



# The Federation of Minster and Monkton Church of England Primary Schools



## Monkton Church of England Primary School COVID-19 Risk assessment November 9th 2020

### The Government has asked schools to adhere to the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

#### Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

#### How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Please read the full DFE guidance for reference, however, the salient points are covered in the risk assessment below

## Monkton Church of England Primary School

Health and Safety Risk Assessment – September 1<sup>st</sup> 2020

<b>Site</b>	This risk assessment applies to the Monkton site.				
<b>Subject of Assessment</b>	Opening of school to all children.				
<b>Assessed by</b>	Wendy Stone and SLT from both schools	<b>Date</b>	9th November 2020	<b>Review date</b>	4 <sup>th</sup> Jan 2021
<b>Details of workplace/activity</b>	Pupils and staff partaking in school activities within the school premises, including general classroom activities, Breakfast Club, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> (Who may be harmed)	
	Children, Staff, Contractors and Visitors.				

**Hazards and Risks** – The whole risk assessment is written to reduce the core hazard and risk which is the spread of Covid-19 due to interaction with a symptomatic/asymptomatic person and to ensure that social distancing and good hygiene is in place.

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
1 Numbers of children and Year groups	HIGH	<b>Order of group admission to school</b> <ul style="list-style-type: none"> <li>All children in Years 1-6 will be welcomed back into both schools from 2<sup>nd</sup> September 2020.</li> </ul>	LOW	Continually risk assess and

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
	to be admitted		<ul style="list-style-type: none"> <li>Attendance for all children is compulsory (Government requirement) and attendance registers will be kept and monitored.</li> <li>If children are not attending school all usual procedures will be followed - First day calling, follow up calls if no contact etc.</li> <li>The office complies with all data requests from KCC and the DFE regarding numbers of children.</li> <li>Dynamic risk assessments are carried out daily to ensure that we have the right levels of staffing for the children in our care and that classroom spaces have been adjusted to ensure that social distancing and building ventilation guidelines can be observed, where required.</li> <li>Ensure routines and practices that have are reviewed regularly and are known to all - staff, parent/carers, children and visitors.</li> </ul>		monitor all year groups
2	Contact with parent/carers	MEDIUM	<ul style="list-style-type: none"> <li>The school has informed parent/carers, children, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection).</li> <li>Parent/carers receive guidance on school times for their child and protocols set out for attending the school (based on Government expectations) i.e. should remain 2m apart, where possible, from others, should follow staff members instruction and should not congregate outside the school.</li> <li>School entry and exit times are staggered for the different pods of children.</li> <li>All parent carers will be asked to wear a face mask or covering whilst on school premises</li> <li>Parent/carers issued with specific school protocols for school attendance for them to explain to their children in terms of social distancing, staying in their pods, washing their hands thoroughly etc.</li> </ul>	LOW	Ensure clear, regular and consistent communication is in place

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>• Good lines of communication are important and therefore they have email details for their child's class teacher. They have office numbers, including a mobile and email addresses to ensure they can contact us as appropriate.</li> <li>• Parent/carers have been asked to keep us up to date with their child and family's health (should they have symptoms of or be diagnosed with Covid-19) and we can use this to then inform our risk assessment.</li> </ul>		
3	Drop off / entry to the school.	M E D I U M	<p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parent/carers.</li> <li>• Parent/carers and children will use the one way system to move around the school. Adults will come through the school carpark and children will always use the main white gates.</li> <li>• All school staff will wear a visor whilst completing their duty on the gate</li> <li>• Parent/carers will wear a mask whilst on the school site.</li> <li>• Drop off points - parent/carers reminded to remain 2m away, where possible, from others during drop off of pupils</li> <li>• Parent/carers are asked to not congregate at the drop off point and arrive only at the time required of them as detailed in the information from the school.</li> <li>• Start times have been staggered for pods in order to prevent large numbers of parent/carers at the drop off points.</li> <li>• Start times are designed to enable one group of parent/carers to leave drop off zone before the next group arrive.</li> <li>• Parent/carers are reminded to leave the drop off point as soon as their child has entered the school building.</li> <li>• Only one parent/carer per child is permitted to drop their child off so that it reduces the number of adults near the school entrance.</li> </ul>	LOW	<p>Ensure clear, regular and consistent communication is in place</p> <p>Enforce and monitor as needed</p>

