


## Griffe Field Primary School – COVID-19 Primary School **Full Opening January 2021** and **Jan full lockdown**

Activity being assessed:	Full re-opening of school	Location(s) affected:	Griffe Field Primary School and grounds	
Person(s) completing assessment:	Headteacher/SLT	Date original assessment completed:	14.07.2020	
Date of review:	02.01.2021 12.01.2021	Review completed by:	SLT	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<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#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>Re-opening after a lengthy closure/ Summer Holiday.</i></p> <p><i>(School will only be closed for one week during the summer break.)</i></p>	<p><i>Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises</i></p>	<p><i>Servicing of equipment to be completed in accordance with manufacturers requirements.</i></p> <p><i>Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</i></p> <p><i>Water hygiene management arrangements to be reviewed and additional flushing, chlorination,</i></p>	<p>Statutory premises maintenance regimes have been maintained during 'closure' as school has been open. School is only closed fully for one week during the summer break. The only additional task will be the flushing of hot and cold-water outlets including non-mains drinking water sources.</p>	<p><i>All statutory premises maintenance is up to date as school has been open throughout lockdown.</i></p> <p><i>See records</i></p>	<p><i>SBM/Site Manager</i></p> <p><i>All complete</i></p> <p><i>26.08.2020</i></p>

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		<p><i>and maintenance to be undertaken in line with Legionella risk assessment.</i></p> <p><i>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</i></p> <p><a href="#"><u>Managing school premises guidance</u></a></p> <p><i>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</i></p> <p><i>Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use.</i></p> <p><i>Update key holder information.</i></p>	<p>Staff reminded of enhanced cleaning routines on return (cleaning all classroom tables and high contact points every lunchtime) and advised to maintain stringent hygiene measures such as handwashing throughout the school day.</p>	EM	13.01.2021
<p><i>Contracting COVID-19 from being in the school environment by contact with an infected person</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p><i>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</i></p> <p><i>Staff, pupils, or visitors living in the</i></p>	<p>Guidance shared with staff again in July and will be repeated in September.</p> <p>Shared with parents/carers of pupils in July, will be published on website and shared again in September.</p> <p>Rainbow Room used as our isolation room. PPE available in this room.</p> <p>Cleaning equipment available in this room. No entry signage available in this room.</p>	EM          All staff	<p><i>Discussed at INSET 13.07.2020</i></p> <p><i>Email to parents 17.07.2020</i></p> <p><i>Will be repeated 2<sup>nd</sup> Sept 2020</i></p> <p><i>Already in place</i></p>

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		<p><i>same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</i></p> <p><i>If a staff member or pupil has a positive COVID-19 test the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home. Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.</i></p> <p><a href="#"><u>Government self-isolation guidance</u></a></p> <p>Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</p> <p>If a staff member or pupil has a positive COVID-19 test the school must contact the DfE helpline immediately who will conduct a rapid risk assessment and will provide the</p>	<p>Communicate information regarding how to obtain a COVID-19 test.</p> <p>School will work with the local health team and engage with Track and Trace.</p> <p>Schools should inform parents/carers and staff when there is a positive case confirmed in school. A template letter will be provided by Public Health / DfE</p>	<p>All staff</p> <p>EM/SBM/SL T</p>	<p>Already in place</p>

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		school with definitive advice on who must go home.			
<i>Vulnerable staff or pupils contracting COVID-19 from being in school</i>	Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19	<i>Where individuals are identified in an at-risk category, clinically vulnerable and clinically extremely vulnerable an individual risk assessment will be put in place to provide adequate controls within school. Where pupils health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</i>	Seek medical advice where needed.	<i>EM/school nurse support</i>	<i>As and when needed.</i>
<i>Congestion when accessing or leaving school grounds/controlling mixing of bubbles.</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<i>Start and finish times for groups staggered to reduce congestion. Different entrances and exits used where possible. Families instructed to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person. Classes/year groups given clear information about gates/times for drop off and collection.</i>	Clear plan shared with staff face to face at socially distance INSET July 13 <sup>th</sup> 2020  Shared with parents/pupils electronically  Shared with pupils in September.  Will be reviewed on 4 <sup>th</sup> September and adjustments made if required.  <b>During full lockdown, the school day for ALL is 9am-3.15pm.</b>	<i>EM</i>  <i>EM</i>  <i>Teachers</i>  <i>EM/SLT</i>	<i>July 2020</i>  <i>July 2020</i>  <i>3<sup>RD</sup> AND 4<sup>TH</sup> September</i>  <i>4<sup>th</sup> September 2020</i>

