

School Covid-19 Risk Assessment & Checklist

School:	St Mary's Catholic Primary School & Nursery
Address:	Hornchurch Drive, Chorley. PR7 2RJ
Completed by:	Patrick Smyth
Date:	03.01.22 updated 05.01.22
Proposed review date:	PS to review w/c 31.01.22

Instructions

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the advice on the government website: [health and safety advice for schools](#) or the [Health and Safety web pages](#) via the Schools Portal.

<p align="center">Potential hazards & guidance on how to control them</p>	<p align="center">Do you believe the hazard is adequately controlled? Yes or No</p>	<p align="center">Recommended Controls Measures</p> <p align="center">Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</p>
<p align="center">Reduce the risk of the virus spreading through aerosols</p>		
<p>When school is in operation, it is important to ensure it is well-ventilated and that a comfortable teaching environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Schools should follow LCC's Simple Steps for Good Ventilation guidance and complete the Ventilation Checklist.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers duty.engineer@lancashire.gov.uk.</p>	<p align="center">Yes</p> <p align="center">Yes</p>	<ul style="list-style-type: none"> • The Ventilation Inspection Checklist has been completed and is attached as an appendix to the "COVID Secure Risk Assessment". • Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section). • In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces. • Any areas identified with poor ventilation have been raised with the building services engineer. Issue with hall has been raised with Cassidy and Ashton 09.09.21 – awaiting contact from archdiocesan M&E engineer.
<p align="center">Reduce the risk of the virus spreading through social contact</p>		
<p>COVID-19 can still be spread through social contact. The risk can be mitigated by reducing the number of people staff and pupils come into contact with during the day.</p> <p>It is no longer necessary to keep children in consistent groups ('bubbles'). This means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.</p>	<p align="center">Yes</p> <p align="center">Yes</p>	<ul style="list-style-type: none"> • New guidance means that there are no restrictions in place for schools. However, all staff and pupils remain aware of the benefits of social distancing. <p>No assemblies because of poor ventilation in hall. Only two classes at a time permitted in for lunch e.g. YR/ YN and Y1/ Y2. Opposite ends of the hall facing away from each other.</p>

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	<p>Yes</p>	<p>KS2 children to have staggered breaks so that only two year groups are outside for longer half-hour period (to be reviewed half-termly).</p>
<p>Maintain good hygiene throughout the day</p>		
<p>Effective hand washing your hands is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p> <p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice guidance on how to wash your hands.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> Staff, pupils and visitors are instructed to wash hands or use hand sanitiser regularly throughout the day particularly when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing. Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly. Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs. Staff have frequent opportunities to wash their hands when providing care to non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting. Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. Collective worship /in science lessons or food tech classes. In these areas where necessary hands will be washed using soap and running water and dried thoroughly.
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	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. • Posters display good hand washing technique and government guidelines on good respiratory hygiene. • Staff supporting others to evacuate are aware of the need to follow hand washing or sanitising instructions. • First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid. • Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines. • Staff handling deliveries will observe good hand hygiene.
<p>Reduce the risk of the virus spreading through contact with contaminated surfaces</p>		
<p>COVID-19 can still be spread through touching contaminated surfaces.</p> <p>An appropriate cleaning schedule must be in place and maintained. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place. A documented cleaning checklist identifies cleaning requirements and individual responsibilities. All school staff contribute to cleaning regularly touched surfaces. • Rooms/shared areas are cleaned regularly; at least twice day e.g. Quad/ hall

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<p>Where cleaning is required after a known or suspected case of COVID-19, refer to the guidance on cleaning in non-healthcare settings.</p> <p>Provide extra non recycling bins for the disposal of single use face coverings and PPE.</p> <p>Refer to the guidance on how to dispose of personal or business waste including face coverings and PPE.</p>		<ul style="list-style-type: none"> • Repeatedly touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, computer equipment, MFDs, telephones and toilet facilities are frequently cleaned. • Classroom based resources that are shared such as books, play equipment, toys, sports equipment, outdoor play equipment, art and science equipment are cleaned regularly. • Where non-symptomatic children present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting there will be increased vigilance of cleaning of frequently touched surfaces. • Staff and pupils are encouraged to have their pens and pencils to avoid the need to share items that cannot be easily cleaned. • Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is discouraged. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site. • Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste.

