

Ursuline Health and Safety Risk Assessment Form V1 July 2019

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| <b>A</b>         | <b>Name of Assessor</b>    | N Robinson                                       | <b>Date</b>          | 1 <sup>st</sup> June 2020 Updated |
| <b>B</b>         | <b>Time</b>                | 14.00 hours                                      | <b>Work area</b>     | School                            |
| <b>C</b>         | <b>Task being assessed</b> | Re-opening of School following COVID-19 outbreak | <b>Work activity</b> | Education                         |
| <b>D</b>         | <b>Review date</b>         | 13th July 2020                                   | <b>Assessment No</b> | RA 001                            |
| <b>Signature</b> |                            |  |                      |                                   |

| What is the hazard?  | Who might be harmed? | How might people be harmed?            | Existing risk control measures?  | Existing risk rating |   |    | Additional controls required?  | Target risk rating |   |   | Action/monitored by whom?    | Action / Monitored by when?   |
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|  |                      |  |  | L                    | C | R  |  | L                  | C | R |                              |   |
|  |                      |  | <p>For further details: -<br/> <a href="http://intranet.smbc.loc/our-council/health-safety/risk-assessment.aspx">http://intranet.smbc.loc/our-council/health-safety/risk-assessment.aspx</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p>  |                      |   |    |  |                    |   |   |                              |   |
| Re-opening the school which has been closed since 17.7.20 for Summer holiday | Staff/Pupils         | Possible spread of infection & anxiety | <p>Flush water systems following the Legionella Management Plan. Check for leaks and provision of hot water, ensuring the safety of water.</p> <p>Ensure all statutory compliance checks have been undertaken including the testing of fire, smoke, panic and accessible toilet alarms.</p> <p>Check fire door mechanisms, gas supply, kitchen equipment, ventilation, key holder information, fixed wiring and lifts (if scheduled tests are due during the past 6 months) and lifts.</p> <p>Check for rodent activity including areas where there is asbestos.</p> | 3                    | 4 | 12 | <p>School has not been closed during lockdown. Caretaker has continued to carry out all his checks.</p> <p>Legionella plan has been followed.</p> <p>Fire, smoke and all alarms checked regularly.</p> <p>Staff will be briefed on new fire drill routine and tested w.b. 21/9/20</p> <p>All areas have been checked for rodent activity.</p> <p>Fire drills should be undertaken in the first two weeks back to school.</p> | 2                  | 2 | 4 | Head Teacher, caretaker, SLT | <p>Daily/weekly following government guidelines</p> <p>Reviewed August/September return to school</p> |

