


Griffe Field Primary School – COVID-19 Re-opening Primary School Risk Assessment – 8 March 2021

Activity being assessed:	Full re-opening of Griffe Field Primary School	Location(s) affected:	Griffe Field Primary School	
Person(s) completing assessment:	Emma Mitchell	Date original assessment completed:	2 nd March 2021	
Date of review:	15 th March 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools

<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
Re-opening after a lengthy closure/ Summer Holiday.	Pupils, staff, visitors, and the public by unsafe equipment, systems, and premises	<p>Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use. Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>Managing school premises guidance</p> <p>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. Deep clean the kitchen prior to reopening before food</p>	<p>If you have continued to maintain your statutory premises maintenance regimes, the probably only additional task will be the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.</p> <p>Staff should be reminded of enhanced cleaning routines on return and advised to maintain stringent hygiene measures such as handwashing throughout the school day.</p> <p>Staff are not expected to carry out significant cleaning duties throughout the day with the exception of spraying and general wiping down to help keep everyone as safe as possible.</p>	<p>All checks, servicing and statutory maintenance is up to date and recorded in record documents. SBM Site Manager Vinci</p> <p>Class packs requested pre half term to restock. (EM) Reminder at staff meeting 3rd March 2021</p>	<p>All complete and up to date.</p> <p>3rd March 2021</p> <p>Deep clean completed Feb half term</p>

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		preparation resumed if this has not been in use. Update key holder information.			
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the public becoming infected with COVID-19:	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 10 days; if the individual continues to have symptoms, they are required to remain away from school until a normal temperature can be maintained. 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. If a staff member or pupil has a positive COVID-19 test the school must contact the DfE helpline immediately who will	Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and put on school website. Have a procedure in place to isolate pupils that appear symptomatic on site until collected. Communicate information regarding how to obtain a COVID-19 test. 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.	Re opening plan and newsletters via Parent Hub and the school website. EM Rainbow Room ParentHub AC	Wed 3 rd March Already in place. 1 ST March

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		<p>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.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative they should continue to stay at home until they have recovered from their illness until they can safely return.</p> <p>Government self-isolation guidance</p> <p><u>Early years settings</u></p> <p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> – new admissions, – settling-in children new to the setting – attending organised 			

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		performances			
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19	<p>Staff and pupil information revisited to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupil's 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.</p> <p>If staff/pupils already have an individual risk assessment in place, this should be revisited to ensure it is still up to date and consider whether additional measures are required, e.g. the wider use of face coverings, temporary redeployment to another role etc.</p>	<p>Seek medical advice where needed.</p> <p>Revisit and update individual risk assessments immediately on return to school. Complete individual discussions with staff.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	EM as and when needed.	

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		<p>Staff and pupils who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice.</p> <p>Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Bubbles must be established to ensure that pupils do not mix with the whole school population. These maybe the same bubbles as the autumn term.</p>	<p>Whole school re-opening plan and reopening risk assessment to be followed by all staff.</p>		<p>Shared with staff 2nd March.</p> <p>Discussed at staff meeting 3rd March.</p>
<p>Congestion when accessing or leaving school grounds/controlling mixing of bubbles.</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Start and finish times for Bubbles staggered to reduce congestion. Different entrances and exits used where possible.</p> <p>Families instructed to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of</p>	<p>Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils.</p> <p>System to be in place to manage pupils who arrive late or are not collected on time.</p> <p>*This may have to be adjusted if heavy rain on arrival</p>	<p>EM via newsletter on ParentHub and on school website.</p>	<p>Fri 26th Feb 2021</p>

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		<p>primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Bubbles given clear information about gates/times for drop off and collection.</p> <p>Designated areas for each Bubble to be put in place on playground to avoid mixing of bubbles.</p> <p>Parents to be instructed to drop off and leave as quickly as possible.</p> <p>For collection, parents to wait on playground at designated areas and staff to bring out pupils to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Parents should be instructed to wear face coverings when on the school site.</p> <p>Staff advised to arrive by main</p>			

