


Griffe Field Primary School – COVID-19 Primary School Full Opening Autumn 2020

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:	2 ND September 2020	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</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</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>

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		<p><i>additional flushing, chlorination, 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><u>Managing school premises guidance</u></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>additional task will be the flushing of hot and cold-water outlets including non-mains drinking water sources.</p>		
<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 or 7 days; if the individual continues to have a raised temperature, they are required to remain away from</i></p>	<p>Guidance shared with staff again in July and will be repeated in September. Shared with parents/carers of pupils in July, will be published on website and shared again in September.</p>	<p>EM</p>	<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 2nd Sept 2020</i></p>

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		<p><i>school until a normal temperature can be maintained.</i></p> <p><i>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 14 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.</i></p> <p><i>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><u>Government self-isolation guidance</u></p>	<p>Rainbow Room used as our isolation room. PPE available in this room. Cleaning equipment available in this room. No entry signage available in this room.</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><i>All staff</i></p> <p><i>All staff</i></p> <p><i>EM/SBM/SLT</i></p>	<p><i>Already in place</i></p> <p><i>Already in place</i></p>
<p><i>Vulnerable staff or pupils contracting COVID-19 from being in school</i></p>	<p>Staff deemed vulnerable see government list are likely to</p>	<p><i>Where individuals are identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls</i></p>	<p>Seek medical advice where needed.</p>	<p><i>EM/school nurse support</i></p>	

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	experience worse symptoms and additional health issues if contract COVID-19	<i>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>			
<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 requested 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. Designated areas for each group to be put in place on playground to avoid mixing of groups. Parents to be encouraged to drop off and leave as quickly as possible. For collection, parents to wait on playground at designated areas</i>	Clear plan shared with staff face to face at socially distance INSET July 13 th 2020 Shared with parents/pupils electronically Shared with pupils in September. Will be reviewed on 4 th September and adjustments made if required.	EM EM Teachers EM/SLT	July 2020 July 2020 3 RD AND 4 TH September 4 th September 2020

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		<p><i>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>Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p><i>Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner.</i></p> <p><i>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.</i></p> <p><i>Minimal movement of pupils around the school building.</i></p> <p><i>Social distancing signage and floor markings displayed.</i></p>	<p><i>Classroom fire exits used (where possible) to reduce congestion points</i></p>	<p><i>EM, ALL STAFF</i></p>	<p><i>July 2020</i></p>
<p><i>Ineffective personal</i></p>	<p>Pupils, staff, visitors, and the</p>	<p><i>Robust handwashing promoted.</i></p>	<p><u>NHS video</u></p>	<p><i>Class</i></p>	<p><i>3rd September</i></p>

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<p><i>hygiene measures</i></p>	<p>general public becoming infected with COVID-19:</p>	<p><i>Staff and pupils are requested to wash hands prior to leaving home in the morning.</i></p> <p><i>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school.</i></p> <p><i>Following use of toilet facilities hands must be washed with liquid soap and warm water.</i></p> <p><i>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands must be washed with liquid soap and warm water or hand sanitiser.</i></p> <p><i>Staff and pupils encouraged to 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>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Disposable tissues are available in school and are part of the cleaning pack in each classroom</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Hand sanitiser is available in all classrooms, staff toilets, staff shared spaces, office areas and the reception/office area.</p>	<p><i>teachers</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p>	<p><i>2020</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>Already in place</i></p>

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		<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>Possible contamination in reception areas and office</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to 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>The reception area is a contained space, social distant marking on the floor, glass partition to be kept closed, one visitor at a time in the reception area.</p> <p>No office staff desk</p>	<p><i>EM</i></p> <p><i>EM and office</i></p>	<p><i>Already in place</i></p> <p><i>Already in place</i></p>

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		<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>sharing, office staff have antibac wipes for computer keyboards, phones and desk tops.</p>	<p><i>team</i></p>	
<p><i>Possible contamination within classroom/teaching and learning spaces</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</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 assessed and set out with all desks and chairs facing the same direction as far as is practicable.</i></p> <p><i>Staff are to maintain social distancing from other members of staff and pupils where possible.</i></p> <p><i>Outdoor learning to be considered</i></p>	<p><i>Staff will work on table arrangement 23rd/24th 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>23rd/24th July.</i></p>