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		<p><i>Designated areas for each group to be put in place on playground to avoid mixing of groups.</i></p> <p><i>Parents to be instructed to drop off and leave as quickly as possible.</i></p> <p><i>For collection, parents to wait on playground at designated areas and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</i></p> <p><i>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</i></p> <p><i>Parents should be instructed to wear face coverings when on the school site.</i></p> <p><i>Staff should be advised that they are able to wear a face covering in communal areas and within the school grounds if they wish to.</i></p>		<p><i>EM</i></p> <p><i>13.01.2021</i></p>	<p><i>COMPLETED</i></p>
<p><i>Congestion or</i></p>	<p><i>Pupils, staff,</i></p>	<p><i>Teachers to walk their designated</i></p>	<p><i>Classroom fire exits used (where</i></p>	<p><i>EM, ALL</i></p>	<p><i>July 2020</i></p>

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<i>inability to adequately manage pupils accessing or leaving school building or moving around during class changes</i>	visitors, and the general public becoming infected with COVID-19:	<i>group into the building either directly into their classroom or via their designated cloakroom in a controlled manner. Teachers to walk their class in a controlled manner directly from their classroom to the playground designated areas to be reunited with their parents/carers for collection at the end of the day. Minimal movement of pupils around the school building. Social distancing signage and floor markings displayed.</i>	<i>possible) to reduce congestion points</i>	STAFF	
<i>Ineffective personal hygiene measures</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<i>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning. All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school. Following use of toilet facilities hands <b>must</b> be washed with liquid soap and warm water. Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands <b>must</b> be washed with liquid soap and warm water or hand sanitiser. Staff and pupils encouraged to</i>	<u>NHS video</u>  Hand sanitiser must contain a minimum of 60% alcohol  Disposable tissues are available in school and are part of the cleaning pack in each classroom  Display handwashing posters by all sinks  Display Catch it Kill it Bin it Posters	Class teachers  EM  EM  EM	<i>3<sup>rd</sup> September 2020</i>  <i>Already in place</i>  <i>Already in place</i>  <i>Already in place</i>

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		<p><i>follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Catch it, kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> <p><i>Where pupils are to use hand sanitiser this should be done under adult supervision.</i></p> <p><i>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i></p> <p><i>Non-essential items not to be brought into school by pupils or staff.</i></p>	<p><i>around school</i></p> <p><i>Hand sanitiser is available in all classrooms, staff toilets, staff shared spaces, office areas and the reception/office area.</i></p>	<p><i>EM</i></p> <p><i>EM</i></p>	<p><i>Already in place</i></p> <p><i>Already in place</i></p>
<p><i>Possible contamination from colleagues, pupils and</i></p>	<p><i>Pupils or staff becoming infected with COVID-</i></p>	<p><i>All staff are to wear a visor and or mask and remain at least 1 metre away from parents at the beginning or end of the day. Parents must wear face coverings when on the</i></p>	<p>All staff have been provided with a visor. All parents have been informed that they must wear a mask when approaching staff.</p>	<p>Nov 2020</p>	<p>Nov 2020</p>

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<i>parents.</i>	19:	<i>school site. (Staff will not to continue a conversation if the parent is not wearing a face covering, unless the parent is medically exempt.)</i>			
<i>Possible contamination from colleagues, pupils and parents.</i>	Pupils or staff becoming infected with COVID-19:	<i>Staff are to try to maintain social distancing when working 1:1 or with a group. If clear social distancing cannot be maintained a visor is to be worn. Midday supervisors are to wear a face covering and or visor at all times. All staff are allowed to wear a face covering in any communal space and when moving around the school building. Staff must try to maintain social distancing wherever possible.</i>	All staff have been provided with a visor.	Nov 2020	Nov 2020
<i>Possible contamination in reception areas and office</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<i>Parents are not currently allowed into reception area without an appointment. Hand sanitiser to be available at reception for visitors to use on arrival before signing in. . Visitors should also be directed to the nearest hand-washing facilities and reminded to wash their hands thoroughly throughout their visit to the school site. Parents/carers advised to contact school by phone if they need to</i>	The reception area is a contained space, social distant marking on the floor, glass partition to be kept closed if a parent isn't wearing a face covering. One visitor at a time in the reception area.	EM	Already in place