| What is the hazard?        | Who might be harmed? | How might people be harmed?  | Existing risk control measures?  | Existing risk rating |   |    | Additional controls required?  | Target risk rating |   |   | Action/ monitored by whom?   | Action / Monitored by when?   |
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|                            |                      |                              |  | L                    | C | R  |  | L                  | C | R |                              |   |
|                            |                      |                              | <p>A deep clean of the school should not be required if no-one has been on the premises during the time of closure.</p> <p>Ensure all school surfaces have been thoroughly cleaned.</p> <p>Review any ongoing risk assessments as appropriate.</p> <p>Ensure staff/pupils are made aware of the new procedures to be adopted to prevent the spread of infection.</p> <p>Signage should be displayed reminding staff and pupils of the procedures in place. They should be displayed at school gates, parent's area, reception area, staff room, classroom and in any office space.</p> <p>Hand sanitiser should be purchased for school entrances.</p> <p>All staff to use hands free method of check-in using QR codes.</p> |                      |   |    | <p>School will be deep cleaned throughout August as usual holiday practice.</p> <p>Classrooms and corridors cleared of any unnecessary furniture, equipment and resources so surfaces are clear for easy cleaning.</p> <p>Soft furnishing including rugs removed.</p> <p>Catch it bin in kill it signs up in all classrooms and corridors.</p> <p>Lidded bins provided for classrooms, toilets and corridors/double bagged</p> <p>NHS training video to be shown to children on arrival 1<sup>st</sup> week back.</p> <p>Risk assessment consultation with all staff 13.7.20 and regular opportunities for evaluation and amendment. Standard agenda on staff mtg</p> <p>Signs 2m distance placed around school, one person in the office only. Wash hands signs over sinks and by entrances. Signs at school gates 2m distance.</p> <p>Hand sanitisers are in entrances, classrooms and corridors</p> <p>Sign displayed in staffroom – wash and sanitize hands when entering. Staggered breaks and lunchtimes to limit number of adults in main staffroom. Staff to adhere to 2m distancing. Staff meetings to be held in hall or online.</p> |                    |   |   | Head Teacher, caretaker, SLT | <p>Completed by 14/07/20 regular opportunities for evaluation and amendment. Standard agenda on staff mtg throughout Autumn term</p> <p>Daily/weekly following government guidelines</p> <p>1.09.20</p> |
| Whole school return 2.9.20 | Staff/Pupils         | Possible spread of infection | All the above measures apply however, school has been open for vulnerable and critical worker children so a deep clean over the Summer holiday will take place in August   | 3                    | 4 | 12 | School to be deep cleaned.   | 2                  | 2 | 4 | Head Teacher, caretaker, SLT | 1/09/20<br>Daily/weekly following government guidelines   |

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| Lack of Social Distancing  | Staff/Pupils                | Possible spread of infection       | <p>Pupils to sit side by side facing forwards. This will include moving unnecessary furniture out of classrooms to make space</p> <p>Break and lunch times should be staggered with tables and surfaces cleaned in between each session.</p> <p>Pupils and staff should queue 2 metres apart.</p> <p>Staff and pupils should be discouraged from gathering in groups.</p> <p>One-way circulation down corridors, i.e. walking in single file in the same direction.</p> | 3                           | 4 | 12 | <p>All pupils to sit at a table of 2, facing forwards, with spacing between each desk. A 2m area set out at the front of the room for staff<br/>Lunch to be eaten in classrooms at their station. Staff to be reminded to stay 2m distance from children and each other.<br/>Each bubble to be assigned start/finish/ break and lunch times in different areas of the school so bubbles do not mix.</p> <p>Tape placed on floor to show 2m distance and outside markings to remain</p> <p>Staff to arrive prior to their Bubble start and encouraged to leave promptly once planned for the following day. No mixing between Bubbles.</p> <p>Staff to remind children to maintain 2m distance from other bubbles when moving around the school using tape indicators.</p> <p>Volume of traffic using each staircase limited and children encouraged to walk on the left to avoid gatherings in single file. Staggered breaks/lunchtimes/start and finish times staggered to accommodate this.</p> <p>Chill out space on corridor for access for each Bubble/Yoga Room/Sensory Room to be used and cleaned after use. Sign on door to show if available.</p> <p>Children may move around the class to put tissues in bin must put hand up and be told by teacher when to move. Bin in a central place in the room.</p> <p>Upper windows and doors to be open to allow ventilation. Air conditioning, fans and vents removed or taped off.</p> | 3                         | 3 | 9 | Head Teacher, caretaker, SLT, Class teachers | 2/09/20<br>Daily/weekly monitoring following government guidelines |
| <b>What is the hazard?</b> | <b>Who might be harmed?</b> | <b>How might people be harmed?</b> | <b>Existing risk control measures?</b>  | <b>Existing risk rating</b> |   |    | <b>Additional controls required?</b>   | <b>Target risk rating</b> |   |   | <b>Action/monitored by whom?</b>             | <b>Action / Monitored by when?</b>                                 |
|                            |                             |                                    |   | L                           | C | R  |  | L                         | C | R |  |  |
|                            |                             |                                    | Visits to the toilet area should be monitored to ensure one child from a bubble goes at any one time  | 3                           | 4 | 12 | Toilets to be cleaned more regularly throughout the day lunchtimes/evening<br>Pupils instructed to clean their hands thoroughly after using the toilet. Staff to check more regularly to ensure soap/toilet roll/hand sanitiser is replenished   | 3                         | 3 | 9 | Head Teacher, SLT, classroom teachers        | 2/09/20<br>Daily/weekly following updated government guidelines    |

