



The Federation of Minster and Monkton Church of England Primary Schools

COVID-19 Risk assessment – September 1st 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

The Federation of Minster and Monkton Primary Schools

Health and Safety Risk Assessment - September 1st 2020

Site	This risk assessment applies to both the Minster and Monkton site. Where there are differences in the site or the arrangements for the school the individual establishment will be named.				
Subject of Assessment	Opening schools to keyworker's children and additional specific year groups (Yr R, Yr1 and Yr 6).				
Assessed by	Wendy Stone and SLT from both schools	Date	15 th July 2020	Review date	19 th October 2020
Details of workplace/activity	Pupils and staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (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	Order of group admission to school <ul style="list-style-type: none"> All children in Years 1-6 will be welcomed back into both schools from 2nd September 2020. 	LOW	Continually risk assess and

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)
	to be admitted	HIGH	<ul style="list-style-type: none"> Attendance for all children is compulsory (Government requirement) and attendance registers will be kept and monitored. If children are not attending school all usual procedures will be followed - First day calling, follow up calls if no contact etc. The office comply with all data request from KCC and the DFE regarding numbers of children. 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 guidelines can be observed, where required. Ensure routines and practices that have been reviewed over the holiday period are known to all - staff and children. <p><u>Admission of EYFS children</u></p> <ul style="list-style-type: none"> New EYFS children will be admitted after a short induction period Careful instruction and practice will be needed on the rules and expectations in school at this time. They need to be taught good personal hygiene practices to reduce the risk of infection. Relationships with staff need to be built up slowly to develop their confidence and understanding of their new school. 	LOW	monitor all year groups
2	Contact with Parents	MEDIUM	<ul style="list-style-type: none"> The school has informed parents, children, carers, 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). Parents receive guidance on school times for their child and protocols set out for attending the school (based on Government expectations) i.e. should 	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 J/X (If J See Actions)
			<p>remain 2m apart, where possible, from others, should follow staff members instruction and should not congregate outside the school.</p> <ul style="list-style-type: none"> • School entry and exit times are staggered for the different pods of children. • Parents 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. • 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. • Parents 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. 		
3	Drop off / entry to the school.	M E D I U M	<p>Drop off:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Drop off points - parents reminded to remain 2m away, where possible, from other parents during drop off of pupils • Parents 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. • Start times have been staggered for pods in order to prevent large numbers of parents at the drop off points. • Start times are designed to enable one group of parents to leave drop off zone before the next group arrive. • Parents are reminded to leave the drop off point as soon as their child has entered the school building (Monkton) or site (Minster). • Only one parent/guardian per child is permitted to drop their child off so that 	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 J/X (If J See Actions)
		<p>it reduces the number of adults near the school entrance.</p> <ul style="list-style-type: none"> 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 parent. They are not to be allowed to run around the playground (Monkton) or pavement (Minster) or interact with other families as this will increase the possible infection risks for all. <p>Entry to the school:</p> <ul style="list-style-type: none"> At Monkton the children will leave their parent and go straight into class to join their pod. At Minster children will enter the school grounds and be directed to their classroom. Parents/Guardians are NOT permitted to enter the school buildings at Monkton or the school grounds at Minster. Entrance doors for classrooms are held open, reducing the number of occupants touching the doors. 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. Good hand washing signage to instruct children how to do this effectively is displayed. All pod leaders will reinforce the need for this and the method every day. Help is available for children and young people who have trouble cleaning their hands independently. Pod leaders will ensure that hand washing demonstrations have been provided to children on how to adequately wash their hands. 		

