


<b>Directorate</b>	<input type="checkbox"/> Adults, Health and Communities	<b>Service/Team</b>	Generic Risk Assessment - Education & Inclusion		
	<input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Regeneration and Economic Growth <input checked="" type="checkbox"/> Schools				
<b>Risk Assessment for</b>	COVID-19 Secure – Schools <b>Moorthorpe Primary School</b>	<b>Ref no</b>	C19SCS	<b>Date completed</b>	July 2020
<b>Occupation/activity/task</b>	<b>Whole School opening Sept 2020</b>	<b>Location</b>		<b>Review date</b>	Within one month of the school opening
<b>Assessor name(s)</b> Corporate Health & Safety Adviser, Education & Inclusion					

## SECTION 1

### 1.1 Risk Matrix

Likelihood		Severity				
		1	2	3	4	5
		<b>Very low</b> Insignificant injury	<b>Low</b> Minor injury Verbal abuse	<b>Moderate</b> Threatening behaviour Serious injury	<b>Severe</b> Physical abuse Multiple injuries Serious injury requiring hospital treatment	<b>Very severe</b> Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
1	Extremely unlikely	1	2	3	4	5
2	Remote possibility	2	4	6	8	10
3	Possible occurrence	3	6	9	12	15
4	Will probably occur	4	8	12	16	20
5	Almost certain	5	10	15	20	25

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

### 1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:-

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
- Volunteers
- Members of the public

## SECTION 2

<b>What are the hazards</b> <i>Identify hazards (relevant to occupation/ activity/task)</i>	<b>Those at risk</b>	<b>How they might be harmed?</b> <i>e.g. sprains, strains, lacerations etc.</i>	<b>What are you already doing/ your existing control measures</b> <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	<b>Risk Rating</b> <b>Severity x Likelihood</b> <i>Scores of 10 and above require further action. See section 3</i>
<p>This risk assessment has been developed using the Government guidance documents – <a href="#">Guidance for full opening - schools</a> – Published 2<sup>nd</sup> July 2020</p> <p><b>Action for schools during the coronavirus outbreak – Updated 3<sup>rd</sup> June 2020</b> <a href="https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing">https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing</a> <b>Implementing protective measures in education and child care settings Updated 1<sup>st</sup> June 2020</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>It is for each school to use this over-arching assessment as a basis to develop a COVID-19 Secure risk assessment for their school.</p>				
1.	Building Management & Readiness	All employees Children	<p>Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition</p> <p><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection</a></p> <p><u>Inspect the site for:</u></p> <ul style="list-style-type: none"> <li>• Damage to asbestos containing materials e.g., these may have been damaged by rodent activities during the closure</li> <li>• Damage to the building and fixtures and fittings</li> <li>• Damage to grounds, playgrounds, outdoor play equipment, fencing, trees</li> <li>• Rodent activity and/or infestations – commissioning of pest control may be required</li> </ul> <p><u>Operational checks (to ensure good working order) to be carried out on:</u></p> <ul style="list-style-type: none"> <li>• Fire alarms/smoke alarms/panic and accessible-toilet alarms</li> <li>• Fire door mechanisms</li> <li>• Emergency lighting</li> <li>• Gas supplies including science laboratories and kitchens</li> </ul>	<p>1.</p> <p>8. Floors lifted in Rainbow Room &amp; Y6 classroom/corridor</p> <p>4.</p> <p>1.</p> <p>Checks completed in July &amp; on-going</p> <p>1.</p> <p>1.</p> <p>2.</p> <p>1.</p>