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|  |  | <p>Lesson plans, play activities and assemblies are reviewed with social distancing in mind.</p> <p>Consideration should be given to using outdoor space where appropriate.</p> <p>Plans for parents/carers to drop off and collect their children in a staggered approach.</p> <p>Ensure parents do not gather at school gates in groups and maintain 2 metre distance.</p> <p>Communicate your plans with contractors/suppliers and any visitors to school.</p> <p>Ensure children are kept in the same groups where possible with the same staff assigned to them.</p> <p>Consideration given to the ability of pupils to socially distance and arrangements put in place for the supervision of this. It is recognised that early years and primary children cannot keep 2 metres apart and they should be kept in "social bubbles"</p> <p>Stagger use of staff room and staff toilets to enable staff to keep 2 metres difference.</p> <p>Parents/Carers should be asked to reinforce the message at home.</p> |  |  | <p>No assemblies to take place and no large gatherings</p> <p>Each bubble allocated a different outside learning space and playtimes. Lunch breaks are staggered. Children to eat in classrooms at staggered times and identified welfare to clean rooms after eating. Seven play areas have been identified for each Bubble to access at an identified time.</p> <p>Staggered break/lunch and start finish times. SLT and caretakers to be at meeting points to ensure parents drop off and leave. 3 separate drop off/collection points. Bubble staff to meet children at own gate at start of the day and accompany them at hometime to their gate. Staff to lead and follow at the end of the line.</p> <p>Visitors must wear face covering and provide details for track and trace. All visitor belongings must be locked away whilst on site. Storage facilities will be provided.</p> <p>Contractors and school to share risk assessments. After distributing to staff, any amendments to be made to either risk assessment. Caretaker/Bursar to ensure all contractors on site are briefed on procedures in school. Builders have their own risk assessment and also own access so do not need to enter the main part of school unless invited in.</p> <p>SLT may move between Bubbles. A small number of Teaching Assistants will move part way through the week to a different Bubble to cover support for HNF pupils. This accommodates staff working part time. Social distancing where possible.</p> <p>2m distance marked out for parents outside of school – monitored by SLT and caretaker. Dots are painted for pupils to line up on at entrances<br/>One parent only to collect and drop off<br/>Staff and parents to wear face coverings at drop-off and collection times</p> <p>Children and staff to be allocated a bubble and remain in their class Bubble. See above for small</p> |  |  |  |  |
|--|--|---|--|--|---|--|--|--|--|

