

Rushmere Hall Primary School

GPS COVID-19 Risk assessment – March 2021

The Government has asked schools to adhere to the following:

This Risk Assessment resumes the actions and remediations from previous school openings, and includes the most stringent level of health and safety procedures. The school will make every effort to maintain an education offer to all pupils, however it recognises that staff sickness may impact on its ability to operate safely. Decisions about whether to close the school partially or fully due to lack of staff (including key staff) will be made by trustees following agreed procedures.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the relevant Government advice to schools.

Personal Protective Equipment (PPE) including face covering and face masks:

- Any visitors to site will be required to wear face coverings at all times. They should be informed of this when their appointment is made.
- Staff in communal areas (eg corridors and staff rooms) **must** wear a face covering, unless they are exempt as detailed [here](#). These face covering must be supplied by the staff and worn in line with the Wearing of Face Coverings Protocol [wearing of face coverings protocol.docx](#) .
- **The school is also requesting that school staff wear face coverings when in the classrooms with children.** If the class contains lip readers, the staff may use clear panelled face coverings which can be collected from the school office.
- Primary staff may wish to wear a face covering outside of communal areas. These face covering must be supplied by the staff and worn in line with the Wearing of Face Coverings Protocol
- We have decided to follow these procedures to reduce the chance of infection being spread between adults; by following this procedure we will help to protect each other. It is consistent with expectations for other workplaces outside of schools.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Face coverings should -

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please note:

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half face masks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of PPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out below:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEND coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to, in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and students getting to school safely?

Premises Management

In conjunction with this risk assessment, guidance for Managing Premises Functions has been developed by Eko Trust to support schools during this time. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing: For secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing.

Home test kits will be available for all staff (Primary and Secondary) to use twice weekly at home. Testing remains voluntary but strongly encouraged. Staff and pupils should self isolate if they receive a positive test.

Staff or pupils with symptoms should book a PCR test.

CEV individuals

CEV staff should continue to work from home, even when vaccinated, until the government guidance changes

CEV pupils should be educated at home until government guidance changes.

Vaccination

All staff are strongly encouraged to take the COVID-19 vaccine when it is offered, in line with the Vaccination Policy

Quarantine

Pupils who travel abroad for exceptional reasons must quarantine for 10 days on return to the UK (either in a supervised facility or at home, depending on the country visited) and must not attend school.

Health & Safety Risk Assessment – COVID-19

This is a live document and will be regularly reviewed and adjusted after any official audits and if DfE guidance changes, and through ongoing feedback from staff. Eko Trust is fully aware of the significant impact of COVID-19 on the local community and the increased level of risk to our BAME families and staff. The Trust continues to proceed with a great degree of caution. Pupils will be organised into small groups, to reduce risk of transmission of the virus and to allow social distancing to be maintained wherever possible.

School	Rushmere Hall Primary School			Assessment No.	5
Site	Lanark Road, Ipswich, Suffolk	Location	Suffolk		
Subject of Assessment	Opening schools to all pupils				
Assessed by	Paul Fykin	Date	8.3.21	Review date	Regularly and as Required
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First Aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); All staff, and secondary pupils, are encouraged to regularly complete twice weekly lateral flow tests Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart, wear face masks on school premises, move away from the gate areas following collection. Parents are asked on arrival whether anyone in their household is displaying symptoms Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; Staff are briefed and consulted on school procedures and the plans for safe management of students; 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	<p>Reminders included update to parents / staff / pupils</p> <p>Staff that have not been in since the introduction of these test to be given guidance.</p> <p>All information included in the school reopening guidance.</p> <p>Individual Plans checked and updated as necessary.</p> <p>Shared in staff briefing and followed up once school reopens.</p>

