

Return to school risk assessment

School	Newbridge Primary School	Assessment Date	1 st September, 2020	Completed by:	Gill Kennaugh and SLT
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THIS MODEL RISK ASSESSMENT WILL BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE. IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
Incomplete H&S compliance checks	All attending school	All statutory compliance checks are up to date: Fires Safety, Legionella, Playground Equipment, Radon and emergency electrical testing.	Check by 31 st August, 2020 HSE's classroom checklist to be completed Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown Also refer to Refer to LCA document ' LCA Guidance for members on Reopening Buildings '	DC/SLT DC to read link to left.	Completed
Contracting Covid-19 virus	All attending school by contracting the virus through: contact with an infected person or touching contaminated surfaces	Following up to date Government guidance by:	Staff Handbook to be updated to reflect all changes	SLT 26/8	Complete
		Inform parents and staff of Covid-19 symptoms	Information in staff and parent updates	GK - On-going/letter	Complete
		One adult household member dropping off and collecting pupil Signage to inform on gate.	Message in parent letter	GK - letter	Complete
		Staff to maintain 2m distance from other staff and pupils whenever possible	Message in parent letter Training to staff	GK - letter SLT - Training 1 st Sept	Complete

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		Pupils in the lower school can use their cloakrooms. All upper school pupils' personal possessions to be stored at individual child's desk/area. Possessions limited to: waterproof coat, hat, water bottle, lunch box (if required), book bag/small bag.	Message in parent letter Training to staff Messages to pupils on start	GK - letter SLT - Training date 1 st Sept	Complete
		Individual resource packs for individual children. Pack may include: pencil, pen, rubber, sharpener, colouring pencils, felt tips, 100 square, phoneme mat, word card, number line	Message in parent letter Training to staff	GK - letter SLT - Training date 1 st Sept	Complete
		<p>Shared resources such as books and games can be used and shared within the class group. These will be cleaned regularly along with all frequently touched surfaces</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.</p>	Message in parent letter Training to staff	GK - letter SLT - Training date 1 st Sept	
		Children will be taught in class/year group	Message in parent letter Training to staff	GK - letter SLT - Training date 1 st Sept	Complete
		Playtimes will be staggered	Message in parent letter Training to staff	GK - letter SLT - Training date 1 st Sept	Complete

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		Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	Message in parent letter. Training to staff Check hygiene products.	GK - letter SLT - Training date 1 st Sept	Complete
		LS classes will use own class toilets including break times US classes use allocated boys/girls toilets. US children will be trained to use the toilets one at a time and trained to line up socially distanced.	List in staff handbook	GK - letter SLT - Training date 1 st Sept	Complete
		Handwashing facilities available in toilets, hand sanitising stations around the site and hand sanitisers available in each class and key locations.	List in staff handbook	GK - letter SLT - Training date 1 st Sept	Complete
		Hands washed/sanitised on arrival to the setting at hand washing stations at main gate		GK - letter SLT - Training date 1 st Sept	Complete
		Hand washing training in place. Reviewed guidance on hand cleaning	Staff/pupil training	GK - letter SLT - Training date 1 st Sept	Complete
		Hand washing/sanitiser on entry/exit and prior to eating, after eating, after sneezing, after coughing, after playtime, after being outside, playing with shared resources	Staff training Pupil training	GK - letter SLT - Training date 1 st Sept Teachers - ongoing	Complete
		Pupils and adults reminded not to touch their mouth, eyes and nose	Staff training Pupil training	GK - letter SLT - Training date 1st Sept Teachers - ongoing	Complete
		Reinforcement of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Staff training Pupil training	GK - letter SLT - Training date 1 st Sept Teachers - ongoing	Complete

