

Ursuline Health and Safety Risk Assessment Form V1 July 2019

<b>A</b>	<b>Name of Assessor</b>	N Robinson	<b>Date</b>	1 <sup>st</sup> March 2021 Updated
<b>B</b>	<b>Time</b>	10.00 am hours	<b>Work area</b>	School
<b>C</b>	<b>Task being assessed</b>	Re-opening of School following new variant of the COVID-19 virus and second lockdown	<b>Work activity</b>	Education
<b>D</b>	<b>Review date</b>	26 <sup>th</sup> March 2021	<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?
				L	C	R		L	C	R		
			<p>For further details: -  <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 to all pupils apart from Vulnerable and Keyworker since 18.12.20	Staff/Pupils	Possible spread of infection & anxiety	<p><b>School has been open to Keyworker and vulnerable children all areas of the school have been used (but adjusted) as they would in a normal school term.</b></p> <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>	3	4	12	<p>Caretaker has carried out all his checks.</p> <p>Legionella plan has been followed.</p> <p>Fire, smoke and all alarms checked regularly.</p> <p>All areas have been checked for rodent activity.</p> <p>Fire drill will 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 April 2021</p>

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			Check for rodent activity including areas where there is asbestos.									
			<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 cleaned as usual practice.</p> <p>Classrooms and corridors cleared of any unnecessary furniture, equipment and resources so surfaces are clear for easy cleaning.</p> <p>Most Soft furnishing including rugs have been removed. Where used they will be aired and sprayed daily.</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>Risk assessment consultation with all staff update sent out 8<sup>th</sup> March to staff. Regular opportunities for evaluation and amendment.</p> <p>Signs 2m distance placed around school, one person in the office only.</p> <p>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.</p> <p>Staggered breaks and lunchtimes to limit number of adults in main staffroom.</p> <p>Staff to adhere to 2m distancing.</p> <p>Staff meetings to be held in hall or online.</p>				Head Teacher, caretaker, SLT	<p>Completed by 5/3/21 regular opportunities for evaluation and amendment. Standard agenda on staff mtg throughout spring term</p> <p>Daily/weekly following government guidelines</p> <p>Reviewed April 2021</p>
Whole school return 8.3.21	Staff/Pupils	Possible spread of infection	All the above measures apply	3	4	12	School is cleaned daily extra cleaning takes place at lunchtime into the afternoon	2	2	4	Head Teacher, caretaker, SLT	<p>Daily/weekly following government guidelines</p> <p>Reviewed April 2021</p>