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		<p>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. 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.</p>			
<p>Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Teachers to walk their designated bubble into the building either directly into their classroom or via their designated cloakroom in a controlled manner. Teachers to walk their bubble 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.</p>			

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Ineffective personal hygiene measures	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Robust handwashing promoted.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>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.</p> <p>Following use of toilet facilities hands must be washed with liquid soap and warm water.</p> <p>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.</p> <p>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 lidded bin or flushed down a toilet following use – used tissues must not be left on</p>	<p>(Suggest NHS video for handwashing) <u>NHS video</u></p> <p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser and soap is available at all times.</p>	<p>Site Manager</p> <p>EM</p> <p>Classteacher</p> <p>EM</p> <p>Site Manager/class teacher</p>	<p>5th March 2021</p> <p>1ST March 2021</p> <p>In place</p> <p>In place</p> <p>5th March</p>

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		<p>desks or other surfaces. Posters are displayed by sinks to show how to effectively wash hands. Catch it, kill it, Bin it posters displayed around the school. Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils. Where pupils are to use hand sanitiser this should be done under adult supervision. Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing. Non-essential items not to be brought into school by pupils or staff.</p>			
Possible contamination in reception areas and office	Pupils, staff, visitors, and the public becoming infected with COVID-19:	Parents are not currently allowed into reception area without an appointment. Where face to face meetings with parents or visitors have been arranged, social distancing must be maintained. Where social	External door into reception should be secured. Consider what room can be used for any urgent meetings with easy access and sufficient space. Please note: all meetings should be held remotely if possible.		

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		<p>distancing between adults is not possible, face coverings should be worn for example when moving around in corridors and communal areas.</p> <p>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.</p> <p>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.</p> <p>Staff to pass through reception maintaining appropriate social distancing.</p> <p>Ventilation in the office area is to be maintained either by mechanical ventilation</p>	<p>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between “shifts”</p> <p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>		

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		<p>adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increased ventilation. 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.</p> <p>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. Hand sanitiser to be made available at visitors signing in area.</p>			

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		<p>If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</p>			
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Classrooms with external door direct to the outside to be used where possible. Table and chair layout within classrooms and learning areas to be assessed and seating plans produced. 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. 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.</p>	<p>Pupils are to have their own designated seat and 'desk' within the classroom. Children will have one designated seating place. Seating plans will be adhered to at all times to support identifying close contact.</p> <p>Sets of outdoor play equipment are in place for each 'bubble'.</p>	<p>Class teachers</p> <p>Senior Midday Supervisor</p> <p>Already in place</p>	<p>Monday 8th March 2021</p> <p>Monday 8th March 2021</p>

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		<p>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.</p> <p>Use of communal equipment between bubbles will be avoided 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.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p> <p>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural</p>	<p>If younger pupils need a comfort of a soft toy one should be brought from home and kept for their use only – avoid if possible</p> <p>Cleaning routines are in place for equipment (inside and outside). In addition, rotation of equipment to ensure minimal cross contamination.</p> <p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>	<p>Already in place (all responsible).</p>	

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		<p>ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increased ventilation.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>	<p>HTP (high touch points) are identified around school.</p>	<p>Site Manager</p>	<p>Already in place</p>
<p>Possible contamination from use of toilet/welfare facilities</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Staff to access welfare facilities maintaining appropriate social distancing and ensure all touch points are cleaned down before and after use.</p> <p>Bubbles should be designated a specific toilet for use where possible to ensure the risk of cross contamination is reduced and to avoid overcrowding.</p>	<p>Ensure that there are sufficient stocks of soap available. (All classrooms have 'back up soap if needed.)</p>	<p>Site Manager Class teacher</p>	<p>Daily</p>

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		<p>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>Mobile handwashing station is available at lunchtime because of increased volume of pupils.</p> <p>All toilets are to be cleaned at lunchtime.</p>	<p>Named Midday supervisor</p> <p>Vinci</p>	<p>Daily</p> <p>Daily</p>
Possible contamination from inadequate social	Pupils, staff, visitors, and the public	Fixed external play equipment to be frequently cleaned or only used by one bubble at a	Cleaning of the shared equipment in the Nursery playground is already in place. Milton is used.	FS team	Daily