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		<p><i>Speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception maintaining appropriate social distancing.</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</i></p> <p><i>Hand sanitiser to be made available at visitors signing in area.</i></p> <p><i>If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</i></p>	<p>No office staff desk sharing, office staff have antibac wipes for computer keyboards, phones and desk tops.</p>	<p><i>EM and office team</i></p>	<p><i>Already in place</i></p>
<p><i>Possible contamination within classroom/teaching and learning spaces</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected</p>	<p><i>Classrooms with external door direct to the outside to be used where possible.</i></p> <p><i>Table and chair layout within classrooms and learning areas to be reassessed and set out with all</i></p>	<p><i>Staff will work on table arrangement 23<sup>rd</sup>/24<sup>th</sup> July. This may not be possible because of classroom size and maintaining staff social distancing.</i></p>	<p><i>Class teachers</i></p>	<p><i>23<sup>rd</sup>/24<sup>th</sup> July.</i></p> <p><i>Completed</i></p>

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	with COVID-19:	<p><i>desks and chairs facing the same direction as far as is practicable. If tables are organised in groups children must have one designated place in which they always sit. Seating plans must be completed and given to EM by 06.01.2021, (lockdown seating plans 15.01.2021) these will be used when reported any confirmed COVID cases.</i></p> <p><i>Staff are to maintain social distancing from other members of staff and pupils where possible. Outdoor learning to be considered and undertaken maintaining social distancing.</i></p> <p><i>Pupils to be given their own designated desk to minimise any potential cross contamination. Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas. Soft toys removed from all classroom and learning areas. Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. Use of communal equipment between groups will be avoided</i></p>	<p>Cleaning schedule in place. Outdoor equipment is sprayed with dilute cleaning fluid; indoor equipment is cleaned with Milton fluid.</p> <p>HTP (high touch points)labelled and cleaning equipment provided.</p>	<p><i>Class teacher</i></p> <p><i>Class teacher</i></p> <p><i>Class teacher</i></p> <p><i>Class teacher</i></p> <p><i>Class teacher and TAs</i></p>	<p><i>Already in place</i></p> <p><i>Already in place</i></p> <p><i>Already in place</i></p> <p><i>Equipment all ordered will be in place 3<sup>rd</sup> September 2020</i></p> <p><i>Already in place</i></p>

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		<p>where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance. Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas. School will seek to achieve both ventilation and thermal comfort – by opening windows and doors (where fire regulations permit it), keeping heating on and taking any other steps to ensure the constant flow of fresh air throughout the building.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p> <p>Staff will be kept within one bubble wherever possible and action will be taken to minimise staff movement between bubbles.</p>		All staff	Already in place
Possible contamination	Pupils, staff, visitors, and	Staff to access welfare facilities maintaining appropriate social		EM Classteacher	Already in place

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<i>from use of toilet/welfare facilities</i>	the general public becoming infected with COVID-19:	<p><i>distancing.</i></p> <p><i>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</i></p> <p><i>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning by the site manager.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</i></p> <p><i>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</i></p>	<p>Ensure that there are sufficient stocks of soap available all classrooms have additional stock of hand soap.</p> <p>Additional cleaning of all toilet areas is completed at lunchtimes.</p>	<p><i>s</i></p> <p><i>TAs</i></p> <p><i>Lunchtime supervisors</i></p> <p><i>Site manager</i></p> <p><i>Vinci</i></p>	<p><i>September 2020</i></p>
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed within class/year groups</i></p> <p><i>Fixed external play equipment to be frequently cleaned.</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils.</i></p>	<p>Spray disinfectants, diluted Milton solution is used to clean equipment.</p> <p>Groups have designated equipment to reduce sharing.</p> <p>PE equipment is cleaned after use</p>		