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. Children in the younger classes will socially distance where possible.</p> <p>A 2m area set out at the front of the room for staff</p> <p>Children to eat lunch in their classrooms at their station.</p> <p>Each class will eat in the hall at least once a week. Each day will be a one infant class and one junior class. Tables will be distanced 2m, 5 children to a table spaced out. Tables and chairs cleaned after each use.</p> <p>Staff to be reminded to stay 2m distance from children and each other.</p> <p>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>Meetings to be held remotely and staff to limit time spent in school.</p> <p>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.</p> <p>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</p>	3	3	9	Head Teacher, caretaker, SLT, Class teachers	<p>Daily/weekly monitoring following government guidelines</p> <p>Reviewed April 2021</p>
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									<p>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. Heating will remain on to ensure temperature stays above the required minimum.</p> <p>Staff to wear mask or visor when moving around the school or in communal areas.</p> <p>Midday assistants to wear masks or visors at all times.</p> <p>New signs displayed to remind parents not to congregate at the gate. Signs replaced in school also.</p>							
			<p>Visits to the toilet area should be monitored to ensure one child from a bubble goes at any one time</p> <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>	3	4	12	<p>Toilets to be cleaned more regularly throughout the day lunchtimes/evening. Cleaner on site from lunchtime. Cleaning toilets and high risk surfaces such as banisters.</p> <p>Pupils instructed to clean their hands thoroughly after using the toilet.</p> <p>Staff to check more regularly to ensure soap/toilet roll/hand sanitiser is replenished</p> <p>No assemblies to take place and no large gatherings.</p> <p>Each bubble allocated a different outside learning space and playtimes.</p> <p>Lunch breaks are staggered.</p> <p>Children to eat in classrooms at staggered times and identified welfare to clean rooms after eating.</p> <p>Seven play areas have been identified for each Bubble to access at an identified time.</p>	3	3	9	Head Teacher, SLT, classroom teachers	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</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>Staggered break/lunch and start finish times. SLT and caretakers to be at meeting points to ensure parents drop off and leave.</p> <p>3 separate drop off/collection points.</p> <p>Adults collecting and dropping off children must wear face masks unless exempt.</p> <p>Bubble staff to meet children at own gate at start of the day and accompany them at home time to their gate. Staff to lead and follow at the end of the line.</p> <p>Staff to wear masks/visors at this time.</p> <p>Visitors must wear face covering and provide details for track and trace.</p> <p>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.</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.</p> <p>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 One parent only to collect and drop off 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 number of TAs who move part way through the week to a different bubble for HNF pupils.</p>				
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						<p>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.</p> <p>Staff will continue to remind children and observe however due to age of children this may not always be achievable.</p> <p>Regular hand washing and sneezing/coughing into tissues will be reinforced. Catch it bin it kill it.</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.</p> <p>Chairs in staffroom to be set out to enable social distance.</p> <p>Staff to wash hands or sanitize before using any equipment and disinfect equipment after use.</p> <p>Staff to adhere to 2m distancing.</p> <p>1 person allowed in mini staff rooms to maintain distancing.</p> <p>Mini staffrooms to be cleaned by cleaners.</p> <p>A record of cleaning undertaken showing date and time and by whom will be kept for all areas.</p> <p>Each class will have a cleaning pack with PPE included. Staff to inform caretaker if this needs replenishing.</p> <p>Staff toilet to be cleaned by adults after use. Equipment to clean to be monitored by caretaker.</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.</p> <p>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.

						<p>Staff to wear gloves when completing first aid reporting slips.</p> <p>Safe wearing of face coverings - requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling 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.</p> <p>Staff should not be car sharing when coming to work.</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		
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 can return to work as long as they maintain social distancing. Risk assessments completed for clinically vulnerable staff</p> <p>Staff living with an extremely vulnerable person can attend the workplace</p> <p>Reviews should frequently be undertaken of staff ratios considering the government guidance.</p>	3	4	12	<p>HT has consulted with all staff. Individual risk assessments for staff undertaken. And will be reviewed week beginning 15<sup>th</sup> March</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 10 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> <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>	3	3	9	Head Teacher, SLT	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</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>SLT 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> <p>Staff, cleaners and kitchen staff are all lateral flow testing twice a week now. Results to be given to TH and also public health. A PCR test must be carried out if a positive lateral flow result is received.</p> <p>Any positive result will lead to close contact/bubble closure until case is confirmed. Close contacts will be asked to isolate for 10 days.</p> <p>Staff including cleaners, dinner staff and out of school club staff are to carry out lateral flow test on Sunday and Wednesday evening. Packs must be signed out by AT and Staff must inform AT of the result.</p>						
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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.</p> <p>Regular formative assessment will be carried out. A broad and balanced curriculum will be delivered.</p> <p>Pupils kept in Bubbles for PE lessons with sport equipment thoroughly cleaned after use.</p> <p>Bubbles to have own set of sport equipment as well as playground equipment.</p> <p>Outdoor sport prioritised where possible.</p> <p>Singing lessons will not take place.</p> <p>String instrument lessons will occur.</p>	3	3	9	SEND CO, SLT,	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>