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		Age appropriate safety posters for guidance displayed	Check before 31 st Aug	GK - letter SLT - Training date 1st Sept	Complete
		Flip chart safety message each morning, for each class, led by staff member		GK - letter SLT - Training date 1st Sept	Complete
		Adult to wash hands before distributing fruit snack, and afterwards	Staff training/handbook	GK - letter SLT - Training date 1st Sept	Complete
		Minimised contact by having limited, named adults with classes	Complete rota/disseminate	GK - letter SLT - Training date 1st Sept	Complete
		Planned staggered break times and lunchtimes	Staff training/handbook/disseminate Letter to parents	GK - letter SLT - Training date 1st Sept	Complete
		Planned staggered arrival and departure times	As above	GK - letter SLT - Training date 1st Sept	Complete
		Staff aware of access to testing arrangements via NHS 111/Public Health	In staff handbook and as distributed	SLT - Training date 1st Sept	Complete
		Follow <u>COVID-19: cleaning of non-healthcare settings guidance followed</u> and further guidance issued by PHE SW http://thehub.bathnes.gov.uk/Services/4636	Dave Clark, Tracey Lynch to read. Send again to Direct Cleaning. Direct cleaning to advise staff. Newbridge staff retrained, if required to clean – not required at this time.	GK to send to DC/TL and by end of July	Complete
		Rota of cleaning across the site to include cleaning frequently touched surfaces often using standard products, such as detergents and bleach. (e.g. cleaning of surfaces that pupils and young people are touching, such as equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters)	DC to create cleaning checklist/rota for all areas of school. Timings established for toilets each hour. Cleaning schedule and signing	DC/SBM GK/JH to check Regularly	Complete

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			sheet displayed. TL to meet with DC to establish rota for September	GK to liaise with TL	
		Have discussed with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Meet operative supervisor to confirm additional cleaning arrangements for September. Request Direct Cleaning risk assessment and evidence of training given.	September GK/JH September GK	Complete
		Doors, apart from fire doors, propped open during the school day, where safe to do so, with consideration of fire and safeguarding issues, to limit use of door handles and aid ventilation.	DC to regularly check for fire safety updates. Staff to dress accordingly in Autumn term	ongoing	Complete
		Supervising and supporting young pupils in cleaning hands thoroughly	Staff training Pupil training		Complete
		Pupils will not wear Fitbits, watches, etc. to avoid transmission and to support thorough hand washing	Letter to parents	GK - letter SLT - Training date 1st Sept	Complete
		Remind parents and pupils in education resources such as e-bug and PHE schools resources		Letter to parents	Complete
		Isolate anyone with symptoms of Covid-19 or any other symptoms. Staff displaying symptoms to leave site. Rooms allocated (1:1 workrooms) Parent/carer to be contacted to collect pupil immediately. Up to date contact numbers gathered from parents. Office staff to manage and follow sending children home process – with symptoms of C-19	Letter to parents Staff training – use of PPE double bagging, ventilation, etc. Letter to parents Agree isolation rooms Create PPE packs Reminder to office staff to complete process	GK - letter SLT - Training date 1st Sept By 31 st Aug/SLT	Complete

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		Staff allowed to carry mobile phone to support track and trace for personal safety. Staff allowed mobile phone in base/outside for emergency communication to SLT or school office	Staff training Staff Handbook	SLT - Training date 1st Sept	Complete
		If needed, parents/carers to apply sun-cream to pupils before arriving at school	Parent letter	GK – letter	Complete
Infection outbreak/cases	All attending school or in class/bubble	School will take swift action when aware that someone who has attended has tested positive for coronavirus (COVID-19) School will ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u> . School will engage with the NHS Test and Trace process https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Manage confirmed cases amongst the school community Contain any outbreak by following local health protection team advice as detailed in PHE SW HPT: Guidance for Childcare and Educational Settings in the management of Covid-19, Version 3, 05.06.2020 – http://thehub.bathnes.gov.uk/Services/4636 School keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Inform parents of procedures Training all staff in procedures Staff to be made aware of the reporting of positive cases to PHE and B&NES – and to understand the protocol of communication around this	GK - letter SLT - Training date 1st Sept & 1 st September	Complete
Cleaning	Cleaners and all others attending school	Following PHE and PHE SW guidance. Cleaning schedule in place. Correct cleaning materials, disposal cloths, colour coded cloths for different areas, etc. Covid-19 risk assessment received from Direct Cleaning		DC to oversee.	Complete
Waste	All attending the school who may be in contact with it	Following PHE and PHE SW guidance, adequate facilities for the disposal of waste and PPE and adequate storage procedures prior to collection. Pedal bins supplied to all class bases.	Staff need to be aware of storage and dates need to be	DC to oversee. Training 1st Sept	Awaiting pedal bins