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distancing or cross contamination of equipment at Break times or during external learning activities	becoming infected with COVID-19:	<p>time, allowing 72 hours between use by different bubbles to reduce risk of cross contamination.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils. If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Consider and develop a plan depending on the number and size of playgrounds/fields etc. Specify zones, times and supervision ratios for each bubble and communicate. Staffing ratios assessed and determined in "Bubbles" – see plan</p> <p>If pupils are eating, hands to be washed (see handwashing). After external activities – staff and pupils to wash hands (see handwashing).</p>	<p>Sets of equipment are used for bubbles to reduce cross transfer, pupils wash hands before going out and when coming back in.</p> <p>Playgrounds are 'split' so each year group bubble has their own identified area.</p>	<p>Midday team and all staff.</p> <p>All staff</p>	<p>Already in place.</p> <p>Already in place.</p>
Possible contamination from inadequate social	Pupils, staff, visitors, and the public	Lunch times staggered with staff and pupils allocated specific lunch times and areas	Children sit as a class to eat at lunchtime. Tables are cleaned between sittings.	Midday team	Already in place.

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distancing or cross contamination of equipment at lunchtime	becoming infected with COVID-19:	<p>to be accessed.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>It is advised pupils eat within classrooms where possible to reduce the amount of circulation around the school.</p> <p>All tables to be wiped down before and after eating.</p> <p>Pupils supervised to lunch areas, one "Bubble" group at a time.</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>	<p>Additional space (school field and front garden) will be utilised as soon as the weather permits.</p> <p>Derbyshire catering service procedure to be followed at all times.</p>	<p>Asap</p> <p>Serving staff</p>	<p>Already in place.</p>
Possible contamination from inadequate social	Pupils, staff, visitors, and the public	No full school assemblies to take place to reduce mixing of bubbles.			

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distancing in other communal gatherings - assembly	becoming infected with COVID-19:				
Possible contamination during activities where higher levels of aerosols are produced. (Singing, music including wind and brass instruments, and Physical education)	Pupils, staff, visitors, and general public becoming infected with COVID-19:	<p>Where possible activities should take place outside with social distancing measures in place.</p> <p>Where activities must take place inside:</p> <ul style="list-style-type: none"> • social distancing must be maintained. • Numbers of persons must be limited to allow for social distancing and the size of the room being used. • Ventilation of the room must be maintained by both mechanical and natural ventilation. When occupied windows open enough for background ventilation, when not occupied (during the school day) windows opened fully. Internal 	<p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>		

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		<p>and external doors can also be opened for extra ventilation.</p> <ul style="list-style-type: none"> • Hand washing regime must take place before lesson starts and once lesson ends. <p>Music, singing and instruments:</p> <ul style="list-style-type: none"> • Only to take place within small groups, ideally within bubbles. • Pupils sit back to back or side to side to avoid face to face contact. • Cleaning of equipment is completed before and after use. • No sharing of equipment occurs. <p>Physical education:</p> <ul style="list-style-type: none"> • Carried out within bubbles. • Fixed and loose PE equipment is cleaned in between bubble uses. • Activities are planned 			

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		<p>accordingly to space available and number of pupils in class bubble.</p> <ul style="list-style-type: none"> Contact sports are avoided as per guidance. 			
Insufficient access to first aid	Pupils, staff, visitors, and the public may sustain greater injury through inadequate support and treatment	<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 bubbles 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 recorded with HT or member of SLT reviewing daily.</p> <p>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.</p>	PPE available in all classrooms, the Rainbow Room and First Aid station.	Corporate responsibility	ongoing
Possible contamination by	Pupils, staff, visitors, and	Standard universal hygiene measures should always be	PPE available in all classrooms, the Rainbow Room and First Aid station.		

