

**The Three Saints Academy Trust
GENERAL SCHOOLS RISK ASSESSMENT**



**NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.
The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.**

PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions

Location of activity:

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| Team/School name: Address & Contact details: | St Michael with St Thomas CE Primary School | Name of Person(s) undertaking Assessment: | Michelle Slingsby Clare Parkinson Zabeer Adam |
| | | Signature(s): | |
| Headteacher (Name): | Michelle Slingsby | Date of Assessment: | 7.9.20 |
| Signature: | | Planned Review Date: | 31.9.20 21/9/20 8/10/20 6/1/21 12/1/21 21.1.21 |
| How communicated to staff: | Online training session with opportunity for questions. Staff received copy of Risk Assessment via email. | Date communicated to staff: | 7.7.20 6/1/21 12/1/21 21.1.21 |

| PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES: | | | |
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| List of significant hazards (something with the potential to cause harm) | Who might be harmed | Type of harm | Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified) |
| Changes to official COVID19 guidance and advice | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, H&S and HR; https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Headteacher keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; |
| Impact of reduced staffing levels on H&S roles and responsibilities and arrangements | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease, stress, injury or harm from accidents/incidents | <ul style="list-style-type: none"> Staff contact the HT immediately if they are to be absent from school and HT will ensure that roles/responsibilities are covered by appropriately trained staff All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; During rota working, all staff will be aware of who the on site first aiders and DSL/DDSL are via the staff notice board in the staffroom All new employees and students are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities; The CEO, or other nominated senior personnel, contacts school daily to offer support and advice and to monitor the current working arrangements. |
| Impact of reduced staffing levels on pupil activities and work tasks | Employees, pupils, contractors, visitors | Potential infectious disease, Injury or harm from accidents, | <ul style="list-style-type: none"> Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from CEO/Trust; Current risk assessments are referenced for pupil activities/work tasks to be undertaken and a dynamic risk assessment will be completed to consider the impact on safety in event of reduced staffing levels and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead; The Headteacher or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary. During remote learning, HT will have regular contact with all staff who are WFH |

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| Spread of COVID-19 virus via germs on surfaces and furniture within the building | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; • Posters are displayed on general hand hygiene; • Poster on cleaning and disinfection guidance is on display; • Pupils are reminded to avoid touching their faces with unwashed hands; • Good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Tissues are readily available in the areas being used; • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Areas of the building that are in use are subject to frequent cleaning by employees and/or a cleaners; • Employees have been instructed on cleaning and sanitising requirements. Staff to liaise with site manager daily on refills and reordering as needed; • Enhanced cleaning arrangements including the cleaning of frequently touched surfaces often, using standard products such as detergents and bleach e.g. railings, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities, hand gel plunger etc.; • Where necessary PPE to be worn (see use of PPE) • Good housekeeping is maintained at all times; • Waste bins are emptied daily (and in the middle of the day) and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment’s Cleaning of Bodily Fluids risk assessment; • If necessary the Headteacher will arrange for a deep clean to be carried out; <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with</p> |

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| | | | the guidance COVID-19: cleaning in non-healthcare settings . |
| Spread of COVID-19 virus via air borne particles | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Guidance on Social Distancing MUST be adhered to at all times (this applies to pupils, staff, parents, visitors, contractors). DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will wear a face covering and follow the strict handwashing (or use hand sanitiser) and social distancing guidelines, only 1 person in school entrance at a time; Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. drop-off with employee meeting the pupil at the designated gate; All staff and parents to wear a face covering during drop off and collection times; Pupils and staff in bubbles to socially distance themselves from pupils and staff in other bubbles. Playground rotas and staggered start and finish times to assist with this. Desks to be front facing only. Children are taught in 'bubbles' of approximately 30 children. During lockdown periods, key worker and vulnerable pupils will be taught in bubbles of no more than 15 pupils All rooms will be well ventilated throughout the day, with open windows and internal doors, and where temperatures allow, open external doors. Where outside temperatures make it unfeasible to have external doors open throughout the day, external doors will be opened when empty during breaks and lunchtimes to ensure that rooms have opportunities for fresh air throughout the day. Posters promoting this to be displayed. Tissues and bins to be available Small children and children with complex needs to be helped to get this right. 'Catch it, bin it, kill it' approach to be built into the school routines & culture |
| Employees, pupils and visitors displaying symptoms of the virus | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference https://www.gov.uk/coronavirus/education-and-childcare for advice on dealing with the situation; The main symptoms of coronavirus are: |