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		<p><i>and undertaken maintaining social distancing.</i></p> <p><i>Pupils to be given their own designated desk to minimise any potential cross contamination.</i></p> <p><i>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</i></p> <p><i>Soft toys removed from all classroom and learning areas.</i></p> <p><i>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment between groups will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</i></p> <p><i>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>Weather permitting windows to</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>All staff</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 3rd September 2020</i></p> <p><i>Already in place</i></p> <p><i>Already in place</i></p>

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		<p><i>be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p>			
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p><i>Staff to access welfare facilities maintaining appropriate social 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><i>EM</i></p> <p><i>Classteachers</i></p> <p><i>TAs</i></p> <p><i>Lunchtime supervisors</i></p> <p><i>Site manager</i></p>	<p><i>Already in place</i></p>

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<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed within class/year groups</i> <i>Fixed external play equipment to be frequently cleaned.</i> <i>Only hard equipment that can be sanitised prior and after use to be available to pupils.</i> <i>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</i> <i>Consider and develop a plan depending on the number and size of playgrounds/fields etc.</i> <i>Specify zones, times and supervision ratios for each group and communicate.</i> <i>If pupils are eating, hands to be washed (see handwashing).</i> <i>After external activities – staff and pupils to wash hands (see handwashing).</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> <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>		
<p><i>Possible contamination from inadequate social</i></p>	<p><i>Pupils, staff, visitors, and the general public</i></p>	<p><i>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</i></p>	<p>Lunchtimes are staggered, children will sit in their class groups,</p>	<p><i>EM</i> <i>SLT</i> <i>Classteachers</i></p>	<p><i>Already in place</i></p>

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<i>distancing or cross contamination of equipment at lunchtime</i>	<i>becoming infected with COVID-19:</i>	<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 all of “class group” finished before going either out to their designated play areas or back to classroom</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Supervised hand washing of pupils prior to lunch (see handwashing).</i></p> <p><i>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place.</i></p>	<p>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>Midday supervisors</i>	
<i>Possible contamination from inadequate social</i>	<i>Pupils, staff, visitors, and the general public</i>	<p><i>No full school assemblies to take place to reduce mixing of bubbles.</i></p> <p><i>Consider virtual assemblies.</i></p>	<p>Social distance year group assemblies will happen fortnightly and</p>	<i>EM Class teacher</i>	<i>7th Sept onwards</i>

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<i>distancing in other communal gatherings - assembly</i>	<i>becoming infected with COVID-19:</i>		virtual celebration assemblies will be undertaken.		
<i>Insufficient access to first aid</i>	<i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i>	<i>Sufficient first aid provisions are in place in line with the schools first aid risk assessment. 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. All incidents of first aid must be recorded with HT or member of SLT reviewing on a daily basis. 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>	PPE is available for First Aid, in the First Aid area. All first aid certificates are up to date	<i>EM First Aiders</i>	<i>Already in place</i>
<i>Possible contamination by close contact when providing first aid or care to pupils</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>Standard universal hygiene measures should be followed in line with first aid training at all times. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. It is not deemed necessary to wear a face mask when dealing with general first aid even if social</i>	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>

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		<p><i>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>			
<p><i>Inadequate management of essential pupil medication</i></p>	<p><i>Pupils health may suffer if not managed</i></p>	<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 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>	<p>IHCP are reviewed in July</p> <p>Updated IHCP are shared with parents in September (this will be completed remotely this year).</p> <p>Administrating medicine training for all staff completed annually.</p>	<p><i>EM</i></p> <p><i>First Aiders</i></p> <p><i>All Staff</i></p> <p><i>Sue Smith</i></p>	<p><i>IHCPs reviewed 23th July</i></p> <p><i>New IHCPs shared 3rd September</i></p> <p><i>Training INSET day 2nd September</i></p>
<p><i>Possible contamination from a symptomatic person on site</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></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</i></p>	<p>Information on testing to be shared with symptomatic person, follow up welfare call to parents.</p>	<p><i>EM</i></p> <p><i>SBM</i></p> <p><i>First Aiders</i></p>	<p><i>Already in place</i></p>

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		<p><i>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. Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands.</i></p> <p><i>Government guidance will then be followed</i></p>	<p>Full PPE available in Rainbow Room</p>	<p><i>All staff</i></p>	<p><i>Already in place</i></p>
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>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.</i></p>	<p><u>WHO video</u> Nb caretaker in video is someone caring for ill persons (Suggest NHS video for handwashing) <u>NHS video</u></p>	<p><i>All staff</i></p>	<p><i>Shared 23rd and 24th July</i></p>
<p><i>Inadequate management of circulation areas</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with</i></p>	<p><i>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times,</i></p>	<p>Keep to the left system Minimal movement around school Classroom fire exits</p>	<p><i>All staff</i></p>	<p><i>Already in place</i></p>