		<ul style="list-style-type: none"> • Employees have had training on infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisations, details are available to staff including confidential employee helplines and information that can be provided to students; including SAS. Line managers will maintain regular contact with all staff with a focus on wellbeing <ul style="list-style-type: none"> • parents and staff will be informed of mental health and counselling support available they can access for pupils • Eko Trust has produced a PSHE reintegration curriculum to address trauma and adjusting to the 'new normal' • Eko has established a wellbeing team led by a project manager to develop health and wellbeing across the Eko community • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • workload will be monitored by the Trust and senior leaders within school. Measures to reduce workload including a trust wide curriculum to reduce planning has been implemented. 	<p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low</p>	<p>Reminder in staff briefings</p> <p>Weekly checks in with all staff, regular reminders and updates included in briefings.</p> <p>Shared in update to Parents. Included in staff briefings. Information about SAS shared via email and explained in briefing.</p> <p>Reminded in briefing.</p> <p>Modelled from SLT and rolled out to all staff.</p>
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		<ul style="list-style-type: none"> • Hazard reporting mechanisms are in place and easily accessible; • Talks with staff about the planned changes (e.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Staff induction and reviews cover all new arrangements • induction for pupils and regular reminders as appropriate to the age group are provided for pupils • Staff should arrive at staggered times to avoid congestion and should queue at 2m distance when waiting to sanitise their hands on arrival or sign in. Staff to use the side entrance to ensure that they are not entering the communal school office area where parents and child access the building. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>Included in the briefing and reopening guidance shared with parents and staff.</p> <p>Delivered through an assembly produced by DHT</p>
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off:</p> <ul style="list-style-type: none"> • Parents will not enter the school building. Any conversations with staff will be conducted outside or remotely. 	<p>Low</p>	<p>Included in the reopening guidance to parents.</p>

		<ul style="list-style-type: none"> • Drop-off and collection points and timings for each class have been identified, this information has been cascaded to parents • Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain at the drop off point keeping 2m away from others); The flexible opening times will reduce the adults remaining on school site for too long in the morning. Message shared with parents for afternoon pick up. • Parents are encouraged to wear masks when dropping off or collecting children • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • Flexible start times are designed to enable a free flow of parents and reducing the need to wait in the school playground. • Parents are reminded to leave the area once their children are with a staff member / entered the school building; SLT members will supervise the playgrounds to allow parents to drop by the gate. 	<p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations) Low</p> <p>Low</p> <p>Low</p>	<p>Included in the reopening guidance to parents. Adjustments and fine tuning made as necessary.</p> <p>Times are included in the reopening guidance.</p>
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		<ul style="list-style-type: none"> • Where possible... only one parent/guardian per child should drop off; • these steps will be monitored and on the premises and on the street by SLT • regular communication will be maintained with parents to explain all the above, through written information and the pre-return information form. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will independently enter the school building once they have past the SLT member supervising the gate and will be greeted by staff members are the doors to the school. • For pupils who arrive late, they will wait outside the school entrance, observing 2m distance until a member of SLT can bring them to their class. The flexible opening times reduces the likelihood of this incident. Where appropriate SLT members will escort late comers into the building before securing the external gate. • Entrance doors are held open using the door hooks, reducing the number of occupants touching the doors; • All pupils will sanitise or wash their hands before entering the school building. Pupils who cannot wash their hands themselves will be assisted by staff in appropriate PPE • Good hand washing signage to instruct students how to do this effectively is displayed; 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Included in the reopening guidance for parents.</p>
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		<ul style="list-style-type: none"> • Hand washing demonstrations will be provided to students on how to adequately wash their hands. 	Low	Included in the timetable first the day back in school
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</p> <ul style="list-style-type: none"> • parents will collect from the same point as for drop off. teachers will receive the children from the same place as they entered the building. • Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain at the pick-up point keeping 2m away from others); • Parents are encouraged to wear masks when dropping off • Finish times have been staggered for each class in order to prevent large numbers of parents congregating • Finish times are designed to enable one group of parents and students to leave the site at varying times; • Parents are reminded to leave the area once their children have been collected; • Where possible... only one parent/guardian per child should come to collect • If there are additional siblings who have no other carers at home and who are not at school they are 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	