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| | | | <ul style="list-style-type: none"> - a high temperature - a new, continuous cough - a loss of, or change to, your sense of smell or taste • Those who have coronavirus symptoms, or have tested positive in the last 10 days, or who have someone in their household who has the virus or symptoms, must not attend school • School to contact Public Health England Protection Team for help and advice if they are informed of confirmed or possible cases of Covid 19 from staff, a parent/carer or the NHS Track and Trace. www.gov.uk/health-protection-team for advice or contact details • Anyone who develops coronavirus symptoms during the school day to be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Anyone who develops coronavirus symptoms should arrange to have a test to see if they have the virus https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Anyone who has displayed symptoms must isolate for at least 10 days • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms • Other members of household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms • See <i>'Caring for a child in school who is displaying symptoms of the virus'</i> • Following guidance to be referred to: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus • Active engagement with NHS Test & Trace • Contain any outbreak by following local health protection team advice Telephone 0344 225 0562 (option 1), Out of hours advice 0151 434 4819 • Where necessary PPE to be worn (see use of PPE) • See <i>'Managing a confirmed case of coronavirus amongst the school community'</i> • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves; • If a pupil displays symptoms they will be placed in a separate room (Rainbow Room) until they can be collected, whilst being mindful of individual pupils' needs; |

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| | | | <ul style="list-style-type: none"> • Ideally, a door will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible (in entrance hall). The bathroom will then be cleaned and disinfected before being used by anyone else. • Any rooms accessed by the adult or child displaying symptoms should be cleaned. • If the child has a sibling in school, the sibling will be sent home too. • Any PPE worn while supervising the adult or child displaying symptoms to be disposed of safely using following guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |
| Caring for a child in school who is displaying symptoms of the virus | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on age and needs of child, with appropriate adult supervision if required (Rainbow Room). Ideally a door should be opened for ventilation. • In the event it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from others. • If they need to go to the bathroom while waiting to be collected, they should use the visitors bathroom (near front entrance). The bathroom must then be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (see <i>use of PPE</i>) • Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person tests positively or they have been requested to do so by NHS Test & Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The area around the person with symptoms must be cleaned with normal |

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| | | | household disinfectant after they have left to reduce the risk of passing the infection on to other people. The following guidance should be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |
| Need for Personal Protective Equipment (PPE) | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • PPE is only needed in a small number of cases, including: <ul style="list-style-type: none"> - By adults and staff during pick up and drop off times (face coverings only) - Where an individual child becomes ill with coronavirus symptoms while in school, and only then if a 2m distance cannot be maintained - Where a child has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. - Administering first aid to child who is displaying symptoms of the coronavirus - Cleaning up of bodily fluid • Insufficient levels of PPE should be reported to the Headteacher; • Staff to have watched following video about putting on and removal of PPE https://youtu.be/-GncQ_ed-9w • Following wearing and disposing of PPE, hands should be washed for 20 seconds. • Following guidelines to be strictly followed: • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Worn PPE to be disposed of in lidded bin. • Any PPE that needs to be disposed of following the cleaning of a potentially contaminated area, supervising a child or adult displays the virus symptoms or cleaning up of bodily fluid (i.e areas touched by someone who displayed possible symptoms) should be double bagged and disposed of in small grey bin in caged area on car park • Parents will be asked to remove any face coverings that children are wearing before children enter the building • If an older child comes to school unsupervised wearing a face covering, they will remove it and place it in a sealed plastic bag. They will wash their hands thoroughly after removing the mask. The mask will not be reinstated until the child has left the school premises • When staff are removing face masks, they will follow the above guidance on |

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| | | | removal and storage <ul style="list-style-type: none"> • Staff will be provided with visors to wear whilst moving around the building and in shared spaces. These will not be used when teaching the children. |
| Reduced first aid provision | Employees, pupils, visitors, contractors, parents, members of the public | Untreated injuries | <ul style="list-style-type: none"> • Daily consideration is given to level of first aid provision on site; • First Aiders are aware of https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders • Children, young people or learners who require first aid should continue to receive care in the same way . No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. • All trained First Aiders to have a briefing with Headteacher to review how this will be administered if needed across class bubbles; • First Aid to be issued in the hall at the First Aid station; • Class teachers to ensure that first aid boxes are kept in classrooms and are taken out onto the playground with them at break and lunchtime; • Lead first aider to do a weekly stock check on class boxes; • MDA first aider to be based in the hall at the First Aid station. Floating MDA to bring in pupils who need first aid, keeping a 2m distance where possible; • If emergency first aid is required on the playground, MDA will contact first aider in the hall and a member of SLT who will come to the playground; • MDAs to use cabin phone to contact school building in an emergency; • Class teacher to inform parent of first aid having been administered on collection. Carbon copy to be given to the child who will hand it to their parent. Member of staff to annotate slip in accident book with 'discussed with parent' and sign. Parent not to sign book. Member of staff to follow up conversation with a text to parents. • Any changes to First Aid provision to be communicated via daily briefing board; • As a minimum an Appointed Person will be delegated to take charge in an emergency situation; • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • During rota working as part of lockdown procedures, at least 2 first aiders will be on site at all times. Staff on site will be made aware who the first aiders on site will be |

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| | | | each week and this will be displayed on the staffroom notice board |
| Reduced fire and lock-down arrangements | All building occupants | Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression | <ul style="list-style-type: none"> Employees aware of the fire and lock-down procedures e.g. the fire officer will address any concerns e.g. areas of a building that may not have been checked; take out the register, medical boxes and emergency grab bag; to call/liaise with the Police, to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. All usual checks in place e.g. daily checks to ensure all fire doors are kept unlocked and will be available in the event of an emergency; Social distancing rules will apply at all times unless there is an imminent risk to life. Classes not to cross when meeting at assembly point; Class fire registers completed at each registration and used in event of evacuation; During lockdown periods, the class teacher of the bubble will ensure that all pupils are made aware of the evacuation procedures and routes from the classroom being used, as well as alternate routes, and will do a walk through with the class in the first two days of working in bubbles |
| Reduced premises inspections, tests, servicing and maintenance | Employees, pupils, visitors, contractors, parents, members of the public | Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis | <ul style="list-style-type: none"> Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process. <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not |

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| | | | <p>possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc.</p> <ul style="list-style-type: none"> Records of all testing and checks will be kept; Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. |
| Contractors and visitors to site | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Visitors to site are limited to essential persons only; All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; Contractors must obtain permission before attending site; Contractors will wear appropriate PPE as determined by their employer, however they will be asked to also wear a mask and may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, coveralls, shoe covers, etc. Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. Long term contractors on site will have their own welfare facilities and will not use school facilities One nominated contact from the contract company will be designated to liaise with the school office about number of people on site for fire safety |
| Social contact | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Maximise distancing wherever possible Class bubbles to remain static and separate from each other Contact between class bubbles to be avoided (including staff and pupils) If working in a lockdown period, keyworker and vulnerable bubbles will be formed between two year groups KW/V bubbles will have no more than 15 pupils in each and will be taught by a teacher from that year group on a weekly rota basis to ensure minimum numbers of pupils and staff are in the building at any time HT will remain on site during lockdown periods Only one member of staff will work in the office at any time. SBM and FSW to remain working in own offices Staff to maintain social distance from pupils and other staff as much as possible |

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| | | | <ul style="list-style-type: none"> • Children not to touch staff or peers where possible. • Children to be encouraged to keep their distance within groups • Interaction, sharing of rooms and social spaces between groups to be limited as much as possible. • Siblings can be in different classes • Specialist staff and TAs can continue to be used to cover PPA and staff absence across different classes and year groups in order to facilitate the delivery of the school timetable, but these staff should try and keep their distance from pupils and other staff as much as they can and ideally 2m from other adults. These staff should ideally remain at the front of the classroom and away from colleagues as far as possible. These staff must minimise time spent within 1m of anyone (although this will not be possible when working with pupils who have complex needs or require close contact care – their needs should be met as normal). • No large gatherings such as collective worship. • Movement around school should be kept to a minimum (busy corridors, exits and entrances to be avoided) • Playtimes and lunchtimes to be staggered. • Staff must not enter anyone else’s classroom. |
| Classroom organisation | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • Children should be seated side by side and facing forwards (rather than face to face or side on) with the exception of Y1 and EYFS who will work in groups. If required unnecessary furniture may need to be removed from the classroom. • Classrooms should have open doors and windows to improve ventilation where weather/temperature allows • Soft furnishings will be minimised • Classrooms to be left tidy at the end of the day, no rubbish/clutter on floor or tables, all personal resources tidied away into Individual Learning Packs • Reading books will be quarantined for 5 days once returned to school, before being put back into circulation |
| Cleaning | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • Following guidance to be adhered to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning schedule to be in place • Staff to clean tables at lunchtime • Cleaning of shared areas/ rooms between different groups • Frequently touched surfaces to be cleaned regularly and more often than normal • Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet and before entering using the gel provided |

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| | | | <ul style="list-style-type: none"> Cleaners hours to be extended Each class to have access to wipes, sanitizing gel, tissues, gloves and aprons for basic cleaning throughout the day |
| Cleaning of Hands | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Pupils and staff to wash hands for 20 seconds with soap and running water or hand sanitiser regularly including at the following times: <ul style="list-style-type: none"> - Arrival at school - Before and on return from playtime & lunchtime (eating) - When changing rooms - After using the toilet - Before going home - After sneezing or coughing if hand rather than elbow has been used - Hands to be washed at other times as necessary. - After removing PPE Children to use the gel provided to sanitise hands before entering the shared toilets Hand sanitiser to be available in all rooms Small children and pupils with complex needs to be helped to clean hands properly. Skin friendly skin cleaning wipes can be used as an alternative. Cleaning of hands to be built into the school routines & culture – this will be revisited each half term when children return from a holiday Hands to be dried on paper towels that are immediately disposed of Children to queue when handwashing Children must be supervised by staff when washing their hands Staff to sanitise hands before entering any shared space eg staffroom, toilets Staff to sanitise hands before using shared equipment eg photocopier |
| Hand sanitiser & Handwash | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> Pupils to be supervised so that it is not ingested Children may bring own hand sanitiser & hand wash into school but a medical form (form B) must be completed and it must be labelled with child's name and remain in school. |
| Staff travelling to work | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> Staff who travel to work using public transport to comply with all protective measures in place e.g. use of masks, travel off peak as far as possible. Sit 2m apart from other transport users All staff to wash hands on entering work Staff to follow guidance on removal of face coverings – face covering to be placed in a sealed plastic bag, staff to wash hands thoroughly after handling the face covering, face covering not to be reinstated until the staff have left the building |
| Wrap Around Care | Employees, pupils | Potential spread of | <ul style="list-style-type: none"> Children to operate in consistent key stage group bubbles |

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| | | infectious disease | <ul style="list-style-type: none"> • Children to be encouraged to keep 2m distance as much as possible • Rooms used for Wraparound to be cleaned before and after use. • Toys and equipment washed before the start of the next session. • KS boxes to be used to keep resources separate for the two bubbles. • Children to wash hands before entering and on leaving wraparound. • Timetable for wraparound to be developed so that staff have enough time to clean toys and equipment before end of session and in preparation for the next. • School to advise parents to limit the number of different wraparound providers they access, as far as possible and encourage parents to seek assurance that the providers are carefully considering their own protective measures and only use providers that can demonstrate this. |
| Intervention | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • Cleaning of shared areas/ rooms between different groups • Intervention spaces set up in same way as classrooms – children seated side by side and front facing • Staff to use cleaning materials from their classroom |
| Staffroom | Employees, pupils, visitors, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> • Use to be minimised • No more than 5 members of staff in staffroom at anyone time (4 sitting, 1 passing) • To facilitate this, playtimes and lunchtimes to be staggered • Chairs to remain in marked position – 2m apart • 1 person in kitchen area at any time • Chairs to be cleaned immediately after use and before someone else takes the seat • Other spaces to be set up for staff to sit in during a break – seating to be spaced 2m apart, markers used for chairs |
| PPA & staff absence | Employees, pupils, visitors | Potential spread of infectious disease | <ul style="list-style-type: none"> • Specialist staff and TAs can continue to be used to cover PPA and staff absence across different classes and year groups in order to facilitate the delivery of the school timetable, but these staff should try and keep their distance from pupils and other staff as much as they can and ideally 2m from other adults. These staff should ideally remain at the front of the classroom and away from colleagues wherever possible. These staff must minimise time spent within 1m of anyone (although this will not be possible when working with pupils who have complex needs or require close contact care – their needs should be met as normal). • TAs may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). |
| Arriving at and leaving school | Employees, pupils, | Potential spread of | <ul style="list-style-type: none"> • Staggered start and finish time to keep classes apart but with overall teaching time |

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

| List of significant hazards (something with the potential to cause harm) | Who might be harmed | Type of harm | Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified) |
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| | parents | infectious disease | <p>not being reduced or length of day reduced</p> <ul style="list-style-type: none"> • Parents/ carers to be informed about start and finish times and procedure for drop off and collection • Parents/ carers to be reminded not to gather outside school gates • Children to be dropped off at designated gate – either pedestrian gate to classroom doors, or car park gate to playground entrance. Parents not to walk through the gate. • Markings spray painted on the pavement to show social distancing measures • Parents not to enter the school premises through the gates • Class staff to collect children from gates or classroom entrances • Classroom to be entered via external door. • Late arrivals to go to main office where they will be given a time to return to their designated gate after all other groups have entered school, and they will be collected by a member of staff from their bubble • Parents asked not to linger and talk to each other or staff. • Children to be brought to school by one adult only. • Children collected at the side gate will be escorted via the outside of the building to their classroom, children and staff to socially distance at all times • Children encouraged to walk to school. • Y5/6 children to be encouraged to walk to school or home on their own or to meet their responsible adult away from school (apart from 25th Oct – 28th March) • On entry and dismissal a member of staff from each class must ensure the gate is shut to prevent parents coming onto site • Staff to wear a face covering during drop off and pick up times. Parents to be strongly encouraged to also wear face coverings. |
| Playtime & lunchtime | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • Children and staff may bring lunchboxes and waterbottles into school • School meals to be collected from kitchen by class staff or MDAs • Staggered playtime and lunchtimes to avoid the mixing of classes • Pupils to dispose of own waste from snack and lunch times/ take home in lunch box • Children will continue to eat lunch in their classroom, including school meals • Reception to eat in the hall due to having no tables in the classroom – tables used will be cleaned following lunchtime, and fire doors/windows will be open to ventilate the hall • All lunchtime rubbish to be immediately disposed of in classroom bin and bin bag changed • Trim trail must not be used • Each class to have designated lunchtime and play area so they are not in contact |