|   |                      |                              |  |                      |   | <p>number of TAs who move part way through the week to a different bubble for HNF pupils. Classrooms will set up with desks facing forwards and space between each desk with a 2m space for staff at the front of the class. Staff will continue to remind children and observe however due to age of children this may not always be achievable. Regular hand washing and sneezing/coughing into tissues will be reinforced.</p> <p>Each floor to have their own mini staff room using resource room to make tea and coffee this will limit the amount of staff using the main staff room.<br/>Staff to wash hands or sanitize before using any equipment and disinfect equipment after use.<br/>Staff to adhere to 2m distancing. 1 person allowed in mini staff rooms to maintain distancing.</p> <p>Staff toilet to be cleaned by adult after use.</p> <p>Parents will be encouraged to ring or email if they wish to communicate with school and only enter if essential. 1 person only will be allowed in the outer foyer at any time. Only one adult is allowed to drop off and pick up a child.</p> <p>Children's medication – such as epi-pens and inhalers – should be kept with bubble.</p> |   |                    |   |   |                           |   |
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|   |                      |                              | If parents/carers need to attend school this should be limited to one person only.   |                      |   |  |   |                    |   |   |                           |   |
| What is the hazard?                             | Who might be harmed? | How might people be harmed?  | Existing risk control measures?  | Existing risk rating |   |  | Additional controls required?   | Target risk rating |   |   | Action/monitored by whom? | Action / Monitored by when?                                     |
|   |                      |                              |  | L                    | C | R  |   | L                  | C | R |                           |   |
| Staff availability and possible staff shortage. | Staff/Pupils         | Possible spread of infection | <p>Consideration must be giving to staff and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance.</p> <p>Individuals who are considered clinically extremely vulnerable and received a letter are now advised they can return to work from the 1<sup>st</sup> of August as long as they maintain social distancing.</p> <p>Staff living with an extremely vulnerable person can attend the workplace</p> | 3                    | 4 | 12   | <p>HT has consulted with all staff individually. Individual risk assessments for staff undertaken if needed. And reviewed regularly.</p> <p>SLT to continually monitor staff ratios and check in regularly with all staff.</p> <p>Staff self-isolating to return to work at the end of the 14 days isolation period.</p> <p>Teaching assistants will cover PPA. They will not be teaching classes. SLT will step in to cover staff absence.</p> | 3                  | 3 | 9 | Head Teacher, SLT         | 2/09/20<br>Daily/weekly following updated government guidelines |

|                                   |                      |                              | <p>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.</p> <p>Reviews should frequently be undertaken of staff ratios considering the government guidance.</p> <p>An audit of which staff who are available to work should be undertaken and which pupils they should work with.</p> <p>Teaching Assistants and Supply Staff to cover any gaps where possible. If not enough staff available, consider solutions with the Local Authority or Trust.</p> <p>A trained first aider should be on site at all times.</p> |                      |   |    | <p>There will always be at least 1 member of staff first aid trained on each floor at all times. All midday staff are first aid trained and will have First Aid kits on the yard. Each class to have own First Aid kit</p> <p>SLT or supply staff to take over if anyone falls ill/ requires isolation.</p> <p>There will always be 1 member of SLT on site/DSL/SENCO/Caretaker (If unwell SLT or Business Manager to open and close school)/Fire Wardens</p>   |                    |   |   |                           |  |
|-----------------------------------|----------------------|------------------------------|--|----------------------|---|----|---|--------------------|---|---|---------------------------|--|
| What is the hazard?               | Who might be harmed? | How might people be harmed?  | Existing risk control measures?  | Existing risk rating |   |    | Additional controls required?   | Target risk rating |   |   | Action/monitored by whom? | Action / Monitored by when?                          |
|                                   |                      |                              |  | L                    | C | R  |   | L                  | C | R |                           |  |
| Changes to the programme of study | Staff/Pupils         | Possible spread of infection | <p>Curriculum to be broad and ambitious with all pupils to be taught a wide range of subjects that promotes development and prepares them for opportunities, responsibilities and experiences for later life.</p> <p>All pupils particularly disadvantaged, SEND and vulnerable to be given the catch-up support needed to make substantial progress by the end of the academic year.</p>  | 3                    | 4 | 12 | <p>Curriculum planning will be informed by assessment of pupils' starting points to address the gaps in their knowledge and skills. Regular formative assessment will be carried out. Emphasis on phonics, reading, increased vocabulary, writing and maths across the curriculum. For pupils in Reception, teachers will assess and address gaps in language, early reading and maths, ensuring children's acquisition of phonic knowledge and extending their vocabulary. Pupils kept in Bubbles for PE lessons with sport equipment thoroughly cleaned after use. Bubbles to have own set of sport equipment. Outdoor sport prioritised where possible. Singing and woodwind lessons will not take place. String instrument lessons will occur. Risk assessments completed for SENs children by SENCO.</p> <p>Subject leads to work with teachers from bubbles to identify next steps in children's learning after assessing. Staff mtg time used for planning and</p> | 3                  | 3 | 9 | SEND CO, SLT,             | Daily/weekly following updated government guidelines |