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<i>Break times or during external learning activities</i>		<p><i>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</i></p> <p><i>Consider and develop a plan depending on the number and size of playgrounds/fields etc.</i></p> <p><i>Specify zones, times and supervision ratios for each group and communicate.</i></p> <p><i>If pupils are eating, hands to be washed (see handwashing).</i></p> <p><i>After external activities – staff and pupils to wash hands (see handwashing).</i></p>	<p>Playtime is staggered</p> <p>Groups have designated zones on the playgrounds</p> <p>Handwashing/sanitizing will happen when entering the building in the morning, after playtime, after lunchtime, after PE and before eating.</p>		
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	<p><i>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</i></p> <p><i>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</i></p> <p><i>Pupils supervised to lunch areas, one “Bubble” group at a time.</i></p> <p><i>No self-service food facilities available including salad bars.</i></p> <p><i>If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and a suitable hard surface cleaner/sanitiser in between sittings.</i></p> <p><i>Pupils to wait in lunch areas until</i></p>	<p>Lunchtimes are staggered, children will sit in their class groups, playgrounds are divided, play equipment is allocated to each group and cleaned before rotation.</p> <p>Midday supervisors are allocated to a group to reduce interaction.</p> <p>Tables are cleaned between ‘sittings’.</p>	<i>EM SLT Classteachers Midday supervisors</i>	<i>Already in place</i>

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		<p>all of "class group" finished before going either out to their designated play areas or back to classroom</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place.</p>			
Possible contamination from inadequate social distancing in other communal gatherings - assembly	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	No full school assemblies to take place to reduce mixing of groups. Consider virtual assemblies.	Social distance year group/ x2 year groups assemblies will happen weekly.	EM Class teacher	7 <sup>th</sup> Sept onwards
Insufficient access to first aid	<b>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and</b>	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be managed within designated groups i.e. small bump/graze, if in any doubt a first aider will be called to assess.</p> <p>All incidents of first aid must be</p>	<p>PPE is available for First Aid, in the First Aid area.</p> <p>All first aid certificates are up to date</p> <p>Ensure adequate supplies of PPE and inform staff where this is stored.</p>	EM First Aiders	Already in place

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	<i>treatment</i>	<p><i>recorded with HT or member of SLT reviewing on a daily basis.</i></p> <p><i>Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.</i></p> <p><b>Appropriate PPE will be provided to any staff who are required to administer first aid. (see below)</b></p>			
<i>Possible contamination by close contact when providing first aid or care to pupils</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	<p><i>Standard universal hygiene measures should be followed in line with first aid training at all times.</i></p> <p><i>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</i></p> <p><i>It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance.</i></p> <p><i>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</i></p> <p><i>(see contaminated waste)</i></p>	Gloves, masks, disposable aprons and visors are available in the First Aid area and Rainbow Room	<i>EM First Aiders All staff</i>	<i>Already in place</i>
<i>Inadequate management of essential pupil medication</i>	<b><i>Pupils health may suffer if not managed</i></b>	<p><i>Robust medication management procedures within school.</i></p> <p><i>Essential medication will be managed within groups by key member of staff following the</i></p>	IHCP are reviewed in July Updated IHCP are shared with parents in September (this will be completed remotely this year). Administering medicine training for	<i>EM First Aiders All Staff Sue Smith</i>	<i>IHCPs reviewed 23<sup>th</sup> July New IHCPs shared 3<sup>rd</sup> September</i>

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		<p><i>school's standard procedures.</i></p> <p><i>Where there is specific training required for essential medication, where possible a trained member of staff will be within groups if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</i></p>	all staff completed annually.		<p><i>Training INSET day 2<sup>nd</sup> September</i></p> <p><i>Completed</i></p>
<p><i>Possible contamination from a symptomatic person on site</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</i></p> <p><i>Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands.</i></p> <p><i><a href="#">Government guidance</a> will then be followed</i></p>	<p>Information on testing to be shared with symptomatic person, follow up welfare call to parents.</p> <p>Full PPE available in Rainbow Room</p>	<p><i>EM</i></p> <p><i>SBM</i></p> <p><i>First Aiders</i></p> <p><i>All staff</i></p>	<p><i>Already in place</i></p> <p><i>Already in place</i></p>



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Insufficient or inappropriate PPE available or misuse of PPE	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	Disposable gloves, aprons, visors, and masks are available for use as identified required. Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff will be shown how to safely don and doff PPE.	<u>WHO video</u> Nb caretaker in video is someone caring for ill persons (Suggest NHS video for handwashing) <u>NHS video</u>	All staff	Shared 23 <sup>rd</sup> and 24 <sup>th</sup> July
Inadequate management of circulation areas	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b>	The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site. Staff are advised that they may wear a face covering when moving around the school site if they wish to.	Keep to the left system Minimal movement around school Classroom fire exits used to reduce corridor foot traffic.  Site Manager  Information on the correct wearing of face coverings to be provided to staff: <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>	All staff	Already in place