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| List of significant hazards (something with the potential to cause harm) | Who might be harmed | Type of harm | Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified) |
| | | | <ul style="list-style-type: none"> with other class groups • Play equipment not to be shared between classes • Outdoor equipment to be cleaned each day |
| Use of bathrooms | Employees, pupils, visitors, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> • Class toilet breaks so that children don't gather at the toilets • Children to gel hands before entering shared toilet blocks • Velcro numbers to be used on toilet doors of shared blocks to ensure that children from different bubbles do not enter the toilets at the same time – reception TAs to support EY children with this • Y4 – Y6 to use toilets in classrooms • 1 child in toilet at any one time if need to go in middle of teaching • TAs to supervise use of the toilets to ensure only 1 child in there at any one time • 2m markers outside the toilet so that pupils from different classes socially distance • Children to be supervised when washing their hands • Cleaning operatives to clean sinks, taps and door and window handles in the middle of the day, in addition to usual cleaning |
| Movement around building | Employees, pupils, visitors, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> • Children to walk in a line around building • Different classes not to pass in corridors • Classes to move around site using the outside of building as far as possible |
| Parental communication | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> • Communicate by telephone and email • Parents not to come onto site without prior appointment • Face to face meetings will only take place in exceptional circumstances. Where a face to face meeting does take place, the parent will be spoken to in the school entrance or staff room, and all participants in the meeting will socially distance. The parent will be asked to clean hands with hand sanitiser prior to the meeting taking place and to wear a face covering. Any furniture sat at/ touched will be cleaned and disinfected immediately after use and before anyone else uses the space. |
| Attendance | Employees, pupils, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> • Attendance is mandatory. This means from that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> - parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; - schools' responsibilities to record attendance and follow up absence - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct - A home visit will only take place if there are concerns about the child's welfare. Where home visits take place, staff will travel in separate vehicles and not go into the house. Staff will socially distance themselves from whoever answers the door. • School will: |

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| | | | <ul style="list-style-type: none"> - communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year - identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic - use the additional catch-up funding school will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance - work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance <p>Nb – Attendance contract meetings will resume but will be done via phone</p> <ul style="list-style-type: none"> • During a lockdown period, attendance will continue to be monitored during online learning and pupils who are not engaging will be contacted by staff • Vulnerable pupils will have additional welfare check ins regularly if they are not attending school by HT or CT |
| Clothing | Employees, pupils, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> • Pupils to wear full and correct school uniform. • Clothing does not need to be cleaned any more than normal or cleaned using different methods from normal. • Schools to be mindful of families who may be experiencing financial pressures. • Pupils to wear an elasticated tie until they can tie it themselves to avoid staff involvement • Pupils to wear Velcro shoes until they can tie own laces to avoid staff involvement |
| Educational Visits | Employees, pupils, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • No educational visits to take place in the Autumn term – to be reviewed |
| Residentials | Employees, pupils, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • No residentials to take place next academic year (2020-21) |
| BAME staff & pupils | Employees, pupils, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> • Parents to BAME students to be contacted and asked if they are satisfied with the school's arrangements |

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| | | | <ul style="list-style-type: none"> Risk Assessment in place for BAME employees reviewed fortnightly |
| ITT Students | Employees, pupils, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> School will continue to host ITT students ITT students will receive full induction which will include coronavirus risk assessment/ protective measures |
| Volunteers | Employees, pupils, , parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> No volunteers during the Autumn or Spring term – to be reviewed |
| Removal of face coverings | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> The front of face coverings must not be touched when using or removing Hands must be washed on entering school and again after removing face covering Reuseable face coverings must be placed in a plastic bag that can be taken home Disposable face coverings must be placed in a covered bin |
| SEND (EHCP or SEN Support) | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> Support in adapting to routines using social stories School will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups Any redeployments will not be at the expense of supporting pupils with SEND Where support staff capacity is available, school will consider using this to support catch-up provision or targeted interventions Any required signatures for necessary referrals, parents will be given gloves to wear when signing Pupils with an EHCP will be offered a place in school in the case of school closures and a RA will be completed in discussion with the CT, SENDCo, HT, parents and if applicable, pupils <p>See SEND Specific Risk Assessment</p> |
| PPA cover, supply teachers, peripatetic teachers, sports coaches, temp staff and visitors | Employees, pupils, visitors | Potential spread of infectious disease | <ul style="list-style-type: none"> PPA cover, supply teachers, peripatetic teachers, sports coaches and visitors and other temp staff can move between schools. They should minimise contact and maintain as much distance as possible from other staff Specialist interventions can run as usual Physical distancing and hygiene to be explained to visitors upon arrival Where visits can happen outside school, they should A record should be kept of all visitors |
| Individual and frequently used equipment | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> Individual and frequently used equipment, such as pencils and pens, should not shared Classroom based resources e.g. books and games can be used and shared <i>within the class bubble</i> but cleaned regularly Resources shared <i>between class bubbles</i> will be cleaned meticulously after use or rotated to allow them to be left unused and out of reach for 72 hours |

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| | | | <ul style="list-style-type: none"> Laptops and ipads to be wiped down after use before returning to the trolley |
| Items brought from home | Employees, pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> Items brought into school to be limited to: <ul style="list-style-type: none"> Lunch boxes Water bottle Coats Hats Books School bag Books (72 hour quarantining to be in place) Sun tan lotion (as per policy) Hand sanitiser (with completed medical form) Mobile phones PE Kit Reading diary (not to be touched by staff, staff will be issued with a stamp that says 'Your child has read today' to avoid staff having to touch the diary) Unnecessary items should be avoided, especially if these do not contribute to pupil education and development. |
| Track & Trace | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> School to understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Cheshire and Merseyside HPT <i>Public Health England North West</i> <i>Suite 3B</i> <i>3rd Floor</i> <i>Cunard Building</i> <i>Water Street</i> <i>Liverpool</i> <i>L3 1DS</i> EmailCandmhpu@phe.gov.uk; PHE.candmhpu@nhs.net <i>Telephone 0344 225 0562 (option 1)</i> <i>Out of hours advice 0151 434 4819</i> Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit |

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| | | | <ul style="list-style-type: none"> - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • School has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. • School should ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. - if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 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 of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. |
| Managing a confirmed case | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • School to take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). • School to contact the LA team via Ann McIntyre or Mil Vasic – LA checklist to be completed with all necessary info and returned. • School to contact the DfE’s central helpline on 0800 0468687. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test |

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| | | | <p>and Trace.</p> <ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with school in this situation to guide them through the actions they need to take. Based on the advice from the 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. Close contact means: <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. <i>School does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i> • A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: <ul style="list-style-type: none"> - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. - if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the |

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| | | | <p>self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <ul style="list-style-type: none"> • School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). |
| Containing an outbreak of the virus | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If school is implementing control, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. |
| Use of public transport | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> • School to encourage parents, staff and pupils to walk or cycle to school if at all possible. For some families, driving children to school will also be an option. • School to work with families who use public transport to ensure peak times are avoided. • Families to be referred to safer travel guidance for passengers. |
| Entering building | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> • After parking car, walk down pedestrian walk way to front of building, enter via the main entrance, sign in using badge, wash hands and follow one way system. |
| Pupils who are shielding or self-isolating | Pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • The majority of pupils will be able to return to school. You should note however that: <ul style="list-style-type: none"> - a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) |

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| | | | <ul style="list-style-type: none"> - Read the current advice on shielding – shielding for extremely clinically vulnerable pupils resumed on 4.1.21 and these pupils will remain at home - if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). - some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health. - Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this. |
| Pupils and families who are anxious about return to school | Pupils, parents | Well being and mental health | <ul style="list-style-type: none"> • All pupils must attend school. • School to bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. • If parents of pupils with significant risk factors are concerned, school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). • Trust Re-integration plan to be developed with the family if HT feels this is appropriate |
| Staff who are clinically vulnerable or extremely clinically vulnerable | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> • As school is applying the full measures in the government guidance, the risks to all staff are mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely |

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| | | | <p>vulnerable from COVID-19. Extremely clinically vulnerable staff will WFH from 4.1.21 as shielding has resumed.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Individual risk assessments to be completed with any staff at increased risk and strict social distancing measures will be adhered to. If the role of that member of staff cannot ensure social distancing, the staff will WFH |
| Staff who are pregnant | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people and guidance from RCOG: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational |
| Staff who may otherwise be at increased risk from coronavirus (COVID-19) | Employees | Potential spread of infectious disease | <ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. • Pregnancy RA to be completed and to include specifics regarding Covid related risks and safety measures • If people with significant risk factors are concerned, school will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will as far as practically possible to be accommodating of additional measures where appropriate. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace |
| Recruitment | Employees, pupils | Inadequate staffing Staff appointed who are unsuitable | <ul style="list-style-type: none"> • Recruitment will continue as usual. • When recruiting, school will continue to adhere to the legal requirements regarding pre-appointment checks. (part 3 of the statutory guidance keeping children safe in education). • From the start of the autumn term checks will revert to being carried out in person. • Any recruitment that takes place during lockdown periods or when the local area is in tier 4 restrictions, will take place remotely |
| Staff taking leave | Employees, pupils | Education not delivered by class teacher | <ul style="list-style-type: none"> • As would usually be the case, staff need to be available to work in school during term time and therefore the booking of any holidays should take into account any time required to quarantine |
| Employee isolation and reduced communication/ mental health & well being | Employees | Increased levels of stress/anxiety and lower than normal levels of | <ul style="list-style-type: none"> • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day • School leaders will continue to have regard for work-life balance and wellbeing |

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| | | wellbeing | <ul style="list-style-type: none"> The arrangement of KW/V bubbles during a lockdown period will ensure that staff do not have to manage both online and class teaching to ensure staff mental health and work load is considered. Staff will work in teams to share this workload School will involve staff in the process of putting protective measures in place including the rota arrangements during a lockdown period, to ensure that individual circumstance and need is taken into account in the planning process Staff to be made aware of the the support offered by the DFE extra mental health support for pupils and teachers and Education Support Partnership which is a free helpline for school staff and targeted support for mental health and wellbeing. |
| Safeguarding | Pupils | Pupils not effectively safeguarded against abuse | <ul style="list-style-type: none"> Child Protection and Safeguarding Policy to be revised for September 2020 to include addendum for Covid 19 period |
| School kitchen | Pupils | Pupils do not have access to nutritious food | <ul style="list-style-type: none"> The kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19). Staff will wear face coverings at all times when not in the kitchen During a lockdown period, Mellors will arrange for reduced staff numbers in the kitchen |
| Homework | Pupils | Learning not consolidated/ extended | <ul style="list-style-type: none"> Reading books to be quarantined for 72 hours after returning from a child's house Homework to take the form of Purple Mash/TTRS/Spelling Shed/Teams classrooms Spelling Shed to be used for the setting of spellings Staff to avoid touching Home School Diaries – stamps to be used Teams classrooms to be used to set online homework for those pupils that can access it. For pupils unable to access remote learning, paper packs to be provided |
| Written feedback | Pupils | Pupils rate of progress hindered and develop misconceptions | <ul style="list-style-type: none"> Staff to wash hands before and after marking pupils' books |
| Homeworking with DSE | Employees and members of their household | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> Employees required to self-isolate will be required to work from home. SLT may determine work to be completed. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; Homeworkers can refresh their DSE knowledge if the feel this is necessary by contacting the Headteacher for information; Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 |