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		<ul style="list-style-type: none"> Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor.
<p>Personal protective equipment & face coverings</p>		
<p>Face coverings should be worn in communal areas in all settings by staff, visitors unless they are exempt.</p> <p>Teachers will not ordinarily be expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary when performing aerosol generating procedures (AGPs) 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes made aware of from March 2020</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace. Staff, pupils, visitors are required to wear face coverings in communal areas. Staff, pupils and visitors are required to wear face coverings in enclosed and crowded spaces where they may come in contact with people they don't normally meet including public and dedicated transport to school. Y4 children and staff do not need to wear face coverings on transport to and from baths. Visitors to school are required to wear face covering if in enclosed space with staff/ pupils for prolonged periods of time. Staff may wear face coverings if it makes them feel safer or more comfortable. First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic. When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.
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<p>Non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting or who require care that cannot be provided without close hands-on contact, should continue to receive care in the same way as before COVID-19, including any existing routine use of PPE.</p> <p>No additional PPE should be necessary because staff are dealing with non-symptomatic children in a non-healthcare setting, therefore the risk of viral transmission is very low.</p> <p>Delivering First Aid to pupils Children and young people who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have symptoms.</p> <p>First Aiders should familiarise themselves with the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic.</p> <p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government guidance on the use of personal protective equipment.</p> <p>Disposal of PPE Disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> • Additional PPE is made available in First Aid boxes and alongside Defibrillators. • Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn. • Staff are aware of the need to report insufficient levels of PPE to their line manager. • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms. • Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.
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<p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		
<p>Protecting people at higher risk of infection</p>		
<p>There are some groups who are still considered to be at higher risk of severe illness from coronavirus. See guidance: people at higher risk from COVID-19, protecting people previously considered clinically extremely vulnerable from COVID-19, HSE guidance protect vulnerable workers during COVID-19 and Government Guidance, Coronavirus (COVID-19): advice for pregnant employees.</p> <p>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop on-site provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the Lancashire County Council.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Extra consideration needs to be given to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield but must continue to be supported by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> • The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary. • An individual risk assessment has been completed for any staff member who is in a vulnerable category (high risk 2020 – 2021), significant risk factors or who is experiencing mental health issues due to COVID-19. • A new & expectant mother risk assessment and individual Covid-19 risk assessment has been completed for all pregnant staff.

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<p>Please refer to Government Guidance, Coronavirus (COVID-19): advice for pregnant employees.</p>		
<p>Reduce the spread of COVID-19 by ensuring people isolate when they are legally required to do so</p>		
<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Managers and employees should refer to the government guidance NHS Test and Trace in the workplace.</p> <p>An individual is legally required to self-isolate if they</p> <ul style="list-style-type: none"> • have tested positive for COVID-19 • have COVID-19 symptoms • live in a household with someone who has symptoms, unless they're exempt from self-isolation • have been told to self-isolate by NHS Test and Trace <p>Close contacts without symptoms are exempt from self-isolation if;</p> <ul style="list-style-type: none"> • they are fully vaccinated • aged under 18 and 6 months • they are taking part in a vaccine trial • are not vaccinated for medical reasons <p>Instead, they will be advised to take an LFD test every day for 7 days. Anyone who's LFD test comes back positive should isolate and take a confirmatory PCR test to verify the result.</p> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack which provides advice on managing positive cases and who to contact for help. • Staff and pupils are required to stay at home if they have COVID-19 symptoms and to seek a confirmation PCR test. • If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and advised to take a PCR test. Any staff displaying symptoms will be mindful not to come into contact with other staff. Any rooms they have used will be cleaned after they have left. • Staff and pupils (aged 6 and over) identified as a close contact by NHS Test & Trace will be advised to take an LFD test every day for 7 days. PCR test but will not be required to self-isolate whilst awaiting the results. • Staff and pupils with a positive LFD test will required to isolate and take a confirmatory PCR test. Staff and pupils with a positive PCR result will be required to self-isolate for 10 days and will be supported to do so. • Individuals who have tested negative on day 6 & 7 of their self-isolation period and do not have a temperature will be permitted to end their isolation and return to school. • Staff, parents and pupils are made aware of the virus symptoms;