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their adult. They are not to be allowed to run around the playground or interact with other family groups as this will increase the possible infection risks for all.</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>The children will leave their parent/carer and go straight into class to join their pod.</li> <li>Parent/carers are NOT permitted to enter the school building.</li> <li>Entrance doors for classrooms are held open, reducing the number of occupants touching the doors.</li> <li>Hand-wash or sanitiser stations are located in the classrooms or just outside. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school.</li> <li>Good hand washing signage to instruct children how to do this effectively is displayed.</li> <li>All pod leaders will reinforce the need for this and the method every day.</li> <li>Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>Pod leaders will ensure that hand washing demonstrations have been provided to children on how to adequately wash their hands.</li> </ul>		
4	Breakfast Club	HIGH	<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>The room will be well ventilated and doors will be open where practicable and safe</li> <li>Tables are sanitised before children enter</li> <li>All school staff will wear a visor whilst completing their Breakfast Club duty</li> </ul>	LOW	Ensure clear, regular and consistent communication is in place

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<p><b>Drop off</b></p> <ul style="list-style-type: none"> <li>Parents drop children at the Hall side door between 7:45am and 8:15am using the white gates and a one way system</li> <li>Children sanitise their hands on entry to the Hall</li> </ul> <p><b>Breakfast Club</b></p> <ul style="list-style-type: none"> <li>Children are grouped for Breakfast in their Pod groups</li> <li>All tables are facing one way and children are seated side by side</li> <li>Children remain in their seats until Breakfast Club has finished</li> <li>One child is allowed to the toilet (from each gender group) at a time. They use their own pod toilet as marked. Hands must be washed before leaving the toilet and sanitised again on entry to the hall</li> <li>Staff will dispense all foods and drinks to order</li> <li>Plates, cups and cutlery to go through the dishwasher</li> <li>Once Breakfast is complete children will have activities at their tables, these will be Pod specific</li> </ul> <p><b>End of Session</b></p> <ul style="list-style-type: none"> <li>Session will finish in time for Teaching Assistants to go out on playground duty</li> <li>Children to leave a Pod at a time to go their classroom</li> <li>Tables will be sanitised by the lunch staff before service</li> <li>Deep clean of the Hall each day</li> <li>Equipment to be sanitised each week for redistribution among Pods</li> </ul>		Enforce and monitor as needed
5	Pickup / leaving the school.	M E D I	<p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each pod have been identified, this information has been cascaded to parent/carers.</li> </ul>	LOW	Ensure clear, regular and consistent

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
	U M	<ul style="list-style-type: none"> <li>• Access and exit from the school will be by way of a one way system, which has been shared with all parents and carers</li> <li>• All school staff will wear a visor whilst completing their duty on the gate</li> <li>• Drop off points - parent/carers reminded to follow social distancing guidelines and remain 2m away, where possible, from other parent/carers during drop off of pupils.</li> <li>• Masks will be worn by parent/carers whilst on the school site.</li> <li>• Parent/carers are asked to not congregate at the drop off point and arrive only at the time required of them as detailed in the information from the school.</li> <li>• Finish times have been staggered for pods in order to prevent large numbers of parent/carers at the pick up zone.</li> <li>• Finish times are designed to enable one set of parent/carers and children to leave before the next group arrive.</li> <li>• Parent/carers are reminded to leave immediately once their children have been collected.</li> <li>• Only one parent/carer per child is permitted to pick up their child so that it reduces the number of adults near the school entrance/exit.</li> <li>• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their adult. They are not to be allowed to run around the playground or interact with other families as this will increase the possible infection risks for all.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• The children will join their parent/carer on the playground and leave the site via the white gates immediately.</li> <li>• Parents/carers are NOT permitted to enter the school buildings.</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors.</li> </ul>		<p>communication is in place</p> <p>Enforce and monitor as needed</p>