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)
4	Pickup / leaving the school.	<p>M E D I U M</p> <p>Pick up:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each pod have been identified, this information has been cascaded to parents. Drop off points - parents reminded to follow social distancing guidelines and remain 2m away, where possible, from other parents during drop off of pupils Parents 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. Finish times have been staggered for pods in order to prevent large numbers of parents at the pick up zone. Finish times are designed to enable one set of parents and children to leave before the next group arrive. Parents are reminded to leave immediately once their children have been collected. Only one parent/guardian per child is permitted to pick up their child so that it reduces the number of adults near the school entrance/exit. 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 parent. They are not to be allowed to run around the playground (Monkton) or pavement (Minster) or interact with other families as this will increase the possible infection risks for all. <p>Leaving the school:</p> <ul style="list-style-type: none"> At Monkton the children will join their parent on the playground and leave the site immediately. At Minster children will congregate on the playground with their pod leader who will oversee them meeting up with their parent/carer. Parents/Guardians are NOT permitted to enter the school buildings. 	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 <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions J/X <i>(If J See Actions)</i>
			<ul style="list-style-type: none"> Exit doors are held open, reducing the number of occupants touching the doors. Children are reminded to wash hands before leaving the school building. 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. Help is available for children and young people who have trouble cleaning their hands independently. Hand washing demonstrations have been provided to children on how to adequately wash their hands. Good hand washing signage to instruct children how to do this effectively is displayed. 		
5	Size and arrangement of classes	HIGH	<p>PODS</p> <ul style="list-style-type: none"> Each Class will now become a pod - there will be approximately 30 children in each pod (apart from in FS in Monkton, where there will be 15 children). At Minster, a pod will also be classed as a year group, where necessary. This is essential for the educational and operational needs of the school, ensuring that no child is disadvantaged. Once a pod has been established the children and adults in it will remain the same, where possible. Children will be allocated some individual resources. 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 before use. 	LOW	Review on a regular basis, especially key worker pods for numbers
6	Arrangement	H	There will be no large gatherings of children anywhere in the school that	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)
of children and classroom use and activities.	I G H	<p>cross pods.</p> <ul style="list-style-type: none"> • 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. • The pod will not interact with other pods within the school. • Hand washing is completed on entrance to the class and between specific activities. • Handwashing is completed at the end of the session. • Children are allocated resources of their own. • Some larger resources will need to be shared in the pod, however, these must be cleaned at the end of each day. • Children are regularly reminded not to touch their or other children's faces. • 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. • 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. • 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. • 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. • iPads must be cleaned by an adult in the designated manner at each school. At Minster the specialist solution must be returned to CMak at the end of the day. • Where possible learning activities will be completed outside. • Play equipment that is used in rotation must be cleaned before use by each designated pod. 		

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"> The curriculum planned should be reviewed by the year group who are planning it to ensure that it can be delivered to reduce movement around the school, outside as much as possible and to meet the needs of the learners after returning to school after a considerable absence. 		
7	Moving around the school	HIGH	<ul style="list-style-type: none"> School one way system set up in majority of corridors. <ul style="list-style-type: none"> At Minster <ul style="list-style-type: none"> Main Building - Direction of flow is from Orange/Silver class towards the hall and then around the outside to return. Box Annex - In through main door, out through classroom 'back' door. At Monkton <ul style="list-style-type: none"> The system is one way in the morning children, in the morning entering through the Courtyard and the parent carers exit out down through the Courtyard, at the end of the day- parents enter via the carpark and leave via the Courtyard. Both schools <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible. Corridor floors are demarcated to show direction and safe distance signage. Suitable external doors are used to move children from one area to another. Effectively creating external corridors in the open air. Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Additional furniture, coats, bags are not permitted in the school corridor. Corridors are sterile environments and kept as clear as possible. Passing in the corridor is deemed as low risk but are designated one way where possible. Not possible in Box Annex for example, when accessing the toilet 	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)
			<p>from the classroom.</p> <ul style="list-style-type: none"> • Times are allocated for each pod for activities such as break, to reduce the need to pass one another in small spaces 		
8	Lunch and Break time	MEDIUM	<p>Eating Lunch</p> <ul style="list-style-type: none"> • Lunch break times are designated for each pod and children will stay in these groups for their lunch. • Children will eat in their classrooms if the weather is bad and outside if the weather permits (packed lunches only at Minster). • If lunch is inside, tables are wiped clean with appropriate disinfectant before and after lunch. • Children are told to clean hands before and after eating lunch in the classroom/outside. • At Monkton hot meals will be served. These will be collected by pods in turn and children will then return to their classroom to eat these. The hall has 2m designated spaces for children to use to aid Social Distancing. 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. • At Minster hot meals will be served. The children will eat hot meals in the hall and the hall set up and timings of the sessions for each pod has been designed to ensure there is little contact between pods, when using the hall. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Designated times and instructions are in place for each pod. • Children are only permitted to complete suitable activities with their pod • Most pods have trained first aiders. • All pods have first aid kits and small first aid issues should be dealt with by 	LOW	Review as numbers increase in school