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			recorded		
Class sizes and maintaining distances	All attending school by close contact with pupils/staff and being unable to keep a minimum of ideally 2 metres distance apart	Currently the plan is for classes to remain as consistent as possible and to be staffed by a limited number of adults. School to implement a group no larger than a class group, where possible, class keeping groups away from other groups, to reduce transmission risk			Complete
		There will be limited interaction, sharing of rooms and social spaces between groups			
		Older children should be encouraged to keep their distance within groups	Update Staff handbook	SLT 17 th July	
		All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable but will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Update Staff handbook Agree guidelines for 1:1 activities, including reading	SLT 17 th July SLT by 31 st August	Complete
		Staff to reduce face to face contact and avoid close face to face contact, minimising time spent within 1 metre of anyone (this will not be possible when working with pupils who have complex needs or need close contact care)			
		First row of desks to be spaced 2 metres from teacher at the front of the class, checked and adjusted regularly Small adaptations to the classroom made to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on	Site manager to check Staff member on-going checks	DC Class teachers 1st Sept SLT 17 th July	Complete
		School will keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care.	Additional risk assessment/procedures will be required for pupils with complex needs/close contact care Distancing and hygiene practices will be essential	On-going	Complete

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		<ul style="list-style-type: none"> • To avoid transmissions there will be: <ul style="list-style-type: none"> ○ Limited shared resources within a class ○ Activities that are in line with safety guidance ○ Limited group work where children cannot be front facing e.g. Interventions, shared learning ○ Promotion of use of the outdoors whenever possible ○ No assemblies ○ Reduction of movement around the building/site ○ Routes established for staff members ○ Staggered break times ○ Staggered lunch in designated area ○ Planned drop-off and pick-up protocols that minimise adult to adult contact ○ Staff lanyard not to be worn, but in possession of staff member ○ Advice provided to staff about personal dress code to reduce risk of transmission e.g. scarves and watches • Staff should; <ul style="list-style-type: none"> ○ Wash their hands before marking pupil learning/books and afterwards. ○ Choose if they wish to take books home for marking. ○ Organise childcare arrangements which do not allow for their own children to visit/have access to their class/space at the beginning and end of the day 	<p>Staff training Update Staff handbook</p>	<p>1st Sept SLT 17th July</p>	<p>Complete</p>
		<p>Certain class resources to support learning are now permitted but we have removed unnecessary items from classrooms; including soft furnishings, soft toys, games and toys that are hard to clean (such as those with intricate parts)</p>	<p>Staff training Update Staff handbook Shared resources to be cleaned/quarantined</p>	<p>1st Sept SLT 17th July</p>	<p>Complete</p>
		<p>School keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different intervention groups.</p>	<p>Class teachers and TAs to record attendance of intervention groups</p> <p>SIMS registers to be</p>	<p>Office staff on-going</p>	<p>Complete</p>

