maintained. This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Natural ventilation – 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 will also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <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. between classes, during break and lunch, when a room is unused) Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	2	5	10	<ul style="list-style-type: none"> Section added: 03/12/20

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
<p>8. Where necessary, wear appropriate personal protective equipment (PPE) <i>Numbers 1-5 must be in place in schools, all the time.</i> <i>Number 6 must be properly considered and school must put in place measures that suit their particular circumstances.</i> <i>Number 7 applies in all specific circumstance</i></p>	<ul style="list-style-type: none"> PPE must be worn by staff caring for a child whilst they await collection if a distance of 2 metres cannot be maintained (see also 'Cleaning & Catering risk assessments) 	2	5	10	<ul style="list-style-type: none"> Ensure appropriate PPE (disposable face masks and gloves) are available in the school first aid kit and in the foyer at the main reception where those displaying covid-19 symptoms may be quarantined before leaving school premises (before wider opening) Actioned: September '20 Ensure staff have received training in regards to 'donning and doffing' PPE (before wider opening). Update: Staff trained on the 5th & 8th June. Further training delivered week beginning 15th June. Training will be refreshed. Action: Refresher training on inset itinerary 2nd & 3rd September.

<p>Response to any infection</p> <p>9. Engage with the NHS Test and Trace process.</p>	<ul style="list-style-type: none"> Any visitors to school will be required to leave their name and contact details to support NHS test and trace. A disclaimer advises that these details will be retained for 21 days. <p>In line with the NHS 'Test & Trace' process, staff and parents/carers will be required to be ready and willing to:</p> <ul style="list-style-type: none"> Book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and will be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> School has a supply of home test kits which will be used in the exceptional circumstance that an individual becomes symptomatic and there may be barriers to accessing testing elsewhere. In the event of a home test kit needing to be used, school will determine how to prioritise the distribution of test kits in order to minimise the impact of the virus on the education of our pupils. These kits may be given directly to staff or parents and carers collecting a child who has developed symptoms at school. Further information is provided in the DfE guidance Coronavirus (COVID-19): test kits for schools and FE providers. Parents and staff have been advised to inform school immediately of the results of a test and follow this guidance: <ol style="list-style-type: none"> If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately 	1	5	5	<p>Update: 14/12/20 SLT will be available via office@middletonparishce.rochdale.sch.uk to track and trace until Christmas Eve. After that we will track any cases we become aware of and let PH know when school reopens.</p> <p>15/01/21 Update: LA continuous log paperwork received</p> <p>18/01/21 DfE Update 'Regulator approval for testing in schools' webinars booked for SLT 18/01/21 & 19/01/21</p>
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Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
	<p>identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days.</p> <p>NHS COVID-19 app The app is available to anyone aged 16 or over to download if they choose.</p>				

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action
	L	C	Total	
<p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <ul style="list-style-type: none"> School will complete a checklist following receipt of a positive case. This will be forwarded to the Local Authority and Infection Control. School will follow the subsequent advice and guidance from the Local Authority, Public Health & Infection Control. December '20 Updated Checklist V9 received. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: <ol style="list-style-type: none"> If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and should isolate for from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID19) infection. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance School has put systems in place via the 'Remote Education' policy to maintain contact with pupils who are required to isolate. Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 15/01/21 Update: LA continuous log paperwork received to note cases amongst staff and children. 18/01/21 DfE Update 'Regulator approval for testing in schools' webinars booked for SLT 18/01/21 & 19/01/21 	1	5	5	<p>Template letters provided by the LA used to communicate with parents in regards to confirmed Covid cases.</p> <p>Update: Ongoing - All paperwork completed and forwarded in regards to cases amongst the school community.</p> <p>Update: 'Remote Education' policy shared with governors and uploaded to the school website on 22/10/20.</p> <p>Update: Attendance – School will continue to communicate clearly and consistently regarding the expectations around school attendance to families. L Donlan, H Majerski & C Bingham work collectively and in partnership with other professionals/external agencies to address issues around attendance.</p>

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
11. Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> In the event of two or more confirmed cases within 10 days, or where an overall rise in sickness absence where coronavirus is suspected, school will seek the support and guidance of the local authority, infection control and Public Health. 	1	5	5	Section added: 03/12/20

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
<p>12. Administration of Rapid Self Testing (Lateral Flow Testing) in home environment</p>	<ul style="list-style-type: none"> • All staff received up to date instructions and guidance with the home testing kit dispensed by the school's COVID Coordinator, Mrs F Wainwright. • Staff briefed and watched NHS video on proper use of the Kit to prevent false negative results for any asymptomatic person. • Staff advised not to eat or drink for 30 minutes before the test is taken. • Staff advised that in the event of a nose bleed, the other nostril should be swabbed. If they have a nose piercing, the other nostril should be swabbed. • Pregnant staff and staff with underlying medical conditions have been advised that the tests are safe. • Staff advised that the tests are latex free. • Vegan staff have been directed towards the guidance produced by the DfE. • Staff reminded of the importance of 'Hands, Face, Space' measures. • Staff advised to check that they receive a copy of the correct instructions, i.e. no picture on the front, blue and V 1.3.2 should be on the back. • Tests to be kept securely in Mrs Wainwright's office to prevent unauthorised access • Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. • Staff are advised to store the tests at room temperature between 15 & 30 degrees. Tests should not be refrigerated. • All staff made aware of the reporting channels to the NHS and to the school in the case of a positive result on the home test kit. Carolyn Bingham: Registration Assistant • Staff made aware of the importance to communicate any positive test at the earliest opportunity. • Staff advised that in the event of a +ve test no further tests should be administered during the isolation period. • Staff made aware that the home test kit is only for their use and not any other family members. • Staff to contact 119 in the event of a test kit being damaged or incomplete • Staff advise to access a PCR test in the event of two void results. • Regular visitors to school will be encouraged to take the test. 	1	4	4	<p>Ensure that the 'System of controls' continue to be followed</p> <p>Ensure that all staff have the latest instructions and guidance – initial guidance included in the first batch may be outdated and that these are redistributed on each occasion that a new batch of tests is given.</p> <p>Ensure that the process for collecting the tests maintains the existing controls and procedures as set out in the risk assessment in reducing transmission and mitigating the risk.</p> <p>School to ensure adequate staffing arrangements for any staff member who may test positive with the Rapid Self testing kits.</p> <p>Ensure all Rapid Self Testing staff have watched the NHS video to ensure proper kit application.</p> <p>Data to be stored on the school system pending advice to remove by the DfE.</p>

<p>14. Clinically Vulnerable/Extremely Clinically Vulnerable</p>	<ul style="list-style-type: none"> Questionnaire sent to every staff member in order to determine clinically vulnerable/extremely clinically vulnerable staff members and their household. Risk assessments completed for staff identified as clinically vulnerable/extremely clinically vulnerable who wish to attend work. Clinically Vulnerable staff to notify school management of their specific health needs. Parents of Clinically Vulnerable pupils to alert school management as to their specific health needs and medical advice received. Risk assessments completed for children who fall into this category. Additional measures to be put in place in the event of suspected case of COVID-19 in the child's class. In this instance the CV child's parent should be contacted to collect their child immediately or advised not to bring their child into school, if the school day has not yet started. These children should begin to self-isolate. Staff and Pupil school specific assessment will be made, taking into account the individual's latest medical advice. Staff and pupil specific protection measures and controls will be put in place wherever practicable. Clinically Vulnerable and Extremely Clinically Vulnerable staff and pupils are expected to fully comply with the requirements detailed in this risk assessment as a minimum. <p>Children</p> <p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents have been contacted and advised to speak to their child's GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable. Conversations have been noted on CPOMS.</p> <p>Children who are CV or ECV. Health Care Plans updated and individual risk assessments completed.</p> <ul style="list-style-type: none"> As normal snack and lunch arrangements are different, the school must consider the potential increase in risk to any pupil or staff member with allergies. Update (September): Catering Risk Assessment updated to reflect this. Advice sought from 'Food Service Options' regarding any updated information <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p><i>'Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in the autumn term as long as the system</i></p>	1	5	5	<p>Update 6/11/20: Parents of children who were identified as clinically vulnerable or extremely clinically vulnerable during the 1st wave have been contacted following the release of the updated guidance on the 6/11/20 to determine what advice and guidance has been given from the GP. Conversations and subsequent actions noted on CPOMS.</p> <p>Update 6/11/20: Staff member identified as extremely clinically vulnerable has been advised to shield from the 6th November in line with government guidance.</p> <p>Update 3/12/20: All staff can continue to attend school in all three local restriction tiers.</p> <p>Under local restriction tier 3: very high alert, Staff member's risk assessment re-visited prior to a return to school on 3rd December.</p> <p>Update 4/1/21: Extremely clinically vulnerable staff have been advised to shield. Staff who are pregnant (Clinically Vulnerable) have been advised to shield as per national restrictions guidance, 'staff should work at home where possible.'</p> <p>Extremely Clinically Vulnerable children have been contacted to discuss current provision. Some of these children are shielding in line with medical advice received from GP.</p>
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Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
	<p><i>of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.'</i></p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place.</p> <p><u>Staff who are clinically extremely vulnerable</u> All staff can continue to attend school in all three restriction tiers. Individual staff will be re-consulted in regards to their risk assessment and flexibilities that will support their return to school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p><u>Staff who are pregnant</u> Any staff member who thinks that they may be pregnant is advised to alert the SLT. A risk assessment will be completed which will consider any risks and the risks identified will be included and managed as part of the workplace risk assessment.</p>				
School policies	<ul style="list-style-type: none"> Policies have been reviewed in light of COVID-19 including e.g. Behaviour, Safeguarding, Administering Medicines, Fire, HR, Infection control, Intimate Care, Marking & Feedback, Communication and virtual meeting protocols have been outlined and shared with staff. Update 15/01/21: Virtual Meeting Guidance, Addendum to the 'Safeguarding & Child Protection' policy reviewed and shared with staff. 	1	5	5	
Fire Safety	<ul style="list-style-type: none"> Fire safety posters have been placed in all staffroom areas. The Fire Evacuation plan has been updated and new copies placed in every classroom. Fire drills will be undertaken once per term. The fire drill is tested every Tuesday morning at 9.30 a.m. 	1	5	5	Fire drills undertaken: 15/9/20; 9/11/20

****Risk Level Rating**

Likelihood	Consequence	Risk Rating
1 – Rare	1 – Damage/Loss of Production	1-4 Acceptable No further action required. Ensure that controls are maintained.
2 – Unlikely	2 – Minor Injury	5-9 Adequate Look to improve at next review.
3 – Possible	3 – Lost time Injury	10-16 Tolerable Look to improve within specified timescale.
4 – Likely	4 – Major Injury	17-25 Unacceptable Stop activity and make immediate improvements
5 – Certain	5 – Death	

Reviewed in light of DfE Guidance: 6/11/20

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools>

Updated 08/01/21: All sections revisited in light of guidance 'Restricting attendance during the national lockdown: schools'.

Other dynamic reviews noted throughout.

Updated 03/02/21: 'Restricting attendance during the national lockdown: schools'.