		<p>permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</p> <p>Leaving the school:</p> <ul style="list-style-type: none"> • students will be collected from the designated collection point by their parent • Parents are encouraged to wear face masks when collecting children • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open with hooks, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash/sanitation stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. • All children leave the same exit as their entry point this is labelled on the maps included in the guidance shared with parents. 	<p>Low</p>	<p>children to sing the song while washing hands</p>
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4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; All other classroom controls are the same as primary below. See additional guidance documents and training for use of resources in EYFS. <p>Primary:</p> <ul style="list-style-type: none"> children will remain within their classes at all times staff will remain with their classes, any cover (eg lunchtimes, breaks) will be provided by a consistent additional staff member. Whilst every effort will be made to maintain consistency, in the event of staff sickness other arrangements will be made children will have individual resources to use in class. With suitable cleaning, some equipment may be used within a class. Any equipment that is used by more than one class, including outdoor equipment, must be cleaned between use by different bubbles. Hand washing is completed on entrance to the class and between specific activities; Students are regularly reminded not to touch their or other students faces; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Timetable and key adjustments included in the information shared with staff and parents.</p>
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		<p>toys and those with intricate parts have been removed. This is designed to enable successful and effective cleaning of all surfaces;</p> <ul style="list-style-type: none"> • Where possible classes/activities will be completed outside; • no offsite visits or activities will take place • staff have received training on safe use of PPE which will be available for emergency situations. A sufficient supply has been ordered and will be topped up. • weekly H&S evaluations will be conducted with all staff on site in a safe way • Trust leaders will quality assure H&S arrangements <p>SEND EHC/HNF pupils SEND pupils will find social distancing extremely difficult.</p> <ul style="list-style-type: none"> • Risk will be minimised through - thorough individual SEND risk assessments for each pupil, updated as circumstances change; careful planning of the group and room the pupil is allocated to. Risk assessments will be discussed with parents. Staff will be provided with PPE for personal care requirements. • Where possible pupils will have access to their usual support staff member, where this is not possible we will ensure they remain with the same staff other than in unforeseen circumstances or staff sickness • Individual risk assessments and all health and safety measures possible will be put in place to ensure staff working with SEND pupils are as safe as they can be. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium (as a result of mitigations)</p> <p>Low</p> <p>Medium (as a result of mitigations)</p> <p>Low</p>	
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		<ul style="list-style-type: none"> • SEND tuition spaces (e.g. Speech and language room, The Ark are timetabled and cleaned between use) • See SEND transport assessment for relevant pupils children will be spread as far apart as possible on transport. Escort in between. • -Staff wear PPE • -Hand sanitiser is issued to the staff for use on the bus • -The bus is deep cleaned every 72 hours inside and out • -There is a contamination clean every day after each route • Drivers and escorts will not pick up children displaying symptoms <p>Teaching and Learning procedures</p> <ul style="list-style-type: none"> • Adults will be allocated to and will remain with their classes to reduce movement around the school and minimise mixing. Support staff will not be required to teach a class but will lead groups inline with their usual duties • If there is an immediate need e.g. at the end of a session, staff will wipe equipment used with the gloves and materials provided. Cleaners will complete full cleaning. • PPA teachers / HLTA will have their timetables adjusted to work with less groups of children across the school week. • blended learning will ensure continuity of learning for pupils whether they are at school or at home. 	<p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	
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		<p>Pupils at school will access the same online learning as classmates at home</p> <ul style="list-style-type: none"> Library and reading books may be taken home by children on site once a week. On return to school they will be sanitised or given out after a 72 hour period. There will be no gatherings outside of the class. Most Assemblies will be online or delivered by Deputy Heads. Year group FACE to FACE assemblies will be conducted in the South Hall but each class group will be more than 2 metres from the other group and the hall space will be sanitised between usage. Staff meetings will be conducted remotely. Staff eating spaces will be restricted by the amount of adults allowed in each space. Staff are encouraged to eat their lunches etc outside where possible and reduce time where they are interacting / shared space with other staff members. 	<p>Low (as a result of mitigations)</p> <p>N/A</p> <p>Low</p> <p>Low</p>	
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Primary (inc early years): Catering</p> <p>Separate areas or times for lunch breaks are designated for each class to reduce mixing.</p> <ul style="list-style-type: none"> Catering staff are involved in discussions about how school meals will be served and supervised Lunch area cleaned before and after lunch (not just at the end of break), if communal area is being used (year 1 & 2 only) this will be cleaned before and after use. Tables are wiped clean with appropriate disinfectant before and after lunch; 	<p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	