				<ul style="list-style-type: none"> <li>• Kitchen equipment</li> <li>• Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy</li> <li>• Water systems to look for leaks and ensure there is provision of hot water</li> <li>• Windows, door and gates including electronic gates and doors</li> <li>• Any Design &amp; Technology equipment</li> <li>• Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer's/providers requirements)</li> </ul> <p><u>Ensure Statutory Inspections are up to date for:</u></p> <ul style="list-style-type: none"> <li>• <b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>LEV</b> (if scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Gas supplies</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place)</li> <li>• <b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)</li> <li>• <b>Asbestos Management Plan</b> (if the plan has not been re-assessed in the last 12 months)</li> <li>• <b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months)</li> </ul> <p><u>Cleaning the premises</u></p> <ul style="list-style-type: none"> <li>• Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces</li> </ul>	<p>4.</p> <p>1. legionella checks</p> <p>2.</p> <p>2.</p> <p>2.</p> <p>1.</p> <p>1. Compliance checked – Engie</p> <p>As above – Engie</p> <p>As above – Engie</p> <p><b>PAT booked for Sept 2020 when all staff return.</b></p> <p>As above – Engie</p> <p>2.</p> <p>1. Checked June 2020</p> <p>1 – site closed to staff in first two weeks for deep clean.</p>
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				<ul style="list-style-type: none"> <li>If the school has been partially opened, then effective/appropriate cleaning of the premises may not be necessary unless it has been required by Public Health.</li> <li>All touch surfaces should be given priority for cleaning, as should have been the case for partial opening</li> </ul> <p><u>Supplies</u></p> <ul style="list-style-type: none"> <li>Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and sinks</li> </ul>	<p>Any staff in w/c 31.08.2020 have been informed to wipe down areas used.</p> <p>1.Regular checks of stock levels to be maintained by staff</p>
2.	System of Controls			<p><b>System of controls</b></p> <p>This is the set of actions schools must take and are outlined in more detail in the sections below.</p> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products.</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p>	<p>4 – Systems &amp; guidance in place for staff &amp; pupils re: illness in school</p> <p>Children trained &amp; monitored in effective hand hygiene. Regular routines in place.</p>

			<p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>	
3.	Covid-19 – Response to any infection		<p>All Employees to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms <a href="#">coronavirus (COVID-19) symptoms</a></p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>All employees to engage with the NHS Test and Trace process</p> <p><a href="#">testing and tracing for coronavirus website</a>,</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2m away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</p>	<p>1 - Any staff showing symptoms to phone HT/SMT before school &amp; go for test if needed.</p> <p>1.Staff to inform HT/SMT immediately &amp; sent home.</p> <p>1.Use of HT's office – (room by entrance to school &amp; nearest reception), has adjoining bathroom, PPE in filing cabinet</p>

				<p>The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>	
4.	High Risk Employees			<p>Where schools apply the full measures in DfE guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p><a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</a></p> <ul style="list-style-type: none"> <li>• School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</li> </ul> <p><a href="#">clinically-vulnerable, including pregnant women</a></p> <ul style="list-style-type: none"> <li>• Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance</li> </ul> <p><b><a href="#">Self-isolating Employees.</a></b></p> <ul style="list-style-type: none"> <li>• Any employee required to stay home under <a href="#">existing Government guidance</a>, for example due to having Covid19 symptoms or contact with a Covid-19 case,</li> </ul>	<p>1.We have no staff classed as extremely clinically vulnerable or clinically vulnerable.</p> <p>Regular wellbeing 'check ins' with staff. Any staff feeling vulnerable to report to HT. Individual Risk Assessments to be completed if necessary.</p>

				<p>must inform their headteacher following sickness reporting procedures.</p> <ul style="list-style-type: none"> <li>• The employee must self-isolate and not attend the workplace for the proscribed period determined in the Government Guidance.</li> <li>• Employees self-isolating and who are fit to work, may work from home in agreement with their headteacher, subject to an appropriate home working risk assessment.</li> </ul> <p><b>Black, Asian &amp; Minority Ethnic (BAME) Employees</b></p> <ul style="list-style-type: none"> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</li> <li>• School leaders should try as far as practically possible to accommodate additional measures where appropriate.</li> <li>• Public Health England have published a report that looks at the disproportionate impact of COVID. This includes a section on ethnicity. The report is clear that the COVID-19 pandemic has had a disproportionate effect on BAME people. The report did not analyse the effect of occupation and acknowledges this is a significant shortcoming. The disproportionate impact of COVID-19 on the BAME population is worrying and will cause anxiety. Headteacher should be aware of this and be pro-active in encouraging safe working practices and direct BAME employees to support for their health and wellbeing – for example NHS 111, GP or OHU referral. If guidance to protect the health of BAME populations changes this will be circulated and risk assessments may need to be reconsidered.</li> </ul> <p><b>Expectant Mothers</b></p> <ul style="list-style-type: none"> <li>• Expectant mothers are identified in the Moderate risk group category and should have an Expectant Mother's risk assessment, which includes any</li> </ul>	
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				additional Covid-19 control measures (see new and expectant mothers procedure)	
5.	Pupil Transportation, travelling in vehicles			<ul style="list-style-type: none"> <li>• See <a href="#">COVID-19 Secure Vehicle</a> Risk Assessment</li> <li>• For dedicated school transport:-</li> </ul> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>	<p>1.No trips out of school planned for Autumn 1</p> <p>1.Y5 swimming not expected to re-start until Autumn 2 but if it does we walk until Oct half term. Strict procedures will be in place</p>
6.	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> <li>• No one should enter the School premises if they are displaying symptoms of covid-19 e.g. employees, parents, pupils, contractors etc.</li> <li>• Stop non-essential visitors entering site, however we will continue to allow some students to complete placements in one 'bubble' (no access to staffroom)</li> <li>• A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained</li> <li>• Where possible a visual screen / barrier is in place to protect office staff</li> <li>• Where possible introduce staggered start and finish times to reduce congestion and contact at all times, with no reduction to overall teaching time for any group</li> <li>• Manage external site access points to enable social</li> </ul>	<p>4 – Visitors will be restricted to site in Autumn 1.</p> <p>Hand sanitiser in place for all essential visitors</p> <p>Office sliding window to remain closed.</p> <p>Staggered start &amp; finish times in place &amp; SMT/LM in playground to monitor social</p>