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<p>The 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days when they get a negative LFD result on day 6 & 7 of their isolation period.</p> <p>Refer to the latest government guidance Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection for further information.</p>	<p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p>	<ul style="list-style-type: none"> • A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours they can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • If a pupil displays symptoms they will not be permitted to remain in school. Child should be taken to the KS2 outdoor Quiet Area (which is sealed off) where there is PPE. Supervising adult must don and doff PPE as appropriate if they cannot keep a 2 m distance or if they do not feel comfortable without. They must follow the donning and doffing guidance. More information on PPE use can be found here. If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • Where possible, a TA should take the child rather than class teacher or other available member of staff e.g. HT or office staff to minimise disruption to learning of the rest of the class. Supervising adult to communicate with office via Walkie Talkies (WTs). Parent

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	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. • If it is a member of staff and they can drive themselves home, they should do so immediately; • Where an adult needs to be collected, they should be taken preferably to outside the front entrance with a chair provided or if not possible (i.e. adverse weather) to the Quiet Room room where they can be isolated with the door closed and a window open for ventilation. • If dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn. • All PPE worn by the supervising adult should be removed as per the donning and doffing guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours. Kept in bin shed behind brown bins. Supervising adult to inform school office staff who will inform cleaning staff. • See donning and doffing of PPE guidance – staff training video – details shared with staff after training session • In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

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	<p>Yes</p>	<ul style="list-style-type: none"> • The isolation area, toilets and anywhere else the symptomatic person has been should be cleaned after they have left following PHE guidance; • If class needs cleaning remove the rest of the children and staff to a different part of the school while cleaning takes place e.g. outdoors or school hall. (repeated later in RA). • The symptomatic pupil or adult should be tested for Covid-19. • Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves; • There is a sick bucket (double bagged) available in each class and there is also a sick bucket in KS2 Quiet area. • Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.
<p>Asymptomatic testing</p>		
<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain.</p> <p>Staff in all education and childcare settings, should take one self-test at home either the evening or morning before they return after the school break, then continue to test twice weekly at home.</p>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • Staff are required to undertake twice weekly home LFD tests. • Staff and pupils who have a positive LFD test are required to self-isolate and to seek a confirmation PCR test. • Staff are advised to take an LFD test at home the evening or morning before they return to school after the school break. • Parents and other visitors are asked to take a lateral flow device (LFD) test before entering the school.

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<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>The government sharing platform provides information and guidance for schools on testing arrangements.</p>		
<p align="center">Reduce the risk of transmission through vaccination</p>		
<p>Vaccines are the best defence against COVID-19. They help protect young people and adults, and benefit those around them. Vaccination makes people less likely to catch the virus and less likely to pass it on.</p> <p>To book a vaccination, please visit: Book or manage a coronavirus (COVID-19) vaccination – NHS (www.nhs.uk).</p>		<ul style="list-style-type: none"> • All eligible staff and students aged 12 and over are encouraged to take up the offer of the vaccine, including boosters. •