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|  |              |                              |   |   |   |    | INSET Day 1.09.20. Consult staff on use of catch up funding for all pupils<br>Staff have completed training on Google Classroom and will continue to familiarise themselves with this provision over the Summer in event of local lockdown.<br>Emotional and well-being support for pupils will be provided with yoga and mindfulness sessions plus use of 'Mentally Healthy Schools' Self Care Summer pack on the website for parents over the Summer. Dedicated time for friendship and social engagement. Family wellbeing sessions provided weekly on school website.<br>Curriculum emphasis on Outdoor Learning to support wellbeing.<br>Consider BAME resources in planning sessions. Extra curricular sessions will be delivered by school staff in own Bubbles. |   |   |   |               |  |
| Pupils who pose a threat of disruptive behaviour | Staff/Pupils | Possible spread of infection | A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation.<br><br>New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.<br><br>The Behaviour Policy should be reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures. | 3 | 4 | 12 | EHCP risk assessments completed and updated. Risk assessments for SEN children completed by SEND Co.<br>Children identified who require a risk assessment and completed by SEND Co<br><br>Behaviour policy updated and home school agreement to be signed by pupils and parents.<br><br>Some children may struggle with change of routine and environment. Acknowledgment that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. Well-being of children closely monitored and daily sessions for well-being to be delivered in school, support section on website for parents to access.  | 3 | 3 | 9 | SEND CO, SLT  |  |
| Staff/Pupils showing signs of COVID-19           | Staff/Pupils | Possible spread of infection | Staff/pupils are instructed not to attend school if they are displaying symptoms.<br><br>Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.<br><br>Follow the advice of the GP and self-isolate for 7-14 days.   | 3 | 4 | 12 | If anyone in school becomes unwell with a new continuous cough, temp or has a loss in their normal taste or smell they will be sent home and advised to follow the stay at home guidance. Which states they must self-isolate for 7 days and arrange to have a test to see if they have covid 19. Other members of their household should self isolate for 14 days from when the systematic person first had symptoms.  | 2 | 3 | 6 | SLT, Teachers | Daily/weekly following updated government guidelines |

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|  |                             |                                    |  |                             |   |    | Staff/pupils must not attend school if they display any symptoms such as high temp, loss of taste and or smell and continuous cough.<br><br>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.<br><br>Details for testing and guidance will be kept on the website for parents to access and letter to parents explaining September return plans   |                           |   |   |                                  |  |
| Staff/Pupils becoming unwell whilst on school premises | Staff/Pupils                | Possible spread of infection       | If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection.   | 3                           | 4 | 12 | Outer foyer will be used if child/adult displays symptoms, doors can be left open, staff to wear full PPE (SLT) child to be sent home with siblings.<br><br>Thermometers in school to test temperatures if necessary<br><br>Parents to be advised to book a test for the whole family (Test and trace) tests can be booked on line through the test and trace website or calling NHS 119.<br><br>Parents to be reminded on home school agreement and via information shared that children must remain at home if unwell/ showing symptoms and isolate and inform school immediately |                           |   |   | SLT, Teachers                    |  |
| <b>What is the hazard?</b>                             | <b>Who might be harmed?</b> | <b>How might people be harmed?</b> | <b>Existing risk control measures?</b>   | <b>Existing risk rating</b> |   |    | <b>Additional controls required?</b>  | <b>Target risk rating</b> |   |   | <b>Action/monitored by whom?</b> | <b>Action / Monitored by when?</b>                   |
|  |                             |                                    |  | L                           | C | R  |   | L                         | C | R |                                  |  |
|  |                             |                                    | The member of staff should keep a 2-metre distance and if this is not possible must wear face protection.<br><br>If a member of staff displays signs of COVID-19 they will be sent home. | 3                           | 4 | 12 | PPE to be worn when dealing with anyone displaying symptoms of COVID 19. Used PPE must be disposed of in double bagged refuse sacks and then stored for 72 hours before thrown away.<br><br>If a member of staff displays signs of COVID-19 they will be sent home and must be tested.<br><br>Where the child, young person or staff member tests negative, if they feel well and no longer have symptoms they can return to their setting and the fellow household members can end their self-isolation.   | 2                         | 3 | 6 | SLT, Teachers                    | Daily/weekly following updated government guidelines |



|   |              |                              |   |   |   |    |   |   |   |    |                        |  |
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| Staff/Pupils confirmed as having COVID-19 | Staff/Pupils | Possible spread of infection | <p>Staff/Parents/Carers should notify the school immediately.</p> <p>Staff and pupils should refrain from attending school and should self-isolate for 7-14 days. Advice from the GP and Public Health England should be followed.</p> <p>Where possible the infected person may be tested before being allowed back to school.</p> | 3 | 4 | 12 | <p>If someone tests positive they should follow the stay at home guidance and must continue to self isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense/taste. 7 days period start from the day they first became ill. Other members of their household must isolate for the 14 days.</p> <p>Following advice from Health Protection team school must send home those people who have been in close contact with the person who has tested positive advising them to self isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Staff/Parents/Carers should notify the school immediately via phone and/or email. At this point the rest of the bubble will be sent home to self-isolate for 14 days.</p> <p>If staff or pupil show symptoms they should be tested.</p> <p>If staff/pupils have been in contact with someone with symptoms they should self-isolate for 7-14 days. Advice from the GP and Public Health England should be followed.</p> | 3 | 4 | 12 | SLT, Teachers, Parents | Daily/weekly following updated government guidelines |
|---|--------------|------------------------------|---|---|---|----|---|---|---|----|------------------------|--|

| Routine maintenance of premises                  | Pupils/Staff         | Possible spread of infection | <p>Review the procedures for any contractors to school undertaking the routine maintenance checks.</p> <p>Contractors should observe social distancing, wear appropriate PPE and sanitise or hand wash before and after any job.</p> <p>They should be instructed of the procedures in place before they commence any work.</p> <p>Any capital works which were suspended should now be subject to a review of all risk assessments before they commence again.</p>  | 3                    | 4 | 12 | <p>Risk assessment completed by building contractors</p> <p>Regular meetings to take place between contractors and school to run through procedures and get contractors to sign.</p> <p>PPE will be provided for contractors on site if needed.</p> <p>Health and safety checks to be carried out. Site manager to prep before coming on site to ensure they follow social distance rules and wash hands on arrival.</p> <p>IT support/ contractors will not enter bubbles whilst children are on site. /</p>   | 3                  | 4 | 12 | SLT, Caretaker, Bursar              | Daily/weekly following updated government guidelines          |
|--|----------------------|------------------------------|--|----------------------|---|----|---|--------------------|---|----|-------------------------------------|---|
| What is the hazard?                              | Who might be harmed? | How might people be harmed?  | Existing risk control measures?  | Existing risk rating |   |    | Additional controls required?   | Target risk rating |   |    | Action/monitored by whom?           | Action / Monitored by when?                                   |
|  |                      |                              |  | L                    | C | R  |   | L                  | C | R  |                                     |   |
| <p>Personal Hygiene</p> <p>Social distancing</p> | Pupils/Staff         | Possible spread of infection | <p>Handwashing should be frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available.</p> <p>Staff should assist pupils who may need assistance to wash their hands. Pupils should be encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a waste paper bin. Disposable tissues should be provided for pupils. Catch it, bin it, kill it.</p> <p>Clothing should be cleaned daily.</p> | 3                    | 4 | 12 | <p>Extra soap and paper towels have been ordered. Sink areas allocated to 'year groups' and children to wash hands or sanitise on entering school, before and after all break/lunch times, whenever transitioning and if sneezes or coughs occur.</p> <p>Additional sanitisers and dispensers have been provided on all floors and entrances. Markers on the floor 2m apart.</p> <p>Site manager to check soap, paper towels and sanitiser is well stocked. Staff to bring this to the attention of site manager if stocks are running low.</p> <p>Adults responsible for each bubble will ensure public health guidelines are followed for handwashing. Staggered starts/finish, breaks/lunchtimes ensure there is no over crowding when washing and sanitising hands. Sent in groups.</p> <p>Videos from the government to be watched when children return to school. Parents signposted to them prior to return?</p> | 2                  | 2 | 4  | Class teachers. Teaching assistants | Daily<br>Daily/weekly following updated government guidelines |

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|                          |              |                              |   |   |   | <p>Tissues provided for each class– replenished daily or more often if required.</p> <p>Pedal bins in every room to avoid contact.</p> <p>Children to bring in own water bottles. Reception classes provide their own water bottles and will wash them daily.</p> <p>Children to wear whatever uniform still fits them no expectation to wear winter uniform in the Autumn term.<br/>On PE days, children are to come into school wearing PE kit to avoid brining extra items into school.</p> <p>Any fabric aprons should also be cleaned daily.</p> <p>Children to only bring a hat, waterproof coat, book bag, water bottle and lunchbox. Back packs and pencil cases are not permitted. Stationery is provided by school.</p> <p>Parents have been informed that a Waterproof coat should be brought into school. Sun cream should be applied before arrival at school.</p> <p>Staff lanyards, ID badges and fobs should be disinfected daily.</p> <p>If anyone returns from international travel, government guidelines must be followed. Parents to notify school with the destination of their travel.</p> |   |   |   |   |                         |  |
| Lack of general cleaning | Pupils/Staff | Possible spread of infection | <p>Clean frequently touched surfaces/door handles/ equipment and with detergent.</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between different groups of children using it.</p> <p>Remove any unnecessary items from classrooms including soft furnishings which may be hard to clean.</p> <p>Limit the amount of books/resources to be taken home.</p> | 3 | 4 | 12  | <p>Staff to be supplied with spray disinfectant and paper towels for regular cleaning of surfaces and equipment. As well as first aid kit, tissues and extra bin bags.</p> <p>After lunch in classroom, desks to be cleaned by midday assistants</p> <p>Doors to be propped open where possible except fire doors.</p> <p>All rooms to be cleaned thoroughly at the end of each day by cleaning staff. Deep clean on a Friday<br/>Bins double bagged – any PPE used for staff/pupil with symptoms must be stored for 72 hours in the basement before being disposed of.</p> | 2 | 2 | 4 | SLT Caretaker, Cleaners | Daily/weekly following updated government guidelines |