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| | | | <p>minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort);</p> <ul style="list-style-type: none"> • Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken; • DSE 'exercises' should be undertaken to avoid static postures at the workstation; • Employees are required to watch: • The HSE video on temporary working at home – workstation setup; and, if they continue to experience any issues: • the Posturite webinar – Working from home – quick fixes; Note: Any queries arising from watching this webinar must be addressed to the Headteacher • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members; • Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home; |
| Curriculum expectations | Pupils | Poor quality of education | <ul style="list-style-type: none"> • Education is not optional: all pupils to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum to remain broad and ambitious: all pupils to be taught a wide range of subjects • remote education, where needed, will be of high quality and align as closely as possible with in-school provision: • school to build capability to educate pupils remotely, where this is needed. • DfE key expectations for revised curriculums to be met: <ol style="list-style-type: none"> 1. Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. Prioritisation within subjects of the most important components for progression. Consideration to be given to how all subjects can contribute to the filling of gaps in core knowledge e.g. an emphasis on reading 2. Aim to return to the school’s normal curriculum in all subjects by summer term 2021. Substantial modification to the curriculum so teaching time is prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021. |

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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| | | | <p>3. Plan on the basis of the educational needs of pupils Curriculum planning informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment</p> <p>4. Develop remote education so that it is integrated into school curriculum planning Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. School will ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. Schools to consider if it is appropriate to suspend some subjects for some pupils in exceptional circumstances. In these cases school will be able to demonstrate that this was in the best interests of these pupils and will discuss this with parents during the autumn term. School to have a coherent plan for returning to normal curriculum for all pupils by the summer term 2021. Relationships and health education (RHE) will be taught by at least the start of the summer term 2021.</p> <p>5. Specific points for early years foundation stage (EYFS) to key stage 3 For pupils in Reception Year, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. School will follow updates to the EYFS disapplication guidance. For pupils in key stages 1 and 2, school leaders will prioritise identified gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.</p> |
| Music | Pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • No sharing of instruments or woodwind instruments • Percussion instruments to be cleaned before being used by another child/ bubble • No singing unless a distance of 2m can be maintained between pupils and pupils are seated side by side or back to back • No choir |
| PE | Pupils | Potential spread of infectious disease | <ul style="list-style-type: none"> • Pupils kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups - scrupulous attention to cleaning and hygiene • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not • Distance between pupils should be maximised |

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| | | | <ul style="list-style-type: none"> External facilities may be used in line with government guidance for the use of, and travel to and from, those facilities School will refer to the following advice: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice will be taken from organisations such as the Association for Physical Education and the Youth Sport Trust School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so Activities which encourage pupils to be active, while maintaining distancing will be made use of |
| Catch Up Funding | Pupils | Lost learning Gaps in learning Significant difference between attainment of pupils who have been in full time education and those who have not | <ul style="list-style-type: none"> Use to be considered by HT and CEO Pupils to be identified from teacher assessments on return to school in September 2020 Class teachers to deliver morning booster sessions to their pupils Progress to be reviewed every 6 weeks and groups reviewed if necessary |
| PSHE | Pupils | Poor pupil mental health and well being | <ul style="list-style-type: none"> 2x weekly PSHE lessons Therapeutic interventions to commence – protective measures in place Staff to take part in relevant training Opportunity for reverse ‘Mentoring Conversations’ in Sept – parents updating teachers Every pupil discussed during half termly Pupil Progress Mtgs Liaison with external agencies e.g. school nurse, LSCB PSHE lessons to remain part of the remote learning timetable during lockdown or isolation periods to support pupil mental health and well being |
| Pupil Behaviour | Pupils | Behaviour and attitude to learning poor | <ul style="list-style-type: none"> Addendum to Relationships & Behaviour Policy drafted and shared with staff, pupils and parents Pupil Home School Agreement to be shared with pupils first week in September, signed by the pupils and available on the website School rules – ready, respectful, safe - and sanctions will be taught proactively to the children and rigorously reinforced every day by all staff. Sanctions will be put in place for any pupils who do not adhere to social distancing measures in accordance with our graduated response Where shadowing staff occurs as a sanction, social distancing will be maintained Staff to explicitly teach and supervise health and hygiene arrangements such as |

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| | | | handwashing, tissue disposal and toilet flushing |
| Local or National Lockdown | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. In the event of a national lockdown, school will be closed to all pupils except KW/V pupils Vulnerable pupils will be identified by: <ul style="list-style-type: none"> Pupils who are currently CP/CIN or have Early Intervention workers/MAPs in place Families that the school have identified as being vulnerable KW/V bubbles in school will not exceed 15 pupils in each bubble – this is to ensure that adequate social distancing is maintained between pupils and staff, and to support the minimising of spread of infection by keeping numbers as low as possible in the school building If pupil numbers exceed that which the school can safely accept, places will be prioritised by 1. Vulnerable pupils 2. 2 KW parents in Health, social care and education 3. Single parents who are keyworkers, that are unable to work from home Year groups will be paired to enable staff to work together to provide in class and remote learning effectively. This will ensure that staff well being and workload is taken into account by allowing them staff to work in team and share the workload. It will also minimise numbers on site by allowing staff responsible for remote learning to WFH. |
| Contingency plans for outbreak | Employees, pupils, parents | Quality of education | <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education will take place. The education will meet the DFE key expectations (see section on remote education support). In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. School will have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. School will follow Halton LA Outbreak plan in the event of confirmed cases |
| Remote education | Employees, pupils, parents | Quality of education | <ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, school will offer immediate remote education School will consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the |

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| | | | <p>end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.</p> <ul style="list-style-type: none"> • The contingency plan will: <ul style="list-style-type: none"> - use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations - give access to high quality remote education resources - select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use - provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access - recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. • When teaching pupils remotely, school will: <ul style="list-style-type: none"> - set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects - teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject - provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos - gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work - enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils’ understanding - plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers • School will consider the above expectations in relation to the pupils’ age, stage of development and/or special educational needs, for example where this would place significant demands on parents’ help or support. • School will avoid long-term projects or internet research activities. • School will follow DFE direction. |
| Office | Employees | Potential spread of | <ul style="list-style-type: none"> • 2 members of staff in the office at any one time, in separate offices and maintaining |

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| | | infectious disease | <p>social distancing</p> <ul style="list-style-type: none"> • Other members of staff not enter the office |
| IT | Employees, pupils, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> • IT Support Worker to repair IT related issues remotely where possible • If it necessary for IT Support Worker to enter a classroom to repair IT related issue this must only happen once that class have left the room and anything that will be touched must be disinfected/ sanitised before and after repairing the issue • IT equipment must be cleaned using anti-bac wipes between users |
| Staff Testing | Employees, pupils, visitors | Potential spread of infectious disease | <ul style="list-style-type: none"> • All staff to be strongly encouraged to participate in the testing programme of primary school staff. • Staff to be made aware of privacy notice. • Testing to commence no earlier than w/c 25th January (dependent on tests arriving to school) • All staff to test twice a week – Sunday and Wednesday evenings only. Only on the weeks they are working in school. • Regular supply staff and students to take part in testing. • Regular visitors to school to take part in testing. • Tests for school staff only. • In event of nose bleed, swab the other nostril. • Staff who have been vaccinated and who have had covid to take part in testing. • All staff to report outcome of testing school via the centralised email address by 6.30pm on the day of testing, and to NHS Test & Trace www.gov.uk/report-covid19-result • Outcome of all staff tests to be recorded on Testing Register • Staff who test positive or receive two void results to isolate immediately for 10 days (including all household members), and arrange to have a PCR test, close contacts identified and asked to isolate for 10 days. • Damaged tests or tests with missing parts to be reported to school and 119 (non-clinical issue). • School to report repeated or similar issues that may arise to DFE via the helpline. • Staff to follow instructions when taking test. • All staff to watch video prior to taking first test • Clinical issues when taking the test leading to harm – contact 111 or 999 • Do not eat or drink 30 minutes before taking the test. • Tests to be stored securely in school at room temperature. Tests at home to be stored at room temperature. • Covid Registration Assistant to be appointed – role to give out tests and record staff test results and liaise with Covid Co-ordinator as necessary. |

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| | | | <ul style="list-style-type: none"> • Testing Register and Test Kit Log to be saved securely. • Covid Registration Assistant to advise Covid Co-ordinator as further tests need to be ordered. • As tests arrive on site, Covid Registration Assistant to complete stock check and store securely. • Covid Registration Assistant to make arrangements for issuing tests as necessary to staff – administration days to be identified and time slots organised to avoid staff collecting at same time. • Office entrance to be used as test collection point. Covid registration assistant to wear face covering and follow social distancing guidance whilst issuing tests. Staff collecting to wear face mask. • Staff to sign for their tests. • Staff to be issued with correct instructions. Those in box should be removed and destroyed. • Collection area to be cleaned using anti-bacterial wipe/ Milton spray between staff members. • Staff to hand sanitise on entry and exit. • All other protective measures to remain in place (e.g. Hands>Face>Space) |

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed:

Name:

Risk Assessor:

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