				distancing <ul style="list-style-type: none"> <li>Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system</li> <li>Allow plenty of space (two metres) between people waiting to enter site</li> <li>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible</li> <li>Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens &amp; whiteboards</li> <li>The handling of cash is discouraged from parents and where possible online / contactless payments are made</li> </ul>	distancing/ congestion.  Wipes/ spray & blue roll available in office/reception  Wipes/ spray & blue roll available on photocopiers
7.	Cloakroom Areas Circulatory Areas / staircases			<ul style="list-style-type: none"> <li>Where possible the allocation of drop off and collection times to be arranged with parents/guardians</li> <li>Clear communication to parents including gathering at the school gates and otherwise coming onto the site without an appointment is not allowed</li> <li>Limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, water bottle. <b>NO mobile phones.</b></li> <li>Employees to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to minimise contact and maintain social distancing where possible</li> <li>Movement between classrooms / on corridors should be done in a phased way to minimise contact and maintain social distancing where possible</li> <li>Support pupils with correct removal and storage/disposal of face coverings if required</li> </ul>	1.September arrangements communicated to parents in newsletter & class bubble letters sent out & on Dojo)  Governors agreed – No phones policy.  Disposable masks to be placed in ‘nappy sacks’, re-useable in their own tray/plastic folder
8.	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> <li>Strict hygiene rules to be implemented, all employees and pupils to be asked to do the following</li> </ul>	3.Strict hygiene protocols in place.