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	COVID-19	<p><i>lunch times and when accessing other areas with unnecessary movement around the school restricted.</i></p> <p><i>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.</i></p> <p><i>Fire doors to be closed when pupils leave site.</i></p>	<p>used to reduce corridor foot traffic.</p> <p>Site Manager</p>		
<p><i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>Appropriate Social distancing must be observed at all times.</i></p> <p><i>Staff not to enter specific offices without invite/prior planning.</i></p> <p><i>Within staffroom chairs to be positioned/moves to promote social distancing.</i></p> <p><i>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</i></p> <p><i>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</i></p> <p><i>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be</i></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>	<p><i>EM</i></p> <p><i>All staff</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
		<p><i>cleaned using appropriate cleaning/sanitising materials prior to use.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i></p>			
<p><i>Insufficient or ineffective cleaning</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>Cleaners should continue to wear PPE as determined by their existing risk assessments.</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)</i></p> <p><i>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>Training has been completed by Vinci for their cleaning teams.</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>EM</i></p> <p><i>Vinci</i></p> <p><i>Site manager</i></p> <p><i>SBM</i></p> <p><i>All staff</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
		<p><i>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area. 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. Areas not in use are closed and locked off so cleaning can be concentrated where required. 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. Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.). All internal bins will be emptied daily to external secure bins. In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</i></p>	<p><i>High touch points labelled by Vinci</i></p>		
<i>Ineffective</i>	<i>Pupils, staff,</i>	<i>Standard waste will continue to be</i>		<i>SBM</i>	<i>Already in place</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
<i>management of potentially contaminated waste</i>	visitors, and the general public becoming infected with COVID-19	<i>managed in line with existing arrangements. 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.</i>			
<i>Use of third-party facilities</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<i>Overnight and overseas will not take place. Any off-site activity be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual groups.</i>	<i>September residential for Y6 has been reorganised for May Evisits will be used to risk assess all trips</i>	<i>EM Evisits</i>	<i>15th July 2020 Ongonig</i>
<i>Inadequate social distancing and contaminated surfaces on public transport</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<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</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>	

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 transport should be a last resort.</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 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. Hand sanitiser to be removed from vehicle.</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</i>
<i>Behaviour and wellbeing of Pupils</i> <i>SEND Behaviour</i>	<i>Pupils and staff may be affected by physical, mental, and emotional injury/distress</i>	<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</i>	<i>Review of behaviour policies to ensure COVID- 19 related incidents are covered</i> <i>Consider PPE needs as</i>	<i>EM</i> <i>SENCo</i>	<i>INSET 2nd Sept 2020</i> <i>September 3rd and</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
		<i>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>	part of risk assessments as appropriate. If SENDCO not in school what arrangements are in place to cover	SLT	4 TH September 2020
<i>Ineffective safeguarding measures</i>	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	<i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately</i>	Addendums have been used during COVID and have been shared with staff and Governors. Training undertaken during COVID lockdown see Safeguarding annual report	EM SLT Safeguarding Team Governors All staff	<i>Completed and on-going in response to KCSIE</i>
<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</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	HD HD SBM/EM ALL STAFF	<i>Already in place</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
		<i>opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i>	Supervision offered to all staff	<i>EM</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>	<i>Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day</i>	<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.	<i>All staff</i> <i>Staff volunteers</i> <i>JS and CR</i> <i>EM</i>	<i>September 2020</i>
Signature of Senior Leadership Team: Emma Mitchell			Date: 17 th July 2020		
Date review required: 4 th September 2020		Date review required: 11 th September 2020	Date review required: 18 th September 2020	Date review required: 25 th September 2020	

<i>Consultation method</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Staff Meetings – Remote</i> <i>Staff Meetings – INSET / Specific Training</i> <i>Parents – written communication</i> <i>All stakeholders - School Website</i>	<i>DDAT</i> <i>Local Governing Body</i> <i>SLT</i> <i>Teaching Staff</i> <i>Support Staff</i> <i>School Business Manager</i> <i>Administration Teams</i> <i>Premises and cleaning teams</i> <i>Catering Staff</i> <i>Parents/Carers</i> <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>	<i>13/07/20 – 02/09/20</i>			

<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</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</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</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>