		<ul style="list-style-type: none"> • Students are advised to clean hands before and after eating lunch • the same lunchtime staff will be attached to the same classes each day • all meals will be cooked and served safely, with kitchen and serving staff following hierarchy of controls and barriers in place to ensure separation from pupils • all children will be provided with water bottles by the school which they should take home, clean and reuse • Snacks and milk where given will have outer packing wiped and fruit washed. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; 	<p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p>	<p>Equipment allocated to each class bubble and cleaned before and after each use</p>
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		<ul style="list-style-type: none"> • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; where not possible specific systems of usage to mitigate risk are in place • Corridor floors and staircases are demarcated to show direction and safe distance signage; • Use of the Lift should be limited, and cleaned after each use. Staff & Pupils with mobility issues should be relocated to the Ground Floor • Times are allocated for each class to move around the building to reduce the need to pass one another • children move in single file at a 2m distance and do not hold hands • movement around the school is supervised by staff at all times • individual risk assessment and individual PPE will be provided for staff who assist pupils who cannot walk independently <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance following government guidance) are organised for each class • all playtimes and lunchtimes will be staggered, if it rains at break time or lunch normal school procedures apply • All class and school timetables will be followed to ensure that there is no crossing / mixing of classes during play times, lunch times and toilet times. THE DETAILS ARE SPECIFIED IN THE DOCUMENT SHARED BY MR SMITH. 	<p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>Arrangements to be shared by Mr Smith</p>
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		<p>Primary (early years):</p> <ul style="list-style-type: none"> • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group; • see additional EYFS resource guidance 	<p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	
6.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as <u>e-bug</u> and <u>PHE schools resources</u>; EYFS children and those with SEND will watch videos to support their understanding • young children will be taught to cough and sneeze following approved protocols and regularly reminded • Hand washing or sanitation stations are positioned at each student, staff and visitor entrance to the school and are replenished as required; • posters to be displayed. Song to be used for young children to secure hands are washed for 20 seconds. This will be monitored by staff • All those entering the school are required to wash/sanitise their hands; • Hand washing or sanitation are located within each classroom and on entry to the dining hall, also for intimate care and first aid locations; all handwashing facilities will have hot and cold water and soap. Each classroom has its own sink area. 	<p>Low</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p>	

		<ul style="list-style-type: none"> • Hand washing and sanitation located in the entrance doorways as children enter the school on arrival. • Hand washing sinks are located within each toilet provision; if no hot water, use hand sanitizers • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently, if relevant, staff will be provided with PPE; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <input type="checkbox"/> Entry and exit from the school; <input type="checkbox"/> After using the toilet; <input type="checkbox"/> On entry to the dining hall; <input type="checkbox"/> Before and after eating; <input type="checkbox"/> On entry and exit from each classroom. <input type="checkbox"/> At the end of the school day <input type="checkbox"/> before and after every break <input type="checkbox"/> hourly if not covered by the above • Teachers will remind students to use tissues and place them in a lidded bin once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; availability of tissues will be monitored and topped up when required • Toilets and wash stations have single use paper towels for drying hands. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p>	
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7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Frequent cleaning of classrooms, toilets, common areas and dining halls; <input type="checkbox"/> Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. <input type="checkbox"/> Frequent cleaning of all other equipment including phones, photocopiers etc • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Classrooms will be cleaned at lunch breaks and after school; all classrooms will be provided with disinfectant spray for pupil coughs or sneezes • Lidded bins will be provided in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infectious waste, following the procedures in section 6. Bin lids will be cleaned regularly throughout the day • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned once a day at a minimum • Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; • the school has assessed it has capacity to meet all cleaning requirements • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an 	<p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>Additional cleaning in during operational hours is provided</p> <p>Enhanced cleaning protocols in place</p>
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		occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings.		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • and to remain at a 2m distance from pupils whenever possible; when this is not possible close contact should be limited to 15 minutes and positioned side by side rather than face to face • School offices are reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact. Office staff who can work from home should continue to do so. • staffroom is only to be used to get a drink and heat up lunch if required. • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. • Staff will be encouraged to avoid the use of public transport. • staff will follow guidance if they are travelling on public transport 	<p>Low (as a result of mitigations)</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Medium (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Medium (as a result of mitigations)</p>	<p>signs in the corridors and rooms etc . only 1 admin person in the office</p> <p>use of other rooms for lunch</p>