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
			completed promptly – checked by office		
Pupils arriving/leaving school at start and end of day	All parents/carers/pupils being dropped off at school or arriving by school transport e.g. buses taxis	A plan has been coordinated for staggered pick up times and drop off procedures.	Letter to parents Staff training	GK - letter SLT - Training date 1st Sept	Complete
		Parents and pupils will be advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Letter to parents Staff training	GK - letter SLT - Training date 1st Sept	Complete
		Only one adult household member to drop off and collect	Letter to parents	GK - letter	Complete
		Parents advised that they cannot gather at the entrance or gates to school	Letter to parents	GK - letter	Complete
		Parents only have very limited access to a controlled area on the driveway for dropping off/collecting	Letter to parents Edit video to show drop off arrangements for new EYFS parents	GK - letter	Complete
		2m markings by entrance to ensure social distancing and display of guidance	DC to check and re-glue/paint as necessary	DC 31 st August	Complete
Pupils arriving at school wearing face masks	Pupils and staff due to possible contamination	School has a process for removing face coverings which is communicated clearly to everyone Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice.	Letter to parents Staff training	GK - letter SLT - Training date 1st Sept	Complete

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<p>Supply teachers, peripatetic teachers, advisory bodies, social workers, school nurse and/or other temporary staff who move between schools</p>	<p>All staff and pupils</p>	<p>School will minimise the numbers of visitors entering the school premises</p> <p>All visitors are informed not to enter the school if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</p> <p>Covid 19 posters displayed in reception area</p> <p>Risk assessment from the contractor is viewed by the school before appointment (sent electronically)</p> <p>Contractors will be expected to comply with the school’s arrangements for managing and minimising risk</p> <p>A copy of this risk assessment is available to view or can be sent electronically before visit</p> <p>Physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Contractors/school to ensure that they minimise contact and maintain as much distance as possible from other staff</p> <p>Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic. Peripatetic and extra-curricular leaders will not operate until January 2021 at the earliest.</p> <p>Only essential visiting adults working with children will be permitted.</p>	<p>Inform peripatetic teachers, contractors and supply teachers of risk assessment</p>	<p>Office staff ongoing (peripatetic and supply teachers)</p> <p>DC ongoing (contractors) – to keep contractors informed</p>	<p>Complete</p>
<p>Extra-curricular provision-including</p>	<p>Pupils and staff</p>	<p>School will carefully consider how to make such provision work alongside the wider protective measures, including keeping children within their age groups or where possible.</p>	<p>SLT to meet to draft proposal for Governors</p>	<p>Wed 15th July</p>	<p>Complete</p>

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Breakfast club and after school provision		<p>If it is not possible to maintain groups being used during the school day then schools will use small, consistent groups.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	Once agreed, communicated to parents and staff	GK - letter Complete SLT - Training date 1st Sept	
Music Lessons	<p>Pupils and staff</p> <p>There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>	<p>There will be no peripatetic music lessons until January 2021 at the earliest.</p> <p>When teaching music lessons: Limited to outside and distanced for any singing activity; No wind instruments to be used either in/outside; Clapping/rhythm work permitted; Resources cleaned after use;</p>	<p>Update staff handbook Review decision on peri music teaching by end of Nov 2020</p> <p>Communicated to parents and staff</p>	<p>Wed 15th July</p> <p>GK - letter SLT - Training date 1st Sept</p>	Complete
Physical activity	Pupils and staff	<p>Pupils will be kept in consistent groups,</p> <p>Sports equipment will be thoroughly cleaned between each use by different individual groups</p> <p>Contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible</p> <p>Consideration will be given to planned use of the halls for individual classes in line with safety guidance</p>	<p>SLT to decide on procedures on the use of large indoor spaces</p> <p>Update Staff Handbook</p>	<p>Thurs 16th July</p> <p>SLT - Training date 1st Sept</p>	Complete