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)
			<p>the adults in the pod. This includes informing parents where necessary.</p> <ul style="list-style-type: none"> • Named lead first aider on site to give advice and decide if things need to escalate - see First Aid Risk Assessment for more details. • Playground activities are strictly controlled. Rough play/close contact is prevented. The adventure playgrounds at Minster are not in use. • Daily inspection and enhanced cleaning programs in place for external areas and equipment. • Outside play equipment (where possible) and toys will be used by a set pod and cleaned after use. • Equipment is cleaned before use by each designated class group. • Outside play equipment and toys have been reduced. • All children and adults will wash their hands before going out to play and as soon as they come back into the building. 		
9	Hand-washing and general hygiene.	HIGH	<ul style="list-style-type: none"> • Staff must talk to children daily about the routines - when and how to wash their hands. • Parents are encouraged to do the same at home. • Hand washing stations are in the toilets and classrooms. • All those entering the school are required to wash/sanitise their hands. • Hand washing sinks are located within each toilet provision. • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively. • Children and staff have been shown how to wash hands properly. • Help is available for children and young people who have trouble cleaning their hands independently. • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school 	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"> ➤ After using the toilet ➤ Before and after eating ➤ On entry and exit from the classroom. <ul style="list-style-type: none"> • Unnecessary touching of the face is discouraged. • 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; • Toilets and wash stations have single use paper towel for drying hands. 		
10	<p>Individual needs of children (including Behaviour)</p> <p>HIGH</p> <p>HIGH</p>	<p><u>All Children</u></p> <ul style="list-style-type: none"> • All children need to be instructed on the expectations of social distancing at school. • They need to be aware that normal behaviour - hugging/holding hands etc are no longer school practice. • They must all be aware of how to wash their hands and when. • Any child who cannot comply with social distancing and is putting other children or adults at risk will need to be risk assessed. • School will foster a non-physical contact ethos. <p><u>EHCP Children</u></p> <ul style="list-style-type: none"> • Children with EHCP are welcomed into school as usual and will be expected to comply with social distancing expectations. • Risk assessments will be completed for these children as individuals (Inclusion Leader). • 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 	<p>MEDIUM</p> <p>MEDIUM</p>	<p>Children will need constant reinforcement and education about this</p>

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)
		HIGH	<p>assessments are written - the Inclusion Leader has the overview and responsibility for this.</p> <p><u>Children with Behavioural Difficulties</u></p> <ul style="list-style-type: none"> • 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. • 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. • This is particularly important to reduce the risks to others for any child that may need positive handling. <p><u>Children with other needs</u></p> <ul style="list-style-type: none"> • 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. 	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		MEDIUM	
11	Cleaning Measures	HIGH	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, toilets and common areas. ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. ➤ Special attention will be paid to high contact, hard surfaces. ➤ All gate handles and padlocks should be wiped down before and after use. 	LOW	Monitoring of standard and frequency of cleaning. Monitoring of materials and products used.