							<p>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.</p> <p>Purple mash platform used for online learning supported by Oak academy.</p> <p>Emotional and well-being support for pupils will be provided with yoga and mindfulness sessions plus use of 'Mentally Healthy Schools' Self Care. Family wellbeing sessions provided on school website.</p> <p>Curriculum emphasis on Outdoor Learning to support wellbeing.</p> <p>Consider BAME resources in planning sessions.</p>					
Pupils who pose a threat of disruptive behaviour	Staff/Pupils	Possible spread of infection	<p>A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation.</p> <p>New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.</p> <p>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.</p>	3	4	12	<p>EHCP risk assessments completed and updated. Risk assessments for SEN children completed by SEND Co.</p> <p>Children identified who require a risk assessment and completed by SEND Co</p> <p>Behaviour policy updated</p> <p>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.</p>	3	3	9	SEND CO, SLT	Reviewed April 2021
Staff/Pupils showing signs of COVID-19	Staff/Pupils	Possible spread of infection	<p>Staff/pupils are instructed not to attend school if they are displaying symptoms.</p> <p>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.</p> <p>Follow the advice of the GP and self-isolate for 7-14 days.</p>	3	4	12	<p>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 10 days and arrange to have a test to see if they have covid 19. Other members of their household should self-isolate for 10 days from when the systematic person first had symptoms.</p>	2	3	6	SLT, Teachers	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>

							Staff/pupils must not attend school if they display any symptoms such as high temp, loss of taste and or smell and continuous cough.  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.  Details for testing and guidance will be kept on the website for parents to access and letter to parents explaining March 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.  Thermometers in school to test temperatures if necessary  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.  Parents to be reminded via information shared that children must remain at home if unwell/ showing symptoms and isolate and inform school immediately				SLT, Teachers	Reviewed April 2021
<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.  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.  If a member of staff displays signs of COVID-19 they will be sent home and must be tested.  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  Reviewed April 2021
Staff/Pupils confirmed as having COVID-19	Staff/Pupils	Possible spread of infection	Staff/Parents/Carers should notify the school immediately.	3	4	12	If someone tests positive they should follow the stay at home guidance and must continue to self isolate for at least 10 days from the onset of their	3	4	12	SLT, Teachers, Parents	Daily/weekly following updated government guidelines

			<p>Staff and pupils should refrain from attending school and should self-isolate for 10 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>			<p>symptoms and then return to school only if they do not have symptoms other than cough or loss of sense/taste. 10 days period start from the day they first became ill. Other members of their household must isolate for the 10 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 10 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 10 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 10 days.</p> <p>If staff or pupil show symptoms they should be tested. If staff/pupils have been in contact with someone with symptoms they should self-isolate for 10 days. Advice from the GP and Public Health England should be followed.</p>				Reviewed April 2021
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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	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>
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<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. Children to be sent a small group at a time to wash hands not whole class together.</p> <p>Tissues provided for each class– replenished daily or more often if required.</p>	2	2	4	Class teachers. Teaching assistants	<p>Daily</p> <p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</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. On PE days, children are to come into school wearing PE kit to avoid bringing 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> <p>Location of bins should be considered and when emptying waste this should be double bagged.</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.</p> <p>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	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>

						<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 stationery pack. Reading books will be sent home on a Thursday returned on a Monday- 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. 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> <p>Reception and Year 1 classes to minimise movement around the room and keep children in small groups where possible.</p> <p>Staff to keep a safe distance from children as much as possible.</p>	2	2	4	SLT	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>
<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.</p> <p>Staff to wear face coverings in communal areas and may wear visors while teaching if they so wish.</p> <p>Fabric face coverings should be freshly laundered daily.</p> <p>PPE provided and to be worn when undertaking care routines for individual children.</p> <p>Each class to be given a pack with PPE. 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	<p>Daily/weekly following updated government guidelines</p> <p>Reviewed April 2021</p>
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 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely		
Consequences							
5. Catastrophic	5	10	15	20	25	20-25	<b>Stop</b> – stop activity and take immediate action
4. Major	4	8	12	16	20	15-19	<b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously
3. Moderate	3	6	9	12	15	11-14	<b>Action</b> – improve within specified timescale
2. Minor	2	4	6	8	10	6-10	<b>Monitor</b> – look to improve at next review or if there is a significant change
1. Insignificant	1	2	3	4	5	1-5	<b>No action</b> – no further action but ensure controls are maintained and reviewed