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		<p>Large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p>School will refer to and follow the following guidance guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>			
Other visitors including parents/suppliers/contractors arriving at school	All staff, pupils and visitors/contractors	Signage on gate tells visitors not to enter the setting if they are displaying any symptoms of coronavirus.			Complete
		All visitors to the site must be controlled by electronic entry system. No deliveries/delivery personnel in school building – unless authorised.		Office staff ongoing	Complete
		Site manager to inform visitors to site of infection control procedures on site	Staff training List of regulations for visiting site required – DC	DC ongoing	Complete
		Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.	If possible provide separate toilet & hand washing facilities for visitors and contractors. Provide visitor / supplier / contractor with a designated point of contact and phone number Wherever possible all emergency contractor works should be carried out outside of normal working hours	DC ongoing	Complete
Entering and exiting	All staff, pupils, visitors/	Entrances/exits agreed for all classes	Staff training	SLT - Training date 1st Sept	Complete

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school/classrooms	contractors	Avoid creating busy corridors, entrances and exits	Update staff handbook Pupil training	SLT Thurs 16 th July When school opens in September	
		One-way circulation, or dividing markers in place when necessary to demarcate flow of pupils, staff and parents	DC to check and re-glue/paint as necessary	DC 31 st August	Complete
		Staggered breaks to ensure that any corridors or circulation routes used, have a limited number of pupils/staff using them at any time	Staff training Staff handbook Pupil training	SLT - Training date 1st Sept SLT Thurs 16th July When school opens in September	Complete
Large gatherings in school hall/dining area/internal and external sports facilities	All staff, pupils, visitors, contractors	There will be no large gatherings of pupils Communal spaces are not being used except for designated staffrooms Children will be eating in their classes	Staff training Staff handbook Pupil training	SLT - Training date 1st Sept SLT Thurs 16th July When school opens in September	Complete
Using toilets	All staff, pupils, visitors, contractors	Visitors/contractors allocated specific toilet to use if appropriate Signs displayed on each door to note which classes can use. Cleaning products to be supplied in toilets for adult use	Staff training Signage to be prepared Staff handbook Pupil training	SLT - Training date 1st Sept SLT Thurs 16th July When school opens in September	Complete
		LS classes supervised so there is no crowding in the toilet/or area US ensuring that toilets do not become crowded by limiting the number	Staff training	SLT - Training date 1st Sept SLT Thurs	Complete

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		using them. A 1 in 1 out system may be necessary	Staff handbook Pupil training	16th July When school opens in September	
		Site manager and cleaning team to provide regular cleaning of toilet area	Cleaning rota to be established, and displayed	1 st Sept - Ongoing	Complete
		Hygiene materials checked and replenished regularly	DC to check regularly. Staff members to report low stock	Ongoing	Complete
		Hygiene signs to promote cleanliness displayed	KL/GK/DC	By 1 st June	Complete
Pupil behaviour	All staff pupils, visitors, contractors	Behaviour Policy updated to align with Covid-19 safety rules and shared with parents via website, staff and pupils.	Amend current policy – put on website. Staff training Parent letter Pupil training	By 1 st June 27th May When open	Complete
Meeting in staff room and offices	All staff, visitors and contractors	In exceptional circumstances for training, staff meetings will be held in a large hall or outside, with limited numbers, complying with social distancing.	Planned meetings for training for training to be disseminated.	ASAP	Completed
		On occasions, meetings will be held in small groups or in the main hall and via Teams at agreed times	Times to be agreed	1 st September GK/SLT	Completed
		Use of staff communal spaces will be limited and staggered. Social distancing will be promoted at all times.	Staff Handbook Staff training	3rd/4th/5th June	Completed
Transporting pupils to school	Driver, guide escort and pupils	Parents and carers strongly encouraged to walk to school and to support one another by creating 'walking buses'	Parent letter	GK - letter	Complete
		No scooters or bikes will be allowed on site	Parent letter	GK - letter	Complete
Poor mental health and pupil	Staff/pupils/parents/siblings due to concerns	All new safety routines communicated to staff via written communication or training on site	Update Staff Handbook Training on site	16 th July 1st Sept	Complete