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b>	<p>Appropriate Social distancing must be observed at all times.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moves to promote social distancing.</p> <p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p><b>When completing PPA teachers must observe social distancing at all times.</b></p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>	<p>High touch equipment (photocopiers, kettles, fridge etc) labelled and cleaning wipes available.</p> <p>Hand sanitizer available in all 'shared' spaces.</p> <p>Additional staffroom area already created and available with fridge, kettle etc</p> <p>Staff have their own individual laptops</p>	EM All staff	Already in place
Insufficient or ineffective cleaning	<b>Pupils, staff, visitors, and the general</b>	Cleaners should continue to wear PPE as determined by their existing risk assessments.	Training has been completed by Vinci for their cleaning teams.	EM Vinci Site	Already in place

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<p><i>public becoming infected with COVID-19</i></p>	<p><i>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</i></p> <p><i>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area.</i></p> <p><i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p>	<p><i>Revised cleaning schedule is in place after meeting with Vinci</i></p> <p><i>School risk assessment documents shared with Vinci</i></p> <p><i>School staff to leave the building as soon as possible to support the cleaning team.</i></p> <p><i>Additional cleaning of all toilet areas at lunchtime.</i></p> <p><i>Purchase of mobile hand washing unit.</i></p> <p><i>High touch points labelled by Vinci</i></p>	<p><i>manager</i></p> <p><i>SBM</i></p> <p><i>All staff</i></p>	<p><i>Completed</i></p> <p><i>Completed</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, <a href="#">Government guidelines COVID-19 cleaning</a> of additional cleaning will be followed.</p>			
<p>Ineffective management of potentially contaminated waste</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b></p>	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be <u>double bagged</u> before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>		<p>SBM</p>	<p>Already in place</p>
<p>Use of third-party facilities</p>	<p><b>Pupils, staff, visitors, and the general</b></p>	<p>Overnight and overseas will not take place.</p> <p>Any off-site activity be thoroughly</p>	<p>September residential for Y6 has been reorganised for May</p>	<p>EM</p>	<p>15<sup>th</sup> July 2020</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<i>public becoming infected with COVID-19</i>	<i>risk assessed in line with the educational visit policy and visits will only take place with students from individual groups.</i>	<i>Evisits will be used to risk assess all trips</i>	<i>Evisits</i>	<i>Ongoing</i>
<i>Inadequate social distancing and contaminated surfaces on public transport</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort.</i>	<i>No pupils use public transport to access school.  Teaching students do sometimes use public transport to travel to and from school. Expectations will be communicated with students.</i>	<i>EM</i>	
<i>Inadequate social distancing and contaminated surfaces on school provided transport</i>	<i>Pupils and staff becoming infected with COVID-19</i>	<i>Transport provision has been reviewed to minimise cross contamination of bubbles. Siblings will sit together. Pupils in bubbles will sit together. Pupils will be required to sanitise hands on embarking. Touch points on vehicles will be cleaned after each use with suitable disinfectant. As far as is possible same vehicle to be used for same pupils with the same driver. On exiting school transport face</i>	<i>School bus/transport isn't used.  Transport for swimming (when it starts again) is completed as a class so groups will be maintained. Children will wash hands after exiting the transport at both ends.</i>	<i>Class teacher</i>	<i>When swimming starts again  Swimming to start again on Monday 5<sup>th</sup> October 2020</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>mask should be carefully doffed to avoid contamination into a seal plastic bag.</i></p> <p><i>On arrival at school hands to be sanitised in line with standard arrival procedures.</i></p> <p><i>Hand sanitiser to be removed from vehicle.</i></p>			
<p><i>Behaviour and wellbeing of Pupils</i></p> <p><i>SEND Behaviour</i></p>	<p><b><i>Pupils and staff may be affected by physical, mental, and emotional injury/distress</i></b></p>	<p><i>Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. SENDCO available in school.</i></p>	<p>Review of behaviour policies to ensure COVID- 19 related incidents are covered</p> <p>Consider PPE needs as part of risk assessments as appropriate.</p> <p>If SENDCO not in school what arrangements are in place to cover</p>	<p><i>EM</i></p> <p><i>SENCo</i></p> <p><i>SLT</i></p>	<p><i>INSET 2<sup>nd</sup> Sept 2020</i></p> <p><i>September 3<sup>rd</sup> and 4<sup>TH</sup> September 2020</i></p>
<p><i>Ineffective safeguarding measures</i></p>	<p>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</p>	<p><i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</i></p> <p><i>All staff have had safeguarding training.</i></p> <p><i>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately</i></p>	<p>Addendums have been used during COVID and have been shared with staff and Governors.</p> <p>Training undertaken during COVID lockdown see Safeguarding annual report</p> <p><b>Update and communicate changes where necessary.</b></p> <p><b>Ensure a DSL or member of the Safeguarding Team is available in</b></p>	<p><i>EM</i></p> <p><i>SLT</i></p> <p><i>Safeguarding Team</i></p> <p><i>Governors</i></p> <p><i>All staff</i></p>	<p><i>Completed and on-going in response to KCSIE</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			school.		
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	<i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i>	Mental Health First Aider available  Mental Health support posters in staff areas  Counselling service available through school  Staff well-being embedded and effect in school  Supervision offered to all staff	HD  HD  SBM/EM  ALL STAFF  EM	<i>Already in place</i>
<i>Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	<b><i>Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day</i></b>	<i>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious) Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.</i>	Children are returning to their current class teacher and current classroom to reduce anxiety for the first 7 school days. Summer 'catch up' week is organised, identified pupils are invited to support their return to school. Well-being training has been undertaken during lockdown. This will be shared in September INSET Well-being is a focus of the recovery curriculum.	All staff   Staff volunteers  JS and CR	<i>September 2020</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
				EM	
Signature of Senior Leadership Team: Emma Mitchell			Date: 02.01.2021		
Date review required: 4 <sup>th</sup> September 2020 <b>completed</b>	Date review required: 11 <sup>th</sup> September 2020 <b>completed</b>	Date review required: 18 <sup>th</sup> September 2020 <b>Completed</b>	Date review required: 25 <sup>th</sup> September 2020 <b>Completed</b>		
Date review required: 9 <sup>th</sup> October 2020 <b>completed</b>	Date review required: 16 <sup>th</sup> Oct 2020 <b>completed</b>	Date review required: 24 <sup>th</sup> October 2020 <b>completed</b>	Date review required: 7 <sup>th</sup> November <b>completed</b>		
Date review required: 2 <sup>nd</sup> Jan 2021 <b>completed</b> 12.01.2021 Updated again because of full lockdown situation.	Date review required: 18 <sup>th</sup> Jan 2021	Date review required: 8 <sup>th</sup> Feb 2021	Date review required: 1 <sup>st</sup> March 2021		