				<ul style="list-style-type: none"> <li>• Clean hands thoroughly more often than usual upon entering or changing locations/classrooms or moving to new activities after handling equipment.</li> <li>• Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils</li> <li>• Wash hands if face, mouth or eyes are touched</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – ensure availability of tissues and bins. Empty bins regularly in line with 'double bag' guidance</li> <li>• Bins to be open topped unless the bin is a peddle bin, all waste to be double bagged</li> <li>• Put in place a schedule for enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products. <ul style="list-style-type: none"> <li>○ All high contact surfaces to be cleaned throughout the day</li> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ All pupils to have their own pen, pencil, rubber, ruler etc. that is personal to them and should not be shared with any other pupil</li> <li>○ All resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product</li> <li>○ Where resources are shared between groups they will be thoroughly cleaned after use or put out of use for at least 72 hours</li> <li>○ All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe</li> <li>○ Pupils and 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. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul> </li> </ul>	<p>All routines and clear expectations explained to classes on their return.</p> <p>All classrooms to have spray &amp; blue roll for staff to clean frequently touched areas.</p> <p>Individual equipment folders ready.</p>
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				<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>○ When entering / leaving the classroom this should be on a phased “one person at a time” basis</li> <li>○ Where possible employees are to maintain a safe distance between each other (2m)</li> <li>○ Pupils must be encouraged where possible to do the same</li> <li>○ Limit the number of persons in each room/area to follow social distancing guidance.</li> </ul> <p>Schools to insert measures that will be taken to limit contacts between groups or bubbles/cohorts/families, including the maximum numbers in line with Government guidance.</p> <ul style="list-style-type: none"> <li>• Groups will be located predominantly in a consistent classroom with their own resources</li> <li>• If staff are to work with more than one group they will maintain social distancing where possible with pupils and other staff – ideally 2m</li> <li>• Pupils will be seated side by side at desks facing the front (with exception of EYFS pupils who will be in groups)</li> <li>• Maintain 2m distances where possible.</li> <li>• Avoid close face to face contact between pupils and staff</li> <li>• Minimise time spent in close contact under 1m</li> <li>• Timetable groups to be in different parts of the school site as far as possible for as much of the time as possible</li> </ul> <p>Educational Visits</p> <ul style="list-style-type: none"> <li>• Cancel all domestic overnight and overseas educational visits until further notice/guidance changes</li> <li>• Ensure protective measures are in place and adhered to for non-overnight domestic visits</li> </ul> <p>Management of returned library books</p>	<p>All routines and clear expectations explained to classes on their return. Classes to practice lining up outside using the markings &amp; using the markings in the corridors.</p> <p>Y6 Robinwood trip moved to Summer term.</p>
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				<p>All returned equipment and books to the library will be quarantined for 72 hours before being allowed back into the system for pupils to use and stored securely throughout this time. Items that can be cleaned will be done so using sanitiser or the usual cleaning products. PPE is not necessary for this task, regular handwashing will suffice and minimise the risk of cross contamination.</p>	
9.	Foundations Stage pupils – including free flow play			<ul style="list-style-type: none"> <li>• All items which can be cleaned after each, to be sanitised, otherwise all equipment is to be sanitised at the start and end of each day as a minimum</li> <li>• Where classes share the same outdoor space, free flow is phased, for example “one in and one out” to minimise contact and maintain social distancing where possible. This is managed effectively by employees to ensure equal entitlement to outdoor provision for all children</li> <li>• Encourage social distancing as is reasonable practicable</li> <li>• Supervision is key at all times</li> </ul>	Foundation stage to be ‘one bubble’
10.	Educating pupils on the risks of covid-19			<ul style="list-style-type: none"> <li>• There is a concern that different age groups of pupils, or pupils with different needs will interpret the information differently on the risks of covid-19. Therefore:-</li> <li>• Employees should consider delivering the information in different formats pitched at the right level for the age groups. This could include, for example, social stories</li> </ul>	L Grace to share wellbeing sessions, stories, info with staff.
11.	Welfare			<ul style="list-style-type: none"> <li>• Ensure that toilet times are staggered where possible to minimise contacts and to avoid congestion</li> <li>• different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> <li>• Good hand hygiene</li> <li>• Frequency of hand washing/hand sanitisation</li> <li>• Avoidance of touching face</li> </ul> </li> </ul>	<p>2. Staggered toilet times (&amp; break/lunch times)</p> <p>All routines and clear expectations explained to classes on their return.</p>

				<ul style="list-style-type: none"> <li>Rules around coughing and sneezing into a tissue or arm</li> <li>All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, flush, door handles, sinks etc.</li> </ul>	
12.	Assemblies			<ul style="list-style-type: none"> <li>Virtual assemblies to take place where possible</li> <li>Assemblies only to take place where everyone can maintain a safe distance between each other (2m) or to be undertaken in bubbles/cohorts/families</li> <li>Limit the number of persons in the Hall to follow social distancing guidance</li> <li>Ensure hand sanitizers / gels are made available for staff and pupils</li> <li>Wash hands before and after new activities/locations</li> </ul>	Monday & Friday whole school via Zoom. PSHE assemblies in class.
13.	Break times			<ul style="list-style-type: none"> <li>To be staggered to allow bubbles/cohorts/families to be maintained</li> <li>Restrict the number of pupils accessing the toilets at any one time</li> <li>Large fixed equipment and outdoor playground equipment should be more frequently cleaned.</li> <li>Restrict the use of play / climbing equipment where still available and to be cleaned between bubbles/cohorts/families</li> <li>Avoid contact sports for example football, basketball, hockey</li> <li>All footballs, toys &amp; play equipment should be cleaned on a daily basis with an antibacterial spray</li> </ul>	<p>2. Staggered times in place.</p> <p>All bubbles to have their own sports/ play equipment</p>
14.	Dining Room – lunch times			<ul style="list-style-type: none"> <li>Where catering is provided on site, must comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>All catering staff should wear gloves when passing pupils utensils, cups etc.</li> <li>All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed</li> <li>Lunchtimes to be staggered to minimise contacts and congestion at any one time</li> </ul>	<p>3. Awaiting further info from Dolce.</p> <p>Staggered times in place, eating in</p>

				<ul style="list-style-type: none"> <li>• Food and drink should only be consumed in dedicated areas, which may include within bubble's classrooms</li> <li>• Hand cleaning facilities or hand sanitiser to be available at the entrance of the dining room where still used for bubbles/cohorts/families to eat and should be used by all persons when entering and leaving the area</li> <li>• Minimise contacts and maintain social distancing through seating arrangements where possible</li> <li>• All food displays should be protected against contamination by coughing, sneezing, etc.)</li> <li>• Tables and chairs should be cleaned between each use.</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.</li> <li>• Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / zoom call to be arranged</li> <li>• Staff to have three areas to make drinks, warm up food limiting the numbers in and out of the staff room. Seats will be removed to ensure people do not stay.</li> </ul>	<p>classrooms where possible.</p> <p>Yes</p> <p>Protocols in place – expectations to be shared with staff &amp; pupils on their return.</p>
15.	Breakfast and after School clubs			<p>Any before or after school provision must align with protective measures in place and meet guidance <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</a></p> <ul style="list-style-type: none"> <li>• Carefully plan the number of pupils attending the clubs so that contacts are minimised and social distancing is maintained where possible and kept in bubbles/cohorts/families where possible</li> <li>• Entering and existing the club is done in a phased way "one in one out"</li> <li>• All food items are taken to the pupils seating area by a member of staff</li> <li>• All food items and utensils are collected by staff and handed over to the catering staff</li> </ul>	<p>2.To be held in the dining hall starting 09.09.2020. Pupils will go in by steps straight into hall. Parents to book on by Fri by 3pm for the following week. BG to print out register on a Friday. Dependant on numbers – may use Second hall. After school club in Sunflower Centre.</p>

				<ul style="list-style-type: none"> <li>All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use</li> </ul>	
16.	Music lessons			<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p> <p>Any instruments must be cleaned thoroughly between classes/ sessions.</p>	1.Information received through Music Centre as to strict guidelines. Bubbles of 15 to be in place (half classes for half a session each).
17.	Physical Education			<p>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. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> </ul>	2.PE Risk assessment shared with M Stringfellow. Protocols in place.

				<ul style="list-style-type: none"> <li>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	After school clubs to be discussed in September.
18.	Governors Meetings, SEN meetings with parents etc.			<ul style="list-style-type: none"> <li>Where possible employees are to maintain a safe distance between each other (2m) in the meeting room / office environment</li> <li>Arrange online conference call facilities/virtual meetings where possible</li> <li>Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via online call facility.</li> </ul>	<p>1. Governors meetings to continue on Zoom.</p> <p>2. Some CP, CIN meetings will be face to face – in an empty classroom with social distancing.</p>
19.	Conflict management between pupils and parents			<ul style="list-style-type: none"> <li>Staff only to intervening if pupils if there is a serious risk of injury or damage to property</li> <li>De-escalation techniques should be used to try and calm situations</li> <li>Restraint should only be undertaken as last resort</li> <li>Parents are regularly reminded of their responsibilities and behaviours on the School site</li> </ul>	<p>2. Staff to be ‘hands off’</p> <p>Behaviour expectations explained to pupils and parents</p>
20.	Teaching staff marking homework from pupils			<ul style="list-style-type: none"> <li>Where appropriate, homework should be submitted online to avoid the use of handling books eg</li> <li>Pupils and 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. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul>	<p>1. Homework to be online: TT Rockstars, Spelling Shed etc</p> <p>Homework club offered to those with no internet access or no device at home.</p>

21.	Administering First Aid			<ul style="list-style-type: none"> <li>PPE appropriate to the circumstances <b>would only be required if first aid was required for someone with Covid-19 symptoms</b>. e.g. gloves, face masks and eye protection ( if necessary) should be provided</li> <li>Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> <li>First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency.</li> <li><a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></li> </ul>	4.PPE equipment available in staffroom & head's office
22.	Administering Medication			<ul style="list-style-type: none"> <li>PPE appropriate to the circumstances <b>would only be required</b> when administering medication <b>for someone with Covid-19 symptoms</b> PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided</li> <li>Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>All clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> </ul>	4.
23.	Providing intimate care			<ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing, handwashing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</li> <li>If you are not providing intimate care to someone, PPE is not needed.</li> <li>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently</li> </ul>	2.Intimate care policy revised in line with new measures. Screened off area in nursery to be used for increased ventilation instead of small shower room. PPE available in nursery area.

				<p>touched surfaces, and carrying out more frequent handwashing.</p> <ul style="list-style-type: none"> <li>Employees should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</li> </ul>	
24.	Fire Drills / Activation of the fire alarm			<ul style="list-style-type: none"> <li>During an emergency if it is unsafe to maintain the social distance guidance measures, then they do not apply</li> <li>When undertaking a fire drill minimise social contacts and maintain social distancing where possible at all times</li> <li>Markers should be displayed at the assembly area / muster point to avoid congestion</li> <li>A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing</li> <li>Headteacher to have reviewed and amended all PEEPs to ensure all those under their duty of care that require assistance can evacuate have a trained buddy within the workplace when they are in attendance.</li> </ul>	1.Fire practice to be completed first week back to practice new routines/ use of markers on playground.
25.	Cleaning			<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>Hard surfaces to be cleaned prior to disinfecting</li> <li>A combined detergent disinfectant solution or chlorine-based cleaner is to be used</li> <li>Extra attention is to be given to frequently</li> <li>"Touched" areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.</li> <li>Hand towels and hand wash area to be</li> <li>Checked and replaced as needed by the Cleaning and Caretaking staff.</li> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush,</li> </ul>	After break and after lunch contacts points to be sprayed/wiped down by staff.

				etc. <ul style="list-style-type: none"> <li>Only cleaning products supplied by the school are to be used</li> <li>All bins to have double liners</li> </ul> <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>	
26.	Home Visits to be undertaken by staff			<ul style="list-style-type: none"> <li>Home visits should only be undertaken if absolutely necessary, these are to be conducted on the doorstep</li> <li>Employees should use their own vehicle to get to the visit (private vehicles should be insured for business use)</li> <li>Once they arrive they must knock on the door and step back to maintain social distancing</li> <li>It may be possible to have a conversation with parents and pupils via an open window</li> <li>Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School</li> </ul>	4-6.SMT & inclusion team briefed on safety measures.
27.	Deliveries			<ul style="list-style-type: none"> <li>When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries</li> <li>If practicable drivers should wash or clean their hands before unloading goods and materials</li> <li>Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>Employees should not sign for deliveries</li> <li>Hands are to be thoroughly washed after handling all deliveries</li> <li>Keep deliveries to a minimum with essential items only</li> <li><u>Under no circumstance should any personal deliveries or collections be made to or from the work place</u></li> </ul>	4-6. Staff to limit orders and deliveries to essential items
28.	Contractors / essential repair work			<ul style="list-style-type: none"> <li>Only contractors carrying out essential maintenance work are to be allowed on the School site</li> <li>Employees and contractors are to maintain a safe</li> </ul>	4-6.Only essential workers on site during the school

				<p>distance between themselves and others (2m).</p> <ul style="list-style-type: none"> <li>All contractors are to wash their hands upon entering the site</li> </ul> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising every hour.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul>	<p>day. Wherever possible work to be carried out after school/in holidays.</p>
29.	Information to employees, pupils & parents			<ul style="list-style-type: none"> <li>Posters to displayed in the main entrance, staff room and in suitable places around the School site</li> <li>Regular meetings with employees will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</li> <li>Regular updated information will be shared with parents via either a letter, email, newsletter, school website etc.</li> <li>Parents/guardians to be provide with information on including protocols for contact for example, which entrance to use)</li> <li>Request parents/guardians not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul>	<p>1.On-going information to be given out via Dojo, Parentmail, website and on-site posters.</p> <p>1. INSET Training day 07/09/20 to explain updated guidance &amp; revised systems to staff.</p>
30.	Personal Protective Equipment			<p>The use of PPE will depend on the type of service being provided to the service user and the likely risk of virus transmission.</p> <p>PPE protects the wearer against health or safety risks at work. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p><u>When managing the risk of COVID-19 for employees in the workplace, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to</u></p>	

				<p><u>be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</u></p> <p>The exception is working in clinical settings, like a hospital, adult social care settings such as care homes and domiciliary services or when responding to a suspected or confirmed case of COVID-19.</p> <p>Note: PPE is only effective when combined with: hand hygiene (cleaning your hands regularly and appropriately); respiratory hygiene and avoiding touching your face with your hands, and following standard infection prevention and control precautions, including putting on and taking off PPE. Being bare below the elbows e.g. no watches, long sleeves or false nails is key to successful hand hygiene.</p> <p>Face coverings do not protect the wearer, but may protect others if you are infected, and have not developed symptoms.</p> <p><u>A face covering can be simple and worn in enclosed spaces where social distancing is not possible, it must cover the mouth and nose.</u></p> <p>Face coverings are not PPE and are not to the specifications of face masks or respirators and should not be used in place of PPE where face masks/respirators are required.</p> <p>Wearing gloves outside of clinical setting is not recommended or a substitute for frequent hand washing.</p> <p>It is not compulsory law to wear a face covering in the work place, it is an employee's choice. Employees should be supported to use face coverings safely as per the national guidance.</p> <p><a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></p>	
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				A small number of pupils may present an addition risk due to spitting, excessive saliva production/drooling, biting. These pupils will have an individual Risk Assessment documenting the additional measures and PPE to be used and when. Face Shields will be available, will be part of the risk assessment, and are to be used in place of face masks where possible (unless the pupils is exhibiting symptoms of Covid)	
31.	Communications and training – returning to work and on-going			<p>Development of communications package on the risk assessments in place and procedures, this must be available to employees prior to returning to work or provided as an update for those who have continued to work. The package will consist of a number forms of communication including:</p> <ul style="list-style-type: none"> <li>• Booklet</li> <li>• Induction</li> <li>• Email</li> <li>• Posters</li> <li>• Mobile devices</li> <li>• Whiteboards/notice boards</li> <li>• Provide advice and information to all employees on mental health through all communication channels</li> <li>• Provide access to 24 hour counselling support – telephone counselling</li> </ul>	<p>All information to be emailed to staff before their return and displayed in the staffroom. INSET Day training for teachers 07/09/2020 will include updated guidance, support staff will be updated 09/09/2020.</p> <p>Education Support: UK-wide: <b>08000 562 561 day or night</b> Txt: <b>07909 341229</b> (answered within <b>24 hours</b>)</p>

## SECTION 3

### 3.1 Action Plan


Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

We have no high risks (10 or above) however below are a few notes of actions to take:

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)
6	Check photocopiers, office areas have spray & blue roll for staff to clean frequently touched areas.	I Lazenby	09.09.2020	
7	Purchase small bags (nappy sacks?) to put any masks belonging to those pupils who wear them to school	D Birdsall	09.09.2020	
8	Remove lids on the swing bins in toilets	I Lazenby	09.09.2020	
8	All classrooms to have spray & blue roll for staff to clean frequently touched areas.	I Lazenby	09.09.2020	
25	Meet with all staff to explain extra attention is to be given to frequently "touched" areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.	D Birdsall	09.09.2020	
27	Inform staff not to have parcels delivered to school	D Birdsall	09.09.2020	
30	Discuss use of PPE with staff. Headteacher to follow guidance of no face coverings/masks in classroom bubbles when teaching however if employees feel they wish to wear them in smaller areas (eg staffroom, toilets, office etc) they may. These small spaces will already be restricted in numbers and this will be stated on the door.	D Birdsall	09.09.2020	
30	EYFS staff to inform SLT of any pupils who are new to school posing a risk in terms of spitting/biting. In this case individual risk assessments would be put in place.	L.Burton	14.09.2020	

## SECTION 4

### 4.1 Risk Assessment Acceptance

Acceptance by Responsible Manager/s (print name & signed): <b>Deborah Birdsall</b> 	Date: 05.08.2020
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Staff briefed on Risk Assessment & Safe System of Work (print name & signed)

Date:



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1** Put on your plastic apron, making sure it is tied securely at the back.  

- 2** Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.  








- 3** Put on your eye protection if there is a risk of splashing.  

- 4** Put on non-sterile nitrile gloves.  

- 5** You are now ready to enter the patient area.  


### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1** Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.  

- 2** Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 3** Snap or unfasten apron ties the neck and allow to fall forward.  

- 4** Once outside the patient room. Remove eye protection.  

- 5** Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 6** Remove surgical mask.  

- 7** Now wash your hands with soap and water.  


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

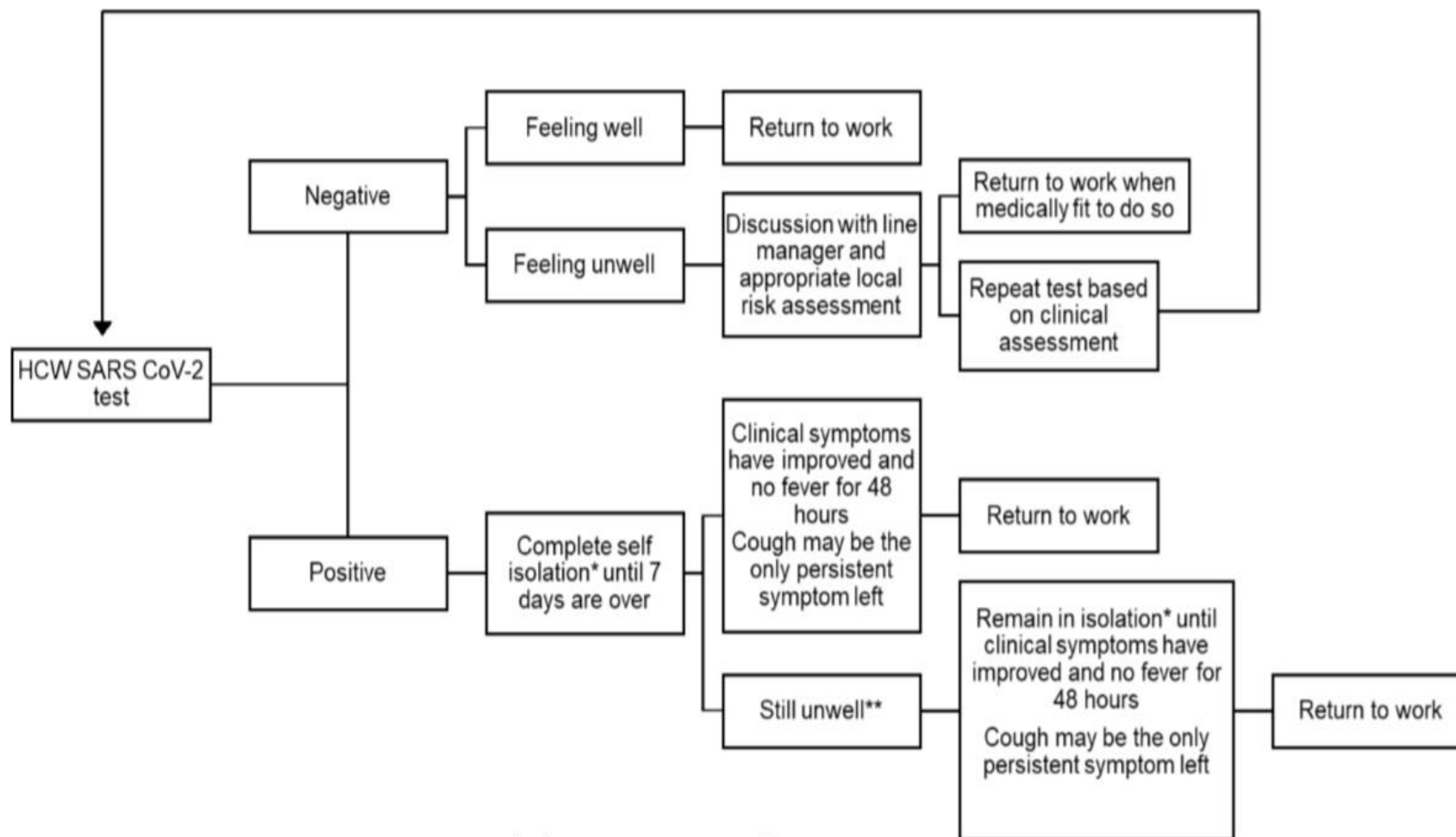
If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

Terms/definitions/clarifications etc.		
i	Hand washing protocol	Attached at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6</a>
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, and feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Single use	Refers to disposal of PPE after each client interaction.
ix	PHE Covid-19 IPC	<a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>



## Flowchart describing return to work following a SARS-CoV-2 test



\*Refer to [Stay at Home Guidance](#)

\*\*Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999.