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"> Classrooms furniture and soft furnishings have been reduced, where appropriate, in order to improve the ability to effectively clean. 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. Toilets will also be checked regularly and cleaned daily Common areas will be cleaned once a day. Equipment used by the children and staff will suitably cleaned at the end of each day or before it is used by another person. IPads will be cleaned by an adult at the end of the school day using the specialist cleaning materials. At Minster this is kept by CMak and must be returned to her at the end of the school day. 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 COVID-19: cleaning un non-healthcare settings. 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. Hand sanitiser is available in classrooms for adult use, but must be kept at height in shut cupboard. If it is viable to leave a door pinned back (i.e. not against fire regulations) then this should happen to reduce contact. 		
12	School Staff	HIGH	<u>General</u> <ul style="list-style-type: none"> Staff are briefed and consulted on school procedures and the plans for September return of all pupils. Staff have had sufficient training and briefing regarding infection control and school protocols. 	LOW	Updates for staff as guidance changes and working

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)
	HIGH	<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing including: 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 • 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; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively. • The Staff know who to contact should a hazard be identified and the reporting mechanism is clear and accessible. • 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. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Staff are required to conform to current social distancing requirements at all times. • School offices practices are adjusted to take account of social distancing required. • Staff rooms have been adjusted to take account of social distancing measures needed. Staff are encouraged to take breaks on school premises but in the open air, where possible. • Staff at Minster must follow the guidelines below: <ul style="list-style-type: none"> ○ Outdoor staff room - We have created an outdoor area today, as this 	LOW	<p>practices develop</p> <p>Regular reminders of social distancing for staff to ensure this is maintained</p> <p>Pupils to have the daily slide</p>

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)
		<p>is a safer environment to eat and interact. There is seating as follows:</p> <ul style="list-style-type: none"> ▪ Big table and 4 benches - 4 people ▪ Picnic table - 2 people ▪ Bench - 1 person ▪ Pond area bench - 1 person ▪ Grass - several socially distanced people ▪ Not only is it a safer space, it is also a nicer area to unwind - well-being a consideration here. ▪ Decking for Garden Suite - see below. <ul style="list-style-type: none"> ○ Garden Suite staff room - We have also expanded our indoor provision too - a staff room area is set up in the Garden Suite. This will be limited to 8 people. Tea/coffee facilities, fridge etc. all there. Outdoor decking for garden suite - max 4 people per table. ○ Normal staff room - From now on the staff room will have a capacity limit of 8. This MUST be adhered to and social distancing must be evident. An additional toilet will be opened to support this (the multi sex toilet outside the SLT office). There is also a limit of 2 people at the unit area (where you make ya brew). There can be a bit of a one way system in place here as it is set up in this style anyway. ○ At the end of your lunch break (whether that is 1pm or 1:30pm - or any other time if anomalies arise) please spray and wipe down the area you have used. <ul style="list-style-type: none"> • Staff at Monkton - please be aware of seats that are no longer in use in the staffroom in order to ensure social distancing • Each staff area has been assessed, a maximum number of staff per room has been placed on the door at each school. • Children will practice social distancing from staff appropriate to their age and 		<p>regarding safe practice at school</p>

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)
			<p>as described in additional points of this assessment.</p> <ul style="list-style-type: none"> • 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. • 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. • Any staff in the critically at risk groups who have had the 3 month letter and needed to be shielded are to return to work as Government guidance suggests - they will also need an individual risk assessment. 		
13	Illness and First aid	HIGH	<ul style="list-style-type: none"> • 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. • 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 3/4th day of illness and if positive the whole pod will then be told to isolate for 14 days and will no 	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 J/X (If J See Actions)
		<p>longer be in school until after this period.</p> <ul style="list-style-type: none"> • A specific First Aid Risk Assessment has been completed for use during this period - please see 'First Aid Risk Assessment. • The Risk Assessment takes into account numbers and ages of children, number and training of employees. • This information forms the decision on what activities and groups can safely be managed within the school. • It clearly shows the expectations on members of staff and their role, according to the circumstances. • Qualified first aiders are in place at an appropriate ratio (including paediatric first aiders) • The school has a specific room dedicated for suspected cases of COVID-19 (The PPA room - now designated the PPE room at Minster and the First Aid room at Monkton) • 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. • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor, which are located in the PPE room. • First aiders have completed appropriate training for 'donning and doffing' PPE - NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management 		