|                            |                             |                                    |   |                             |   |    |   |                           |   |   |                                  |  |
|----------------------------|-----------------------------|------------------------------------|---|-----------------------------|---|----|---|---------------------------|---|---|----------------------------------|--|
|                            |                             |                                    | Location of bins should be considered and when emptying waste this should be double bagged. |                             |   |    | <p>Each bubble will be provided with their own resources that will be cleaned regularly. If not cleaned daily, any equipment that is shared will be stored for 48 hours (72 hours for plastics)</p> <p>Each bubble to have a limited amount of play equipment which will not be shared. This will be sprayed/cleaned after every use.</p> <p>All classrooms cleared of all soft furnishings and surplus furniture e.g. tables</p> <p>Each child to be given individual stationary pack. Reading books will be sent home but changed less frequently due to needing 48 hours between sharing.</p> <p>Teachers will not be marking books; verbal feedback will be given.</p> <p>Bins in each classroom, easily accessible – pedal bins only.<br/>Pedal bins by all hand washing areas, in toilets and entrances. Frequently touched surfaces to be cleaned throughout the day; light switches, taps, handrails, banisters, counters</p> <p>Caretaker to empty bins at the end of every day – If full, empty throughout the day. PPE to be worn.</p> |                           |   |   |                                  |  |
| Class size                 | Pupils/Staff                | Possible spread of infection       | Primary school classes should be placed in class sized bubbles.                             | 3                           | 4 | 12 | <p>Bubbles to be class sized</p> <p>Desks to be set out side by side facing forward, with space in between each table.</p> <p>Staff to have 2m distance at the front when teaching.</p>   | 2                         | 2 | 4 | SLT                              | Daily/weekly following updated government guidelines |
| <b>What is the hazard?</b> | <b>Who might be harmed?</b> | <b>How might people be harmed?</b> | <b>Existing risk control measures?</b>  | <b>Existing risk rating</b> |   |    | <b>Additional controls required?</b>  | <b>Target risk rating</b> |   |   | <b>Action/monitored by whom?</b> | <b>Action / Monitored by when?</b>                   |
|                            |                             |                                    |   | L                           | C | R  |   | L                         | C | R |                                  |  |

|                  |              |                              |   |   |   |    |   |   |   |   |               |  |
|------------------|--------------|------------------------------|---|---|---|----|---|---|---|---|---------------|--|
| Lack of PPE      | Staff        | Possible spread of infection | <p>The government do not recommend wearing Masks in a school setting as cleaning habits and hygiene should be sufficient.</p> <p>A pupil whose care routinely involves the use of PPE this should continue as normal. Consideration to be given to pupil specific care which cannot be delivered by social distancing.</p> <p>If a pupil becomes unwell and a 2-metre distance cannot be maintained a face mask should be work by the supervising adult.</p> <p>If contact is necessary gloves, apron, face mask and possibly eye protection may be worn.</p> | 2 | 2 | 4  | <p>Teachers will not be required to wear PPE unless attending to a child with suspected symptoms. If staff wish to wear their own coverings that is accepted. Fabric face coverings should be freshly laundered daily.</p> <p>No children currently on the role have a care routine that involves the use of PPE. If needed, PPE provided.</p> <p>Each class to be given a pack with PPE. Staff will be trained on the wearing of PPE – NHS guidelines.</p> <p>Outer foyer will be used if child/adult displays symptoms, doors can be left open, staff to wear full PPE (SLT) child to be sent home with siblings.</p> | 2 | 2 | 4 | SLT           | Daily/weekly following updated government guidelines |
| School Transport | Staff/Pupils | Possible spread of infection | Assessment should be undertaken for the availability of all school transport to ensure social distancing  | 3 | 4 | 12 | N/A at this time.   | 1 | 1 | 2 | Caretaker, TA | Daily/weekly following updated government guidelines |

| Likelihood       | 1<br>Very Unlikely | 2<br>Unlikely | 3<br>Fairly Likely | 4<br>Likely | 5<br>Very Likely |       |  |
|------------------|--------------------|---------------|--------------------|-------------|------------------|-------|--|
| Consequences     |                    |               |                    |             |                  | 20-25 | <b>Stop</b> – stop activity and take immediate action  |
| 5. Catastrophic  | 5                  | 10            | 15                 | 20          | 25               | 15-19 | <b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 4. Major         | 4                  | 8             | 12                 | 16          | 20               | 11-14 | <b>Action</b> – improve within specified timescale   |
| 3. Moderate      | 3                  | 6             | 9                  | 12          | 15               | 6-10  | <b>Monitor</b> – look to improve at next review or if there is a significant change                                |
| 2. Minor         | 2                  | 4             | 6                  | 8           | 10               | 1-5   | <b>No action</b> – no further action but ensure controls are maintained and reviewed                               |
| 1. Insignificant | 1                  | 2             | 3                  | 4           | 5                |       |  |