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wellbeing and support	over Covid 19 and changes being made in schools	Staff and pupils updated on any routine safety amendments.			
		School will provide pastoral activities to all pupils designed to: <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to COVID-19 • support pupils with approaches to improving their physical and mental wellbeing School and school nurses will need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery. This will need to be organised in non-school time and by appointment Bereavement support available – trained staff member on site Refer staff and pupils to information about the <u>extra mental health support for pupils and teachers</u> provided by the DfE	Update Staff Handbook Training on site	16 th July 1st Sept	Complete
		Ways promoted for staff and pupil/parents to access support for well-being – as per weekly newsletter School Nurse, Compassionate Communities, Assured Health,		GK/JH weekly	Complete
		GK/JH promote and understand their duty of care to staff, pupils and parents/carers (as per weekly update to parents)		GK/JH weekly	Complete
		Pupils and families who are anxious about return to school	Pupils including those who have been shielding previously but have been advised that this is no longer necessary.	School will identify those who are concerned and put the right support in place to address this School to discuss their concerns and provide reassurance of the measures being put in place to reduce the risk in school.	Regular monitoring and assessment of children's needs

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	Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.				
Staff returning from holidays (including travel abroad)	All staff and pupils	Staff to follow government requirements for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.	Update Staff Handbook Inform staff	1st Sept	Complete
Clinically extremely vulnerable pupils and staff	Staff/pupils	Staff health risk assessments completed SBM has read the current advice on shielding & COVID-19 - 'shielding' guidance for children and young people.	Final list to be collated for final staffing ratios. CH to contact staff known to be in this category,	CH 17 th July	Complete

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		Parents and staff will follow medical advice if in this category	Letter to parents CH to contact staff known to be in this category,	GK - letter CH 17 th July	Complete
Clinically vulnerable individuals (including pregnant staff)	Staff/pupils	Staff health risk assessments completed Read the <u>clinically-vulnerable people & COVID-19 - 'shielding' guidance for children and young people.</u>	Final list to be collated for final staffing ratios	CH 17 th July	Complete
		Parents and staff to follow medical advice if in this category and to inform school	Letter to parents	GK - letter	
Other vulnerable categories	Staff	HR advice sought around staff members who are black and minority ethnic	CH to contact FS4S	21 st May	Completed
		Risk assessments completed for 1:1 provision of high need pupils. Measures in place to support adaptations for returning pupils to new environment. PPE supplied to class base. Allocated resources for individual children. Correspondence with parents.	Meet with SENDCo for further action	GK/JH/AB 31 st August	To be finalised
Safeguarding	Pupils	Staff training at Inset to raise awareness of incidences relating to DV Schools should consider revising their child protection policy to reflect the return of more pupils.		GK/JH/AB 31 st August 1 st Sept	Complete
Fire Safety	Staff/pupils	All staff and pupils informed of exit routes from building in event of a fire. Specifically revised fire evacuation and drill. In an emergency situation and to hasten evacuation, social distancing may not be possible. Fire drills will be held regularly	Revised exit routes to be drawn-up and displayed. Update Staff Handbook DC/GK/JH Staff training.	31 st August 1st Sept	Complete
		Staff to inform pupils of fire drill procedures Fire marshals agreed	Pupil training. SLT to agree named fire marshals	When open 1 st September	Complete