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<p>in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>Pupils (in year 7 or above) should wear face coverings on public and dedicated school transport, unless they are exempt.</p> <p>Up to date guidance on COVID-19 and school travel is available from the School Transport team.</p>	<p>Yes</p>	<p>controls set out in school including ventilation, cleaning and hygiene.</p> <ul style="list-style-type: none"> When travelling on public or dedicated transport pupils, staff and parents are expected and recommended required to wear a face covering.
<p>Managing a COVID-19 outbreak in school</p>		
<p>Please refer to PHE North West Schools Resource Pack for advice on managing COVID-19 cases and outbreaks</p> <p>For support on outbreak management please contact; COVID19-HealthProtection@lancashire.gov.uk</p> <p>School should have contingency plans outlining what action to take if pupils or staff test positive for COVID-19, or how school would operate if advised to take extra measures to help break chains of transmission.</p> <p>Guidance on what to include in contingency framework and information on what circumstances might lead to additional action, and the steps to work through, are contained the government guidance Contingency framework: education and childcare settings August 2021.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> An outbreak management plan PHE North West Schools Resource pack contained in is in place outlining how the school will operate if there is an outbreak in the school or local area. Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team. School continues to record COVID-19 related absence in accordance with the information contained within the PHE North West Schools Resource Pack. In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing. A homeworking checklist and risk assessment has been completed for any staff working from home for a prolonged period which is reviewed on a 3-monthly basis. <i>Use HSE version as and when required.</i>
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<p style="text-align: center;">Potential hazards & guidance on how to control them</p>	<p style="text-align: center;">Do you believe the hazard is adequately controlled? Yes or No</p>	<p style="text-align: center;">Recommended Controls Measures</p> <p style="text-align: center;">Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</p>
<p>Communication, consultation and training</p>		
<p>Employers have a legal duty to consult workers on health and safety matters.</p> <p>To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading.</p> <p>Schools continue to engage with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • Clear and up to date information and guidance on how to manage the risks associated with Covid-19 is available via the schools portal and Government website. • Staff are consulted when considering local arrangements. • Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
<p>Stress & Anxiety</p>		
<p>Mental health is important, especially during times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> • The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary. • A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. All members of staff are encouraged to speak to colleagues about breaches or raise to the attention of the HT, or the CoG in the event it is the HT. • A risk assessment addressing COVID-19 concerns for an employee has been completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.

Potential hazards & guidance on how to control them	Do you believe the hazard is adequately controlled? Yes or No	Recommended Controls Measures Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.
		<ul style="list-style-type: none">• Staff are made aware of sources of information via the school portal that will assist their wellbeing such as:<ul style="list-style-type: none">▪ Employee Wellbeing▪ MIND web site▪ H&S COVID-19 web page

ACTION PLAN - Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

Close contacts no longer need to self-isolate (if children or double-jabbed adults)
 people only self-isolate if they have symptoms, or positive LFD or PCR tests

no staggered pick-up/ drop off times

no one-way system for parents (and no need to wear masks on school site)

staff not required to wear masks in school (If staff feel safer wearing them that's fine) - but we can discuss

no staggered breaks

ventilation is important protection measure

because the hall is 'landlocked' and only has skylights I think ventilation there is poor. The skylights become useless for ventilation when it rains- therefore no whole school assemblies in hall for first few weeks/ half term - we will do via Zoom.

and for same reason KS2 lunches to take place (prob for first half-term at least) in KS2 classes - apologies for the inconvenience that causes. The Govt is apparently providing CO2 monitors to schools - when that arrives I should be able to determine how safe hall is with more children in.

Children no longer need to sit in rows in classrooms.

We **do need** to provide remote learning for children who test positive for COVID if parents feel they are well enough to learn whilst isolating - no children should be isolating as a result of being a close contact.

no separate break times

Children still to come in PE kits on PE days - at least for first half -term.

Bring back staff room into use but make sure it's well ventilated. Retain Quad as a staff area as well. Again we can discuss.

Staff are asked to continue LFD testing to end of September - Gvt say they will review this.

Extra-curric clubs activities - we can get started with these again but will probably need discussion first - probably aim for autumn 2nd half term but if you want to start sooner - no reason why not.

Children can bring bags in again - but I will try and discourage - because they have managed very well without for the most part.