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>Children are reminded to wash hands before leaving the school building.</li> <li>Hand-wash or sanitiser stations are located in the classrooms or just outside. All occupants are required to wash their hands (soap/water or hand sanitiser) before exiting the school.</li> <li>Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>Hand washing demonstrations have been provided to children on how to adequately wash their hands.</li> <li>Good hand washing signage to instruct children how to do this effectively is displayed.</li> </ul>		
6	Size and arrangement of classes	HIGH	<p><b>PODS</b></p> <ul style="list-style-type: none"> <li>Each Class will now become a pod - there will be approximately 30 children in each pod (apart from in FS where there will be 15 children).</li> <li>Once a pod has been established the children and adults in it will remain the same, <b>where ever possible</b>.</li> <li>Children will be allocated some individual resources.</li> <li>Other resources will need to be shared between the pod, but they will be regularly cleaned. Any resources that are used across pods, must be cleaned and quarantined (following current advice) before use.</li> </ul>	LOW	Review on a regular basis, especially key worker pods for numbers
7	Arrangement of children and classroom use and activities.	H I G H	<p><b>There will be no large gatherings of children anywhere in the school that cross pods.</b></p> <ul style="list-style-type: none"> <li>Children are kept in pods as they cannot socially distance themselves at all times and the DFE expectation is that they don't have to.</li> <li>The pod will not interact with other pods within the school.</li> </ul>	LOW	



Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>• Hand washing is completed on entrance to the class and between specific activities.</li> <li>• Handwashing is completed at the end of the session.</li> <li>• Children are allocated resources of their own.</li> <li>• Some larger resources will need to be shared in the Pod; however, these must be cleaned at the end of each day.</li> <li>• Children are regularly reminded not to touch their or other children's faces - it is recognised that some children may need help and support with this.</li> <li>• Classroom furniture has been rearranged to ensure that seats are facing forwards in the classroom. Some furniture has been removed and resources put away to enable successful and effective cleaning of all surfaces.</li> <li>• The computing equipment that is difficult to clean (i.e the key board etc) will not be used. The ICT suite will not be in use at this time.</li> <li>• In class, if the curriculum need is for the children to sit on the carpet (this may happen for our younger children), they must sit facing forward.</li> <li>• Children are encouraged to take part in the cleaning activities at the end of the day to ensure that equipment being used by them is clean and ready for the next day.</li> <li>• IPads must be cleaned by an adult in the designated manner.</li> <li>• Where possible some learning activities will be completed outside, as the weather and nature of the activity allow.</li> <li>• Play equipment that is used in rotation must be cleaned before use by each designated pod.</li> </ul>		
8	Moving around the school	HIGH	<ul style="list-style-type: none"> <li>• School one way system set up in majority of corridors. <ul style="list-style-type: none"> <li>○ The system is one way in the morning children, in the morning entering through the Courtyard and the parent/carers exit out down through</li> </ul> </li> </ul>	LOW	

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			<p>the Courtyard, at the end of the day- parents enter via the carpark and leave via the Courtyard.</p> <ul style="list-style-type: none"> <li>○ Movement to different areas within the schools is reduced as much as possible.</li> <li>○ Corridor floors are demarcated to show direction and safe distance signage.</li> <li>• Suitable external doors are used to move children from one area to another. Effectively creating external corridors in the open air.</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor.</li> <li>• Corridors are sterile environments and as such are kept as clear as possible.</li> <li>• Passing in the corridor is deemed as low risk but are designated one way where possible.</li> <li>• Times are allocated for each pod for activities such as break, to reduce the need to pass one another in small spaces</li> </ul>		
9	Lunch and Break time	MEDIUM	<p><b>Eating Lunch</b></p> <ul style="list-style-type: none"> <li>• Lunch break times are designated for each pod and children will stay in these groups for their lunch.</li> <li>• Children will eat in their classrooms, except Class 2 pod who will eat in the hall</li> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch.</li> <li>• Children are told to clean hands before and after eating lunch in the classroom/outside.</li> <li>• Hot meals will be served. These will be collected by pods in turn and children in C1, C3, C4 will return to their classroom to eat these. Class 2 eat in the Hall. The Hall has 2m designated spaces for children to use to aid Social Distancing.</li> </ul>	LOW	Review as numbers increase in school

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			<p>The hatch is also marked on either side. The child stands back, orders their meal. Cook serves up the meal, and then steps back. The child then steps forward to the hatch and collects the meal.</p> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Designated times and instructions are in place for each pod.</li> <li>• Children are only permitted to complete suitable activities with their pod</li> <li>• Most pods have trained first aiders.</li> <li>• All pods have first aid kits and small first aid issues should be dealt with by the adults in the pod. This includes informing parents where necessary.</li> <li>• Named lead first aider on site to give advice and decide if things need to escalate - see First Aid Risk Assessment for more details.</li> <li>• Playground activities are strictly controlled. Rough play/close contact is prevented.</li> <li>• Daily inspection and enhanced cleaning programs in place for external areas and equipment.</li> <li>• Outside play equipment (where possible) and toys will be used by a set pod and cleaned after use.</li> <li>• Equipment is cleaned before use by each designated class group.</li> <li>• Outside play equipment and toys have been reduced.</li> <li>• All children and adults will wash their hands before going out to play and as soon as they come back into the building.</li> </ul>		
10	Hand-washing and general hygiene.	HIGH	<ul style="list-style-type: none"> <li>• Staff must talk to children daily about the routines - when and how to wash their hands.</li> <li>• Parent/carers are encouraged to do the same at home.</li> <li>• Hand washing stations are in the toilets and classrooms.</li> <li>• All those entering the school are required to wash/sanitise their hands.</li> </ul>	LOW	

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>• Hand washing sinks are located within each toilet provision.</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively.</li> <li>• Children and staff have been shown how to wash hands properly.</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school</li> <li>➢ After using the toilet</li> <li>➢ Before and after eating</li> <li>➢ On entry and exit from the classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel for drying hands.</li> </ul>		
11	Individual needs of children (including Behaviour)	HIGH	<u>All Children</u> <ul style="list-style-type: none"> <li>• All children need to be instructed on the expectations of social distancing at school.</li> <li>• They need to be aware that normal behaviour - hugging/holding hands etc are no longer school practice.</li> <li>• They must all be aware of how to wash their hands and when.</li> <li>• Any child who cannot comply with social distancing and is putting other children or adults at risk will need to be risk assessed.</li> <li>• School will foster a non-physical contact ethos.</li> </ul>	MEDIUM	Children will need constant reinforcement and education about this

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
		HIGH	<u>EHCP Children</u> <ul style="list-style-type: none"> <li>Children with EHCP are welcomed into school as usual and will be expected to comply with social distancing expectations.</li> <li>Risk assessments will be completed for these children as individuals (Inclusion Leader).</li> <li>Parents of SEN children or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures and risk assessments are written - the Inclusion Leader has the overview and responsibility for this.</li> </ul>	MEDIUM	
		HIGH	<u>Children with Behavioural Difficulties</u> <ul style="list-style-type: none"> <li>If there are children in school who's understanding and behavioural needs affects their ability to comply with social distancing, their parents need to be contacted.</li> <li>If their behaviour puts others at risk, a risk assessment will need to be completed to see whether the risk can be reduced by adopting new practices.</li> <li>This is particularly important to reduce the risks to others for any child that may need positive handling.</li> </ul>	HIGH	Children requiring positive handling are a high risk in terms of possible transmission, risk assessment may show they can't be in school
		HIGH	<u>Children with other needs</u> <ul style="list-style-type: none"> <li>Young Carers/Disadvantaged - Their wellbeing is very important and plans will be put into place for children identified in school as needing extra pastoral support.</li> </ul>	MEDIUM	
12	<b>Cleaning Measures</b>	HIGH	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning/building ventilation regimes. This includes the following:</li> </ul>	LOW	Monitoring of standard and

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, toilets and common areas.</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> <li>➤ Special attention will be paid to high contact, hard surfaces.</li> <li>➤ All gate handles and padlocks should be wiped down before and after use</li> <li>➤ Regular flushing through of air in rooms and corridors throughout the day - all doors and windows open, allowing thorough air change throughout the building. Carried out at playtimes, lunchtimes and after school</li> <li>• Classrooms furniture and soft furnishings have been reduced, where appropriate, in order to improve the ability to effectively clean.</li> <li>• In classrooms tables will be cleaned at lunch breaks, after the children have eaten as well as being given a full clean at the end of the school day.</li> <li>• Toilets will also be checked regularly and cleaned daily</li> <li>• Common areas will be cleaned once a day.</li> <li>• Equipment used by the children and staff will suitably cleaned at the end of each day or before it is used by another person.</li> <li>• iPads will be cleaned by an adult at the end of the school day using the specialist cleaning materials.</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> <li>• All classrooms have cleaning spray, clothes, washing up liquid, soap, buckets etc for cleaning by pod staff in between normal cleaning routines by the cleaning staff.</li> </ul>		<p>frequency of cleaning.</p> <p>Monitoring of materials and products used.</p>

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>Hand sanitiser is available in classrooms for adult use, but must be kept at height in shut cupboard.</li> <li>If it is viable to leave a door pinned back (i.e. not against fire regulations) then this should happen to reduce contact.</li> </ul>		
13	School Staff	HIGH	<p><u>General</u></p> <ul style="list-style-type: none"> <li>Staff are briefed and consulted on school procedures and the plans for a safe return for all pupils.</li> <li>Staff have had sufficient training and briefing regarding infection control and school protocols.</li> <li>All staff have been issued with a visor and they may wear this when they feel it is appropriate for them to do so</li> <li>All staff on gate and Breakfast Club duties will wear their visor</li> <li>Staff are up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing including:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to children;</li> <li>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</li> <li>The Staff know who to contact should a hazard be identified and the reporting mechanism is clear and accessible.</li> </ul>	LOW	Updates for staff as guidance changes and working practices develop

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	HIGH	<ul style="list-style-type: none"> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> <li>• Staff are required to conform to current social distancing requirements at all times.</li> <li>• School office practice is adjusted to take account of social distancing required.</li> <li>• Staffrooms have been adjusted to take account of the social distancing measures needed. Staff are encouraged to take breaks on school premises but in the open air, where possible.</li> <li>• The staffroom must be used in line with the Government Test and Trace guidelines. <ul style="list-style-type: none"> <li>○ Exposure includes - having face to face contact with someone less than 1 metre away (this includes times when you have worn a face covering and/or mask</li> <li>○ Spending more than 15 minutes within 2 metres of someone</li> <li>○ Travelling in a car or other small vehicle</li> </ul> </li> <li>• Please be aware of seats that are no longer in use in the staffroom in order to ensure social distancing</li> <li>• The staffroom area has been assessed, and a maximum number of 6 staff per room</li> <li>• Children will practice social distancing from staff appropriate to their age and as described in additional points of this assessment.</li> </ul>	LOW	Regular reminders of social distancing for staff to ensure this is maintained



Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>Staff are asked to follow DFE guidance when in school regarding the use of face masks. Staff will be provided with and wear PPE when required in accordance with school requirements, as set out in the First Aid Risk Assessment.</li> <li>Individual staff members with medical needs that puts them in an at risk category regarding Covid-19, will have an individual risk assessment completed with chief first aider in order to ensure that the working practices in school has reduced their risk as low as is possible. These are confidential documents that will only be shared with staff who need to know, in order to put any arrangements in place.</li> <li>Any staff in the critically at risk category will also need an individual risk assessment with the HoS.</li> </ul>		
14	Illness and First aid	HIGH	<ul style="list-style-type: none"> <li>If a child or member of staff feels ill, when at home, especially if they have symptoms of Covid-19, they should not come into school (as is the normal procedure). They need to follow the Government guidance for Covid-19 and self-isolate and they need to follow the testing procedure, only returning to school when they have a negative test. They need to update the school to the situation, when they fall ill and then keep the school informed of their health as the situation develops.</li> <li>Should a child or member of staff become unwell at school, they will be immediately isolated. They would be dealt with by a trained first aider in a designated room and PPE equipment would be available for the first aider. The child/adult will need to have a Covid-19 test on their 3/4<sup>th</sup> day of illness and if positive the whole pod will then be told to isolate for 14 days and will no longer be in school until after this period.</li> <li>A specific First Aid Risk Assessment has been completed for use during this period - please see 'First Aid Risk Assessment.</li> </ul>	LOW	Low as long as PPE is in place for adults supporting children/staff that are unwell

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>The Risk Assessment takes into account numbers and ages of children, number and training of employees.</li> <li>This information forms the decision on what activities and groups can safely be managed within the school.</li> <li>It clearly shows the expectations on members of staff and their role, according to the circumstances.</li> <li>Qualified first aiders are in place at an appropriate ratio (including paediatric first aiders)</li> <li>The school has a specific room dedicated for suspected cases of COVID-19 is the disabled toilet.</li> <li>Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until next steps are identified. For a member of staff this means they will be sent home immediately - as long as they are able to get themselves home. In the case of a child or a member of staff who is too unwell, additional medical assistance can be gained. This may be parents/ relatives /111 support, an ambulance or until they leave the site to self-isolate.</li> <li>First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor, which are located in the PPE room.</li> <li>First aiders have completed appropriate training for 'donning and doffing' PPE - NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	HIGH	<ul style="list-style-type: none"> <li>• The PPE / first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>• The member of staff or children must go for a Covid-19 test and share the results with the school.</li> <li>• The pod the adult/child has been working with, will be notified that one of their number has been sent home with Covid-19 symptoms, however the pod will continue to operate as advised by the DFE.</li> <li>• The rooms and equipment they use will be deep cleaned.</li> <li>• When the result of the test is known the school will notify all in the pod.</li> <li>• If negative, the pod will carry on.</li> <li>• If positive, the pod will not be allowed in school until a period of 14 days self-isolation has been carried out, as required in DFE guidance.</li> <li>• Any sibling of a child sent home with Covid-19 symptoms will also be sent home and needs to be tested.</li> <li>• Any child/adult with a positive result will not come back into school until they have quarantined in line with Government advice, are free of any symptoms and is fit to attend school.</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full.</li> <li>• The plastic bag is placed in a second bin bag and tied.</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>• Waste is stored safely and kept away from children.</li> </ul>	LOW	

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste.</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste.</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
15	<b>Visitors to the school, including: Parents, Contractors, External organisations Delivery personnel</b>	HIGH	<ul style="list-style-type: none"> <li>Parent/carers are not permitted to enter the school unless they have a specific appointment arranged with the office in advance. Face masks must be worn when entering and moving around the building.</li> <li>Parent/carers have been informed to call the school office or email if they have any questions or concerns.</li> <li>If parents need to drop off items for children, they should be left at the school main entrance for staff to collect, however this is to be discouraged as it increases unnecessary contact and should only be completed for an emergency situation (e.g. forgotten lunch box).</li> <li>The Pod/Class teacher and SLT are able to phone parents if a conversation is needed. As stated earlier, email communication is also possible.</li> <li>Parents should only come to the school reception for vital communication if it can be done no other way. The glass screen reduces the risk for the office staff and only 1 adult will be allowed in the reception area at any one time. A mask must be worn by the parent/carer in this situation.</li> </ul>	LOW	

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> <li>• Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk.</li> <li>• Essential visitors will only be permitted into the school if they have an appointment, masks must be worn when entering and moving around the building.</li> <li>• Essential visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available.</li> <li>• The school contact is required to attend reception in good time to meet their visitor.</li> <li>• Any visitor will be expected to comply with social distancing/Covid measures. If they cannot comply they will be asked to leave.</li> <li>• Meetings with visitors will be via phone where possible.</li> <li>• Face to face meetings in a small room or within 2m are not permitted.</li> <li>• Where it is feasible some meetings connected with core school business (e.g. Governors) may be completed via mediums such as Zoom or Teams.</li> <li>• Premises contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time.</li> <li>• Deliveries will be accepted at designated quiet times only.</li> <li>• Delivered items will be left outside of the school building/in reception area for staff to collect.</li> </ul>		
16	Toilets	HIGH	<ul style="list-style-type: none"> <li>• One in, one out management of toilets is in place. Children need to distance in line outside and need to be supervised.</li> <li>• Toilet use protocols for children are managed by Teachers/TAs for the individual pod.</li> <li>• Each of the three pupil toilets are labelled 2, 3, 4 one for each Pod. EYFS have their own toilets.</li> <li>• Toilets are cleaned throughout the day with a deep clean after school.</li> </ul>	LOW	

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions J/X (If J See Actions)
			<ul style="list-style-type: none"> <li>If cleaning needs to take place at a point that is not usual, Office staff must be made aware so they can arrange it.</li> </ul>		
17	Lack of staffing / insufficient staff ratios	MEDIUM	<ul style="list-style-type: none"> <li>An adequate ratio of staff to children will need to be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation.</li> <li>Children must be suitably supervised at all times.</li> <li>If the school does not have enough staff to clean/maintain the school appropriately at this time, areas of the school may need to be closed down and this could affect the number of pods we can have in school.</li> </ul>	LOW	Parents to be informed as soon as possible should a POD need to be closed.
18	Premises management	HIGH	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that are partially or fully open.</li> <li>Premises staffing levels are maintained and suitable for the use of the building.</li> <li>Appropriate cleaning and premises staffing levels are in place.</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</li> <li>Contingency in place for sudden premises staff absence.</li> <li>All regulatory and H&amp;S tests and procedures are carried out as usual.</li> <li>Adjusted staff access times to the building to enable cleaning to take place.</li> </ul>	LOW	
19	Hazardous substance management	HIGH	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place.</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately.</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff.</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements.</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning.</li> </ul>	LOW	

Hazards and Risks		Risk level Before <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions ↓/X <i>(If ↓ See Actions)</i>
			<ul style="list-style-type: none"> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
20	<b>Fire and evacuation procedures</b>	HIGH	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➤ Safe assembly of occupants following social distancing requirements.</li> <li>➤ Safe exit via the nearest final exit.</li> <li>➤ Training occupants of any changes to evacuation.</li> <li>➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school.</li> <li>➤ Use of the school has been reduced to enable safe sweeping and evacuation.</li> </ul> </li> <li>All other fire system testing and maintenance has continued as normal.</li> </ul>	LOW	WV to review procedures in light of changes and disseminate. Have a drill to practice new procedures

See individual risk assessments for:

- First Aid
- Individual children or Adults (only if confidentiality allows)
- Premises