		<ul style="list-style-type: none"> • If using public transport, avoid busy interchanges by taking the most direct route. Please plan ahead and allow more time for your journey as travelling at the busiest times may take longer than it would normally. • If using public transport, or taxi and private hire services, please use a facial covering, carry a hand sanitizer and wash your hands before and after you travel. 	<p>Medium (as a result of mitigations)</p> <p>Medium (as a result of mitigations)</p>	
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First Aid needs assessment has been completed. The FA assessment takes into account numbers and ages of students, number and training of employees, this is regularly updated (in line with numbers on site); • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; NB the government have waived the requirement to have a paediatric first aider on site. Where there is not one available, adjustments will be made to activities to further reduce risk in line with Government recommendations • Standard first aid procedures will continue with due care for hygiene and positioning of staff when attending to pupils, if appropriate additional safety equipment will be used; 	<p>Medium (as a result of mitigations)</p> <p>Low</p> <p>Low</p> <p>Medium (as a result of mitigations)</p>	

		<ul style="list-style-type: none"> • Pupils presenting through the day as not well, eg - feeling sick, headache, will be seen by a first aider and sent home if deemed necessary; • Pupils who are sick, vomiting or with diarrhea will be sent home. Staff will follow the protocol as below, use of safety equipment and hygiene measures; • The school has a specific room dedicated for suspected cases of COVID-19; AHT and green room are the isolation rooms • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the First Aider/supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 	<p>Medium (as a result of mitigations)</p>	
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		<ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. For nappy changing the supervising adult should wear disposable gloves, a disposable apron, a face mask and if appropriate, eye protection. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; 	<p>Medium (as a result of mitigations)</p> <p>Low</p> <p>Medium (as a result of mitigations)</p>	
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		<ul style="list-style-type: none"> • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags that can be sent for appropriate treatment. 	Medium (as a result of mitigations)	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left at the school main entrance for staff to collect. This should in general be discouraged; • The SLT are able to meet parents remotely if face to face meetings are required; • Only essential visitors should be on site. When an essential visit needs to take place, visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; <p>The school contact is required to attend reception in good time to meet their visitor;</p> <ul style="list-style-type: none"> • Visitors must have safety procedures explained in advance and checked on arrival; 	<p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	<p>Clear communications with all visitors.</p> <p>Checklist in office to support the safe admission of visitors</p>

		<ul style="list-style-type: none"> • For those who have to enter the school reception area, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; only use • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Face to face meetings in small room or within 2m are not permitted; • Visitors must wear a mask at all times and follow the schools health and safety procedures • Use of entry buzzers or key codes by visitors - to avoid transmission additional cleaning of school entry buzzers or key codes after a visitor has pressed the buttons. Visitor's are reminded to use hand sanitizer on entry and wash hands after signing in. • Wiping down of goods delivered - all goods delivered to be wiped down with appropriate cleaning material as soon as received and stored for 72 hours • Essential visitors will be provided with PPE if they need to work closely with pupils and have not brought their own • Essential work by premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only, left outside the building for staff to collect and put into quarantine for 72 hours 	<p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>designate storage areas</p>
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		<ul style="list-style-type: none"> IT technicians will not be in class at the same time as children and will follow thorough cleaning procedures 	Low (as a result of mitigations)	
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> One in one out management of toilets is in place; Toilet use protocols are managed by staff Signage will be supplied to inform children and staff of the systems in place Toilets are cleaned throughout the day. Identified toilets have been allocated to all bubbles for VP and critical worker children and signs have been added to the toilets. 	<p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>Monitor daily to ensure toilet practice mirrors what is required in the risk assessment</p> <p>Site Staff to monitor cleanliness and then report back to SLT.</p>
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratios of staff to children will be maintained and assessed on a daily basis, based on staff illness or self-isolation; Children are suitably supervised at all times; 	<p>Low</p> <p>Low</p>	<p>Monitor daily to ensure appropriate staff to children ratio</p> <p>Amend staffing plan and speed of reintegration if insufficient staff</p>
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; 	<p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low</p>	<p>HT or designated senior leader will walk the site weekly with the site supervisor</p>

		<p>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</p> <ul style="list-style-type: none"> • Contingency in place for sudden premises staff absence; • all regular maintenance checks will be continued • drinking fountains are disconnected • only well ventilated rooms will be used and doors will be kept open (unless they are designated fire doors) to aid ventilation. Air conditioning will not be used. • Increased ventilation - site supervisor to ensure adequate windows every morning to keep adequate fresh air flow in all rooms. 		<p>Site staff to complete weekly that all relevant checks have been completed and remediate any issues immediately</p>
14.	<p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low (as a result of mitigations)</p>	<p>Audit sheet maintained by office</p> <p>Staff training for the relevant people will be provided</p> <p>TLBO will monitor weekly that all relevant checks have been completed and remediate any issues immediately</p>

				Ensure cleaning contractor is aware and fulfills this measure
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> ● Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <input type="checkbox"/> Safe assembly of occupants following social distancing requirements; <input type="checkbox"/> Safe exit via the nearest final exit; <input type="checkbox"/> Training occupants of any changes to evacuation; <input type="checkbox"/> Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ● All other fire system testing, maintenance and fire drills should continue as per schedule. 	<p>Low (as a result of mitigations)</p> <p>Low</p>	<p>Monitor evacuation procedures and mend as necessary</p> <p>Practise with chn Adults know evac procedures</p>
16	Increased risk to BAME staff	<ul style="list-style-type: none"> ● An Equalities Impact Assessment has been completed for all staff ● All BAME staff over 50 have received an individual risk assessment ● All other BAME staff can request an individual risk assessment should they have any other health conditions or concerns about their safety ● BAME staff identified through risk assessments as needing additional protections will be provided with additional protection within their role eg additional PPE ● all staff can request a review of their personal risk assessment at any time 	<p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low</p> <p>Low (as a result of mitigations)</p> <p>Low (as a result of mitigations)</p>	<p>Weekly review of school procedures will identify any further adjustments that are required</p>

		<ul style="list-style-type: none"> individual risk assessments will be reviewed if there are material changes to working arrangements or the local or national coronavirus picture 	Low (as a result of mitigations)	
17	Increased safeguarding risks	<ul style="list-style-type: none"> Updated training and induction for staff to emphasis procedures; recap systems; update knowledge and understanding about safeguarding within the new system Reviewed protocols for online/remote learning when pupils are self isolating Mental health and well-being support and education threads through curriculum and family support work Parent and pupil guidance written and shared 	<p>Low (as a result of mitigations)</p> <p>Low</p> <p>Medium (as a result of mitigations)</p>	Weekly review of school procedures will identify any further adjustments that are required
18	Compliance with test and trace, partial and full closure	<ul style="list-style-type: none"> The need to comply with test and trace procedures and the processes involved have been explained in detail to parents and staff. The Headteacher or designated senior leader will assist the local health protection team with identifying close contacts. School systems have been established to record contacts. Staff, including union H&S reps, will be informed of cases that affect them promptly 	<p>Low (as a result of mitigations)</p> <p>Low</p>	Shool system in place for notifying PHE

ACTION PLAN
(Additional Control Measures Required/Recommended Actions)

Hazards and Risks		<i>Recommended Actions</i>
1	<p>Ensuring everyone is aware of the Risk Assessment and how this translates to the day to day running of the school Daily routines / timetables / reopening guidance etc shared with Parents / Staff / Pupils</p>	
2	<p>Ensuring staff continue with the good practise exercised during the Mini School and during the Autumn Term Reducing complacency caused by the lowering case numbers and vaccinations</p>	
3	<p>Ensuring all staff members who have specific actions in order to support the integrity of this risk assessment are aware of their responsibilities on a daily / weekly level.</p>	

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Education 'Guide to risk assessment'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.