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)
	HIGH	<p>guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • The PPE / first aid room will be cleaned frequently and after each use (when first aid care has been provided). • The member of staff or children must go for a Covid-19 test and share the results with the school. • 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. • The rooms and equipment they use will be deep cleaned. • When the result of the test is known the school will notify all in the pod. • If negative, the pod will carry on. • If positive, the pod will not be allowed in school until a period of self-isolation has been carried out as required in DFE guidance. • Any sibling of a child sent home with Covid-19 symptoms will also be sent home and needs to be tested. • Any child/adult with a positive result will not come back into school until they have a negative result. <p>Waste disposal measures 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"> • Put in a plastic rubbish bag and tied when full. • The plastic bag is placed in a second bin bag and tied. • It is put in a suitable and secure place and marked for storage until the 	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)
		<p>individual's test results are known.</p> <ul style="list-style-type: none"> Waste is stored safely and kept away from children. 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. If the individual tests negative, this can be put in with the normal waste. If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste. 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. 		
14	HIGH	<ul style="list-style-type: none"> Parents are not permitted to enter the school. Parents have been informed to call the school office or email if they have any questions or concerns. 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). The Pod/Class teacher and SLT are able to phone parents if a conversation is needed. As stated earlier, email communication is also possible. Parents should only come to the school reception for vital communication if it can be done no other way. The glass screens reduces the risk for the office staff and only 1 adult will be allowed in the reception area at any one time. Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk. 	LOW	

Hazards and Risks		Risk level Before <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions <i>J/X (If J See Actions)</i>
			<ul style="list-style-type: none"> • Essential visitors will only be permitted into the school if they have an appointment. • 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. • The school contact is required to attend reception in good time to meet their visitor. • Any visitor will be expected to comply with social distancing measures. If they cannot comply they will be asked to leave. • Meetings with visitors will be via phone where possible. • Face to face meetings in small room or within 2m are not permitted. • Where it is feasible some meetings connected with core school business (e.g. Governors) may be completed via mediums such as Zoom or Teams. • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time. • Deliveries will be accepted at designated quiet times only. • Delivered items will be left outside of the school building/in reception area for staff to collect. 		
15	Toilets	HIGH	<ul style="list-style-type: none"> • One in one out management of toilets is in place. Children need to distance in line outside and need to be supervised. • Toilet use protocols for children are managed by Teachers/TAs for the individual pod. • Toilet in use signs are in use. • Toilets are cleaned daily. • If cleaning needs to take place at a point that is not usual, Office staff must be made aware so they can arrange it. 	LOW	

Hazards and Risks		Risk level Before <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions J/X <i>(If J See Actions)</i>
16	Lack of staffing / insufficient staff ratios	MEDIUM	<ul style="list-style-type: none"> 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. Children must be suitably supervised at all times. 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. 	LOW	Parents to be informed as soon as possible should a POD need to be closed.
17	Premises management	HIGH	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially or fully open. Premises staff levels are maintained and suitable for the use of the building. Appropriate cleaning and premises staffing levels are in place. Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. Contingency in place for sudden premises staff absence. All regulatory and H&S tests and procedures are carried out as usual. Adjusted staff access times to the building to enable cleaning to take place. 	LOW	
18	Hazardous substance management	HIGH	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place. All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately. Material safety data sheets are held for all chemicals and readily available to all staff. All cleaning chemicals are stored safely and securely in accordance with requirements. COSHH safety training has been completed by all those using chemicals for cleaning. Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	LOW	

Hazards and Risks		Risk level Before <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions <i>J/X</i> <i>(If J See Actions)</i>
19	Fire and evacuation procedures	HIGH	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements. ➤ Safe exit via the nearest final exit. ➤ Training occupants of any changes to evacuation. ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school. ➤ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. 	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