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First Aid/Medical	Staff/pupils	All rooms equipped with: Basic first aid kit Accident report book Bumped head letters/stickers Indemnity Form Communication Book Individual Health Care Plans PPE grab bag	DC to check that all classrooms are set-up for September	Checked by DC 31 st August	Complete
		Medical Rooms to be used for more serious accidents. Member of staff to wear gloves, apron and compliant face mask.	Staff training	1st Sept	Complete
		Parents informed to bring medication back to school e.g. inhalers and epi-pens and these will stay at school.	Letter to parents	GK letter	Complete
		Any prescribed medications that need to be administered, need to be discussed with parent and the risk assessed.	Letters to parents Email/telephone conversation as required.	GK letter	Complete
		Parents emailed indemnity form when necessary	Letter to parents As required	GK letter Office staff	Complete
		Parents asked to update office, via email on any medical changes	Letter to parents As required	GK letter Office staff	
Staff sign in/out		Staff to continue to sign in and out, outside the office.		Staff ongoing	Complete
Member of a class becoming unwell with COVID19	Staff/pupils by possible contamination	Guidance from PH and PH SW being followed.	Staff training	1st Sept	Complete
		Isolation rooms or outside space identified for pupils displaying Covid-19 symptoms	Staff training	1st Sept	Complete
		Staff trained in isolation procedures (ventilation of room, use of PPE, distance from child, PPE disposal, cleaning)	Staff training	1st Sept	Complete
		GOV.UK/PH SW use of PPE document provided to all staff	Staff training	1st Sept	Complete
		Required staff trained to clean area in accordance with <u>government guidelines COVID-19: cleaning of non-healthcare settings guidance</u> (and in line with union advice)	Staff training Support staff well-being – open communication		Complete
PPE	Staff/pupil by incorrect use or	Staff appropriately trained in correct use of PPE which includes gloves, apron and face visor/mask – PH SW document	Staff training	1st Sept	Complete

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
	no appropriate PPE available	Guidance on <u>safe working in education, childcare and children's social care</u> is followed			
		Pupils will not wear face masks on site in line with government guidance	Parent letter	GK letter	Complete
		PPE equipment meets appropriate standards	DC to check compliance	By 22 nd May	Complete
		Adequate supplies maintained	DC and TL to check and monitor	On-going	Complete
		Guidance from PH England being followed.	SLT and all staff to monitor	SLT and all staff ongoing	Complete
Legionella	All staff/pupils/visitors/contractors due to legionella bacteria	Regular temperature checks and flushing of the hot and cold water systems 'little used outlets' is being undertaken in accordance with legionella written scheme and risk assessment.	On-going maintenance checks to continue Consider additional water system re-commissioning works if water systems haven't been in regular use /periodically flushed prior to re-opening of the School. Referred to LCA document 'LCA Guidance for members on Reopening Buildings' 13/05/20	DC - ongoing	Complete
Lack of qualified first aiders	All staff/pupils due to limited access to appropriately qualified staff	A list of in date first aiders will be displayed	JH to obtain from CH Staff handbook	JH by 22 nd May	Complete
		Confirmed first aiders on site, including paediatric trained Expiry date of qualifications have been checked	See above		Complete
Educational visits	Staff and pupils	There will be no educational visits in Term 1. This will be reviewed on term-by-term basis. School will undertake full and thorough risk assessments in relation to all	JH to inform Chair of Governors and share at Governors meeting		Complete

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits including advice from the QEAP	Inform staff	1st Sept	
Catering facilities	Staff and pupils	School complies with the guidance for food businesses on coronavirus (COVID-19) . Newbridge trained staff operating in kitchen	Kitchen staff to complete risk assessments	31 st August	Complete
		All pupils will eat in their classroom. School food will be brought to entry of classroom and collected.	Letter to parents Update Staff Handbook	GK letter 16 th July	Complete
		Packed lunch from home will be kept on/under desk.	Letter to parents Update Staff Handbook	GK letter 16 th July	Complete
		Social distancing observed in kitchen area	Staff training	3 rd /4 th /5 th June	Complete
		Cleaning routines in line with food safety standards	GK to meet with kitchen manager	22 nd May	Complete
		SMSA trained in use of cleaning products	DC to revisit training with staff	w/C 8 th June –DC	Complete
		If cook absent, identified cook available If kitchen assistants absent, staff/volunteers trained with food and hygiene	TBD List of available staff/volunteers required	By 3 rd June	Complete

Assessment Next Review Date:

On-going

Assessor:

Manager: