

Overview

This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the HROD-Safety@sunderland.gov.uk

Risk Assessment



| | | | | | |
|-----------------------------------|--|---------------------------------|---|-----------------|---|
| Work Activity/ Hazard: | Schools Full Opening COVID-19 Task Based) Risk Assessment (v.2) | Directorate | Childrens Services | Section: | Education & Childcare settings: Schools |
| Date of Assessment: | 9 th July 2020 | Date to be Reviewed: | 9 th September 2020 (or earlier due to chan | | |

| | |
|--|--|
| Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely | Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic |
|--|--|

LIKELIHOOD

| | | | | | | |
|---|---|----|----|----|----|----|
| | 5 | 5 | 10 | 15 | 20 | 25 |
| 5 | 5 | 10 | 15 | 20 | 25 | |
| 4 | 4 | 8 | 12 | 16 | 20 | |
| 3 | 3 | 6 | 9 | 12 | 15 | |
| 2 | 2 | 4 | 6 | 8 | 10 | |
| 1 | 1 | 2 | 3 | 4 | 5 | |
| | 1 | 2 | 3 | 4 | 5 | |

SEVERITY

| | |
|---------|---------------|
| 1 – 2 | No Action |
| 3 – 6 | Monitor |
| 8 – 12 | Action |
| 15 – 16 | Urgent Action |
| 20 – 25 | Stop |

| What are the hazards? | Who might be harmed and how? | What precautions or existing control measures are presently taken. | Likelihood | Severity | Risk Rating L x S | If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible | Likelihood | Severity | Residual Risk L x S |
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| Full School Opening: COVID-19 Autumn Term 2020 (based on government guidance) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | | | | | | | | | |
| Spread of COVID-19 | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | <p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p> <p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> | 2 | 5 | 10 | <p>Parent/Carers have been emailed an ‘INFORMATION FOR PARENTS REGARDING REOPENING FOR ALL PUPILS IN SEPTEMBER 2020’ document (see attached) detailing the current government guidance on minimising contact and the prevention of the spread of COVID19.</p> <p>Posters displayed in windows and corridors detailing symptoms and advising people who are displaying any of the symptoms must stay home and follow current guidance.</p> <p>Catch it, bin it, kill it posters displayed in classrooms above lidded bins for safe disposal of tissues and hand towels. Bins will be emptied every lunchtime and at the end of the day by cleaning staff. Waste is double bagged and disposed of in the outdoor bin storage. New bin liner fitted after each emptying of waste.</p> <p>Pupils to use clean tissue to push open lid to dispose of their waste. Pupils</p> | 1 | 5 | 5 |

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| | | <p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> | 2 | 5 | 10 | <p>must then be told to wash their hands thoroughly immediately.</p> <p>Additional midday cleaning already in place in addition to regular after school clean.</p> <p>Midday cleaning consists of cleaning of toilets, touch points, emptying of bins and wipe down of desks. Areas to be cleaned are documented in cleaning staff signing in book.</p> <p>SBM to check classroom supplies daily and sign/date to document checks. Site Manager to do this in absence of SBM when SBM working from home shifts.</p> <p>Soap dispensers have been fitted to every classroom above sink area. Dispensers and hand towels are restocked each evening and during the day as required.</p> <p>Each classroom has a 'sanitation station' which consists of tissues and hand sanitiser. A surplus stock of towels and tissues is situated in the corridor outside of year group for staff to replenish stock during day if required.</p> | 1 | 5 | 5 |

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| | | | 2 | 5 | 10 | <p>Blue handroll and D10 spray (out of pupil reach) is in place in each room for staff use only for additional cleaning of surfaces if needed in between the contracted cleaning regime.</p> <p>SBM ensures there is a constant additional supply (stored in the main staff room) of D10 spray bottles made up following the correct ratios as per instructions. Cleaning staff monitor classroom supplies and replenish as needed.</p> <p>The Headteacher's (HT) office is to be used as the isolation area. The room can be well ventilated, and the space allows the accompanying member of staff wearing PPE to be positioned safely outside of the office, whilst being able to constantly monitor the unwell individual.</p> <p>Room to be closed off once vacated and cleaning contractor to be advised. No access to room to be made prior to deep clean. This will be communicated by poster and barrier to entrance of door.</p> <p>PPE is stored in KS1 and KS2 first aid boxes along with doffing/donning guidance. First Aid staff to keep check</p> | 1 | 5 | 5 |

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| | | <p>Active engagement with NHS Test & Trace.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually.</p> | 2 | 5 | 10 | <p>of stock levels and notify admin staff.</p> <p>Staff must sign in every morning and sanitise hands before and after using signing in system.</p> <p>No visitors in school except where service or maintenance staff need to visit. Any other visitors only allowed access to building by prior agreement with HT. All visitors must sign in at the school office and provide a contact telephone number for Test and Trace purposes. Information will be kept in office and once signing book has been signed it will be kept in main office. Information will be destroyed and disposed of in accordance with school's data policies.</p> <p>All service and maintenance visits to be organised outside of school hours with SBM and Site Manager unless in the case of an emergency.</p> <p>Service/maintenance visitors will follow hand hygiene when entering site and complete the usual signing in protocol (i.e.asbestos register) as well as provide the school office with a contact number for Test and Trace purposes by completing an additional signing in</p> | 1 | 5 | 5 |

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| | | <p>Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p> | | | | <p>sheet.</p> <p>Classroom and corridor windows to be open during the day. All classroom doors into corridors to be pinned back (non-fire doors) using a latch on back of door.</p> <p>All fire doors are fitted with an automatic closing device and will remain open during the day using the device only. Fire doors are NOT to be wedged open or tied back.</p> <p>Fire doors are to be closed by cleaning staff upon leaving on an evening and opened again on a morning by the Site Manager. Leaving the doors pinned back with the device overnight can potentially trigger the intruder alarm if the device fails and doors close.</p> | | | |
| Contact between any persons on the premises | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles.</p> <p>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be</p> | 2 | 5 | 10 | <p>Pupils are in a bubble with their class only and are not to mix with any other classes or groups. Thrive and Base pupils will have their own bubble within their provision and will not attend their year group class for registration or lessons.</p> <p>Class based teachers are based within their own bubble and are to maintain a</p> | 1 | 5 | 5 |

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| | | <p>prioritized based on educational needs according to school (Section 3: Curriculum, behaviour & Pastoral support)</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p> | | | | <p>2m distance from staff from other bubbles.</p> <p>A second staff room has been created in the art room to provide further distancing between staff members.</p> <p>Bubbles have been allocated staggered start, finish and break times (see attached timings sheet).</p> <p>Bubbles have been allocated entrances/exits to the premises to minimise contact.</p> <p>HT, DHT or FLO will be on duty on both carpark entrances/exits to ensure safety of pupils arriving and leaving from these points. One side of double gates will remain closed preventing vehicles access at these times.</p> <p>Only one adult to drop off/pick up - this has been communicated to parent/carers via email and guidance will be placed on school website.</p> <p>Posters displayed on fence, gates, doors and windows will direct parent/carers and pupils to correct</p> | | | |

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| | | Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff | | | | <p>entrances and exits.</p> <p>Corridors and pupil toilet areas have been split into two lanes using tape and arrows on the flooring – clearly showing direction of traffic. Distancing tape placed 2m apart to communicate correct distancing space. Tape checked by SBM and Site Manager to ensure it does not become a trip hazard and replaced when required. Staff pupils to keep to the left on KS1 and KS2 stairs.</p> <p>Only one member of a staff to enter staff toilet area at a time.</p> <p>No music tuition or after school activity clubs to take place. This will be reviewed in the autumn term.</p> <p>Meetings to take place virtually, where not possible social distancing must be maintained at all times. No visitors in school except where service or maintenance staff need to visit. All service and maintenance visits to be organised outside of school hours with SBM and Site Manager unless in the case of an emergency.</p> <p>Service/maintenance visitors will complete the usual signing in protocol</p> | | | |

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| | | <p>Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> | | | | <p>(i.e asbestos register) as well as provide the school office with a contact number for Track and Trace purposes.</p> <p>Parent/carers are unable to access the school building and are to continue contacting the school via telephone or email. The telephone lines will be manned by office staff 8am – 4pm. This has been communicated to parents via email and via the school website.</p> <p>The HT is following current government guidance regarding face coverings/face masks for schools but has made visors available to be used by staff who were previously classed as extremely clinically vulnerable (shielding) or vulnerable including BAME. HT has spoken individually to these members of staff regarding the use of visors.</p> <p>PPE is stored in KS1 and KS2 first aid boxes along with doffing/donning guidance. First Aid staff to keep check</p> | | | |

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| | | | | | | of stock levels and notify admin staff. | | | |
| Contact within and between groups | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles. Social Distancing should be applied within Groups/bubbles where possible Each Group is to avoid contact with other people and other groups. Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming | 2 | 5 | 10 | Class based teachers are based within their own bubble and are to maintain a 2m distance from staff from other bubbles. Office staff will work in two bubbles on alternating shift patterns, working non-office-based days from home. The SBM will work with the office clerk as one bubble and the finance manager with the family liaison officer as the second bubble. Only one additional member of staff at a time to enter the office – a poster detailing this is on display outside of the office door. Door to remain pinned back (not a fire door) to avoid unnecessary touch points. Children have been assigned their own allocated seat within their bubble class. Children are not to move seats or desks. Desks have been separated into single rows and have been arranged to seat two pupils only. Pupils are sat side by side facing forwards. The teacher will teach from the front of the classroom | 1 | 5 | 5 |

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| | | <p>teacher.</p> <p>Suggested Group sizes are;</p> <p>Primary/KS3 – <i>Class sizes</i></p> <p>Secondary – <i>Year groups to allow curriculum delivery</i></p> <p>Alternative Provision – due to nature, you may wish to adopt whole school groups/bubbles as part of their system of control and in order to best meet the needs of their students.</p> <p>Behavioural / Educational Challenges - Smaller groups to be allocated for educational or behavioral challenges</p> | | | | <p>maintaining a 2m distance when able to.</p> <p>Due to limited space in classrooms a 2m distance is not possible between desks. Desks have been spaced out to give as much clear walking space around them as possible. To minimise contact the movement of children (wherever possible) in the classroom is monitored by class staff – e.g. only one child using the classroom sink at a time.</p> <p>Desks will be cleaned by cleaners each lunchtime and on an evening.</p> <p>Art will be taught in individual bubble classrooms and not the art room. Mrs Mole will keep equipment in a trolley to move to between groups. To minimise contact between groups PPA art will be taught as a block lesson to only one bubble group per morning or afternoon session. Any equipment that needs to be shared will be cleaned down by Mrs Mole after each session. The classroom will be cleaned by cleaning staff at midday and on an evening following the sessions.</p> <p>ICT will be taught in individual bubbles as above but in the ICT room due the equipment needed. Cleaning by</p> | | | |

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| | | | | | | <p>cleaning contractor will also take place in between the two sessions and after school.</p> <p>Four spare rooms will be used to allocate a teaching assistant a timetabling space to ensure children are kept in their bubbles for any intervention work.</p> | | | |
| Contact due to layout or available space | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting</p> | In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England) | 1 | 5 | 5 | Due to the number of pupils in year 6 an additional classroom has been made - dividing the pupils between three classrooms rather than usual two. The additional classroom has been made by dividing the current KS2 library into a Y6 classroom and a separate intervention room. Signage will be placed on the two | 1 | 5 | 5 |

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| | Coronavirus | <p>Groups should limit sharing of spaces, rooms as much as possible</p> <p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary.</p> <p>Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p> | | | | <p>entrance doors into the library detailing the new classrooms to prevent staff walking through the area.</p> <p>Bubbles have been allocated an entrance/exit onto the premises and main building along with staggered break times with an allocated playground (see attached timetable).</p> <p>Surplus furniture and resources have been removed and stored safely including soft furnishings.</p> <p>Staff to take their PPA from home where possible, making use of Zoom to plan with their year group partner. If staff remain in school for PPA they must do so without coming into contact with other members of staff and use Zoom to communicate with other staff.</p> <p>Office staff will work in two bubbles on alternating shift patterns. Working non-office-based days from home. The SBM will work with the office clerk as one bubble and the finance manager with the family liaison officer as the second bubble.</p> <p>Only one additional member of staff at a time to enter the office – a poster</p> | | | |

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| | | | | | | <p>detailing this is on display outside of the office door. Door to remain pinned back (not a fire door) to avoid unnecessary touch points.</p> <p>The school dining hall will not be used for lunchtimes. Lunch will be eaten in the classroom followed by a break outdoors. Lunches will be delivered to the classrooms by lunchtime supervisors. Teaching assistants will supervise in the classrooms whilst lunch is eaten, and lunchtime supervisors will supervise a bubble each outside whilst maintaining social distancing. Bubbles will not mix during playtimes.</p> | | | |
| Activities encouraging Spread | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>School Assembly to be held with only 1 Group present</p> <p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.</p> | 2 | 5 | 10 | <p>Assemblies will take place via Zoom only.</p> <p>Swimming lessons have been cancelled until further notice and will be reviewed later in the Autumn term.</p> <p>PE will be taught within each class/bubble. Sports equipment will be cleaned after each use before the next set of children use them. Children will be</p> | 1 | 5 | 5 |

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| | | <p>Review of wider school Risk Assessments must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be prohibited, restricted or delivery methods amended to a safer alternative.</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk</p> | | | | <p>expected to wash/sanitise hands prior to PE lessons and afterwards. The vast majority of the lessons will take place outside. Lessons need to maximise social distancing. Children will not be getting changed for PE. They will remove their jumpers. Parent/carers have been advised that children need to wear trainers on their PE day.</p> <p>Equipment to keep active during breaks and lunches will be provided for each class.</p> <p>No music tuition or after school activity clubs to take place. This will be reviewed in the autumn term and separate risk assessments will be fully carried before allowing activities to resume.</p> <p>Review of risk assessments will take place as and when activities are reviewed and prior to the activities recommencing.</p> <p>There will be no after school clubs or breakfast clubs - this will be in continuous review. A breakfast service will be offered for each class when they enter each morning. This will be administered by current breakfast club</p> | | | |

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| | | assessment and safe working procedures are developed and agreed in line with government guidance and local precautions. | | | | <p>staff following their usual food hygiene training. It will be a toast only option delivered to the classroom using a 'no contact' delivery method. Breakfast staff will then return to collect plates, which must be left outside of the classroom on benches in corridor. The plates will be placed on stainless steel catering trolley and placed immediately in the dishwasher. The trolley will be fully cleaned and sanitised after each use.</p> <p>Usworth Colliery Nursery (our after-school club provider) are not operating their after-school provision initially in September. We will look to operate after school provision for the children who usually access Nursery. Numbers will be limited to minimise the mixing of classes. The children will remain in their usual bubbles and will be socially distanced from the other groups of children. The large main hall will be used and cleaned by cleaning staff once children have vacated. The facility will be available only to parents of children previously accessing the nursery provision and whom request a place. The facility will be available until 4.30pm only.</p> | | | |
| Educational | Employees, | Domestic (UK) overnight visits | 3 | 5 | 15 | The school will not be engaging in any | 1 | 5 | 5 |

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| Visits | children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | and overseas visits are not currently permitted. Non-overnight domestic educational visits can resume in Autumn Term 2020. Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils to be kept in groups/bubbles, Consider risk of location i.e. indoor or outdoor venues All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy. | | | | educational visits during the autumn term. All day trips within the community are cancelled and will not be taking place until further notice, including swimming lessons. This will be reviewed in the Autumn term. | | | |
| Early Years & Primary aged children – lack of understanding | Employees, children/learners, contractors, visitors, members of the public, family members Contracting | Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children. Monitor use of toilets – avoid over crowding | 2 | 5 | 10 | Pupil toilets do not have a lid for safety measures (trapped finger hazard). Pupil | 1 | 5 | 5 |

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| | Coronavirus | Promote & display hygiene information/posters/signs which are suitable for the age group e.g. e-bug Information & posters about Coronavirus | | | | <p>toilet breaks are monitored by staff. Staff member to remain outside of toilet block and remind children to flush the toilet and wash their hands before leaving the toilet block. Main door to toilet block will be pinned open (all cubicles have separate doors for privacy) to further reduce contact with surfaces.</p> <p>Additional cleaning of the toilets and touch points will take place midday by cleaning staff as well as normal evening cleaning.</p> | | | |
| Contact due to personal / intimate care | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p> <p>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</p> | 3 | 5 | 15 | <p>First aid boxes contain PPE for routine intimate care. Staff must follow the doffing/donning guidance contained within the first aid boxes. The PHE information is clearly presented via a large A3 poster.</p> <p>PPE to be removed using donning guidance and immediately placed in hazards bag. Hazard bag to be disposed of immediately by the site manager in hazard waste bin. Staff to maintain good hand hygiene.</p> <p>Individual visors to be used by staff member in addition to usual PPE if child is unwell with coronavirus symptoms.</p> | 2 | 5 | 10 |

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| Transit in and around school premises | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits as detailed below:</p> <p>Content of lessons and learning activities which are suitable</p> <p>Outdoor lessons where possible</p> <p>Reduce movement around schools where possible</p> <p>No more than 1 Group – avoid large gatherings or collective worship with more than 1 group.</p> <p>Stagger break times/lunch times</p> <p>Meeting, toilet and welfare arrangements for staff. Use of staff room minimised although staff are to have a break of a</p> | 2 | 5 | 10 | <p>Movement around school has been restricted to minimise contact. The school day and break times have been staggered to prevent gatherings at drop off/pick up times. Years 5 and 6 only are able to walk home alone further reducing congestion at KS2 entrance.</p> <p>Corridors have been split into two lanes and entering/exiting classrooms will be monitored by staff to prevent large number of children passing each other.</p> <p>Art PPA will be taught in individual bubble classrooms to further reduce movement around school.</p> <p>P.E to be taught outdoors wherever possible.</p> <p>No gatherings or assemblies to take place. Assemblies to take place via Zoom only</p> <p>KS1 and KS2 staff now have their own key stage staff room and numbers will be restricted to maintain social</p> | 1 | 5 | 5 |

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|-----------------------|------------------------------|---|------------|----------|----------------------|--|------------|----------|------------------------|
| | | <p>reasonable length within the day.</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p> <p>Identify items cleaned by staff e.g. personal equipment such as keyboards, mouse and areas cleaned by cleaning team/contractors and detail methods to be used, frequency, etc.)</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place</p> | | | | <p>distancing. This will be displayed on a poster on door.</p> <p>Staff must bring their own cup, crockery and cutlery (including teaspoon) to use and they are to remain in school. They must wash, dry and keep their own items separate from others. There must be NO sharing of crockery or cutlery.</p> <p>Staff must keep their packed lunch in a cool bag – the fridges are not to be used to store food items.</p> <p>Milk, tea and coffee are available for staff use, but staff are encouraged to provide their own and not to share. If using school refreshments, the canisters and milk bottles must be wiped down after each use.</p> <p>Fridge/kettle/microwave must be cleaned down with D10 spray and blue roll after each use. Staff to wash hands upon entering staff room, after using equipment and again before leaving the room.</p> <p>Additional cleaning of toilet facilities will take place at midday. This is in addition to routine cleaning of all facilities on an</p> | | | |

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|-----------------------|------------------------------|---|------------|----------|----------------------|--|------------|----------|------------------------|
| | | <p>Minimise adult to adult contact and avoid gatherings at entrance points.</p> <p>No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>Consider remote education to reduce time of premises where circumstances dictate</p> <p>Consider flexible working/working from home where the job role allows e.g. some admin functions.</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to</p> | | | | <p>evening.</p> <p>The school day and break times have been staggered to prevent gatherings at drop off/pick up times.</p> <p>It has been communicated to parent/carers that only one adult can accompany child to drop off/pick up.</p> <p>PPA to take place working from home. Office staff on a rota to prevent the two bubbles from mixing. Non-office-based shifts to be worked from home.</p> <p>Floors have been marked to highlight the direction of traffic.</p> <p>All staff have been provided with a timetable highlighting their allocated break times along with their entrance/exit points to minimise contact.</p> | | | |

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| | | minimise contact where possible | | | | | | | |
| Cross-contamination of resources, toys and equipment | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Remove soft toys and furnishing or items difficult to clean from classroom Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook Take home resources to be limited as much as possible – any | 2 | 5 | 10 | All soft furnishings have been removed and stored. Resources will be cleaned by classroom staff. Each bubble will have a small selection of sport/play equipment stored in a lidded box in classroom. Items to be cleaned after each use by member of staff. Every child has been provided with a new pencil case containing stationery items. The pencil case remains on their desk and is not to be taken home. Children are not to bring any additional items into school except for a coat, hat | 1 | 5 | 5 |

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| | | <p>items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed now allowed.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when</p> | | | | <p>and lunch bag (if providing own lunch).</p> <p>Staff are to wash hands prior and after marking pupil book.</p> <p>Child to keep their own water bottle on their desk and bottles are not to be stored together.</p> | | | |

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|--|---|--|------------|----------|----------------------|---|------------|----------|------------------------|
| | | marking | | | | | | | |
| Transport to educational or childcare settings | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Reduce where possible unnecessary travel on buses, coaches and public transport Dedicated school Transport, including Statutory provision; Review services, times, routes Pupils allocated on transport as reflecting groups/bubbles where possible How is this managed on school minibus or commercial transport? Use of hand sanitiser on vehicles Additional cleaning of vehicles Behaviours/Supervision Organised queuing and boarding /alighting vehicles where possible Distancing within vehicles where | 2 | 5 | 10 | The school minibuses will not be used until educational visits including swimming resume. Those children transported into school via taxi will be set up by the Local Authority who have the statutory responsibility for transport. School will ensure measures are in place, including grouping of children, hand sanitising, cleaning of vehicles, queuing, boarding and social distancing. The government will provide further guidance. The vast majority of our children will not be coming to school via public transport, those who do must follow safer travel guidance for passengers published on the government website. | 1 | 5 | 5 |

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| | | <p>possible</p> <p>Wider Public Transport;</p> <p>Encourage walking or cycling to school for pupils, parents/carers and staff</p> <p>Where possible parents/carers may drive pupils to & from schools</p> <p>Review & Collaboration between Local Authority/ TFC/Transport Providers/Parents & Pupils on services, routs, times, demand.</p> <p>Promote Safe Travel Guidance where Public Transport is being used: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Wear face covering on public transport</p> | | | | <p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work. Current guidance by the Government is that if you need to use public transport, that you use some type of face covering.</p> <p>Parent/carer and staff encouraged to walk to school (where practical) or use own vehicle if available.</p> | | | |
| Contamination of outdoor play equipment | Employees, children/learners, contractors, visitors, | Outdoor play equipment should not be used unless the setting can ensure it is cleaned | 2 | 5 | 10 | EYFS equipment to be cleaned down after each use. All other outdoor equipment use will be restricted and | 1 | 5 | 5 |

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| | members of the public, family members Contracting Coronavirus | thoroughly between use of different groups. Multiple groups must not use outdoor play equipment simultaneously. | | | | cleaned after each use. | | | |
| Lack of communication | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs). Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place. | 2 | 5 | 10 | Timetables, key information and risk assessments have been communicated to parent/carers and staff. Any visitors will be advised of safety procedures in place prior to access to premises. Staff must email acknowledgment of documents. A register will be kept. Additional cleaning during the day has been in place since Summer term due to school remaining open to pupils. This will continue and an additional member of staff will be in place due to the full opening of school building. | 1 | 5 | 5 |

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| Poor mental wellbeing of staff and Pupils | Staff, Pupils, Parent & family members Stress, anxiety, panic, depression | <p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles.</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p> | 2 | 5 | 10 | <p>Family Liaison Officer (FLO) to continue to promote attendance and support pupils and their families.</p> <p>The school counselling service is still available and Mrs Potelle is able to offer email and telephone support.</p> <p>Contact details for school FLO (Mr Dickinson) and Mrs Potelle (school counsellor) have been communicated to parents.</p> <p>Headteacher, Deputy and FLO will be on the school playground at beginning and end of the school day to provide support and advice whilst maintaining social distance at all times.</p> <p>Attendance will be mandatory from September and all children must attend. School will record absence and follow this up. The use of sanctions such as fixed-term penalty notices will be reinstated for schools to use.</p> <p>Shielding advice paused on the 1st August meaning all children who were shielding can attend. However, in some</p> | 1 | 5 | 5 |

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| | | | | | | <p>instances, parents/carers may need to discuss this with their child's or their own specialist health professional. If rates in local areas rise, children who have previously been shielded may be asked to shield once more. If this is the case, then home learning will resume, and attendance not penalised.</p> <p>If parents/carers have concerns about returning to school, then they need to discuss concerns with Mr Dickinson who will be able to discuss measures school have in place to prevent risk.</p> | | | |
| Outbreaks and lack of Emergency Planning | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action</p> | 2 | 5 | 10 | <p>There is a copy of the emergency plan kept in the school office as well as the offices and homes of:</p> <p>Headteacher</p> <p>Site Manager</p> <p>Deputy Head</p> <p>SBM</p> <p>Assistant Head</p> <p>Chair of Governors (home copy).</p> | 1 | 5 | 5 |

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| | | <p>to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p> | | | | <p>Public Health England Guidance –</p> <p>Engage with NHS Test and Trace process.</p> <p>Staff and parents/carers need to understand that they must:</p> <ul style="list-style-type: none"> - Book a test (online or via NHS 119) if they or their children are displaying symptoms and self-isolate. All children can be tested. - Provide details of who they have been in close contact with if they test positive or if asked by NHS Track and Trace. - Self-isolate if a household member develops symptoms or if you are an identified contact of someone who has tested positive. - Inform school immediately about the result of their test. If negative and they feel well, then they and family members can stop self-isolating and return to school. If positive, follow guidance and self-isolate until the latest of 10 days after the onset of symptoms or the time | | | |

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|-----------------------|------------------------------|--|------------|----------|----------------------|---|------------|----------|------------------------|
| | | | | | | <p>at which all of the following symptoms are no longer present; high temperature, running nose, sneezing, nausea and/or loss of appetite. Manage confirmed cases of coronavirus amongst the school community:</p> <ul style="list-style-type: none"> • School will contact Local Public Health as soon as a case is confirmed. • A rapid risk assessment will be carried out to confirm those who have been in close contact with the person and they will be asked to self-isolate for fourteen days immediately. • School will keep a record where close contact occurs (1-2 metres for more than 15 minutes, travelling in a small vehicle together or face-to-face contact for any length of time) to support Public Health in determining who needs to self-isolate. • Household members of those close contacts who are sent home will not need to self-isolate unless they develop symptoms (this includes siblings if a child is sent home). • If anyone self-isolating develops symptoms, then they will need to order a | | | |

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| | | | | | | <p>test and follow the guidance above depending upon the result.</p> <ul style="list-style-type: none"> • School does not need evidence of test results. <p>Contain any outbreak by following local health protection team advice:</p> <ul style="list-style-type: none"> • If school has two or more confirmed cases in 14 days, or overall rise in suspected coronavirus, there may be an outbreak and need to work with Public Health to advise next steps. • In some cases, larger number of pupils may be asked to self-isolate. Whole school closure may not be necessary. • If there is an outbreak, then a mobile testing unit may be dispatched. It will focus initially on the infected person's class, then year group, then whole school if necessary. | | | |
| Dining & Catering | Employees, children/learners, contractors, visitors, members of the public, family | School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with | 2 | 5 | 10 | Dolce catering have their own specific risk assessment in place and a reduced number of staff will be working in the kitchen to minimise contact. | 1 | 5 | 5 |

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| | members Contracting Coronavirus | government guidance; https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 | | | | | | | |

To be completed by the Individual undertaking the risk assessment:

Name: Paula Thomson

Job Title: SBM

Signature:

Date: 28.8.20

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Gary Wright

Job Title: Headteacher

Signature:

Date: 28.8.20