<i>Consultation method</i> Staff Meetings – Remote	<i>Who has risk assessment been consulted with:</i> DDAT Local Governing Body SLT Teaching Staff Support Staff	<i>Dates of consultation process:</i> 13/07/20 – 02/09/20	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
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<p><i>communication</i></p> <p><i>All stakeholders - School Website</i></p>	<p><i>School Business Manager Administration Teams Premises and cleaning teams Catering Staff Parents/Carers</i></p> <p><i>TU Reps: Staff encouraged to speak to Trade Union Representatives if there are any concerns. DDAT conducting consultation with Regional TUs through JCC meetings.</i></p>				
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<i>Communication/training of risk assessment and controls following consultation:</i>	<i>Communicated to:</i>	<i>Date communicated:</i>
<i>RA and Reopening Plan submitted to DDAT</i>	<i>DDAT</i>	<i>17/07/20</i>
<i>RA and Reopening Plan submitted to LGB</i>	<i>Governors</i>	<i>21/07/2020 13.01.2021</i>
<i>Letter on arrangements for September provided to parents/carers</i>	<i>Parents/Carers</i>	<i>17/07/20</i>
<i>RA and Reopening Plan provided to staff</i>	<i>Staff</i>	<i>13/07/20 13.01.2021</i>
<i>Training for staff on reopening arrangements and RA</i>	<i>Staff</i>	<i>18/07/20</i>
<i>RA available on school website</i>	<i>All stakeholders</i>	<i>28.07.2020 15.01.2021</i>
<i>Cleaning contractor informed of requirements in RA</i>	<i>Contractor (Vinci)</i>	<i>W/C 13/07/20</i>
<i>Pupils supported to adhere to measures in place</i>	<i>Pupils</i>	<i>03/09/20 – 04/09/20</i>