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close contact when providing first aid or care to pupils	the public becoming infected with COVID-19:	<p>followed in line with first aid training.</p> <p>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</p> <p>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.</p> <p>Staff administering first aid to any other adult, additional PPE mask should be worn if social distancing cannot be maintained.</p> <p>(see contaminated waste)</p>			
Inadequate management of essential pupil medication	Pupils health may suffer if not managed	<p>Robust medication management procedures within school.</p> <p>Essential medication will be managed within “Bubble” by key member of staff following the school’s standard procedures.</p> <p>Where there is specific training required for essential</p>	See list of staff trained to administer medication (First Aid cupboard in the main office.)		Already in place

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		<p>medication, where possible a trained member of staff will be within “Bubble”, if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</p>			
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Symptomatic person should not be on site – see first section.</p> <p>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.</p> <p>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.</p> <p>Staff member supervising will</p>	PPE available in all classrooms, Rainbow Room and First Aid station. (Additional stock is available in the First Aid cupboard in the main office.)		

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		<p>then remove all PPE and disposed of (see contaminated waste) and will wash hands. Staff member does not need to go home unless the symptomatic person tests positive, the staff member gets symptoms, or they are contacted by NHS Test and trace for PHE local health protection team. Government guidance will then be followed</p>			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Disposable gloves, aprons, goggles/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.</p>	<p>(Suggest WHO video for masks) <u>WHO video</u> Nb caretaker in video is someone caring for ill persons (Suggest NHS video for handwashing) <u>NHS video</u></p>	Shared with all staff EM	3 rd March 2021
Inadequate management of circulation areas	Pupils, staff, visitors, and the public becoming	The movement of staff and pupils around the school to be planned with specific toilets being allocated to each bubble	Walk to the left system in place. Minimal movement around the building needed.		Already in place

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	infected with COVID-19	where possible and pupils using external doors to playground where available to reduce the amount of persons moving around the building. 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.			
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the public becoming infected with COVID-19	Appropriate Social distancing must always be observed. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moved to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal	Additional staffroom area already set up to support social distancing. Additional chairs must not be added to the staffroom spaces. Hand sanitiser in staffroom and high touch points eg. Photocopier.	Site Manager/EM	Already in place. Already in place

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		<p>equipment such as kettle, fridge cupboards dishwasher. 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>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increased ventilation.</p>	<p>High touch points are labelled to remind staff to clean/wipe before and after use and hand sanitize.</p> <p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>	Site Manager/EM/ All staff	Already in place
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the public	Cleaning regimes to be reviewed. It is highly likely cleaning of toilets, washrooms	Daily clean and deep clean routine already in place via cleaning provider. (Vinci)	Vinci	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>becoming infected with COVID-19</p>	<p>and touch points will require more frequent cleaning i.e. after break and lunchtimes. Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. 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. Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task. Cleaning regimes have been developed so that cleaning staff are always able to maintain appropriate social</p>	<p>All classrooms are cleaning supplies. Tables and high touch points are to be cleaned each lunchtime by an adult when the children are not in the room. Staff are responsible for asking for additional/replacement materials.</p> <p>Cleaning staff are to follow Vinci policy and procedure at all times.</p>	<p>Class teacher, teaching assistant</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>distance between colleagues, other school staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area.</p> <p>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.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required.</p> <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,</p>	<p>High touch points are labelled. Anti bacterial wipes and hand sanitizer are available throughout the building.</p> <p>Additional hand sanitiser and antibacterial wipes are available from the First Aid cupboard in the main office.</p> <p>STAFF MUST INFORM EM AND/OR AC IF STOCK IN THE FIRST AID CUPBOARD IS RUNNING LOW</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>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.</p>			
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the public becoming infected with COVID-19	<p>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged 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>			
Use of third-party facilities	Pupils, staff, visitors, and the public becoming infected with COVID-19	<p>Overnight and overseas will not take place. Educational visits are not advised to take place at this time.</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
Inadequate social distancing and contaminated surfaces on public transport	Pupils, staff, visitors, and the public becoming infected with COVID-19	<p>Where staff and pupils access school by public transport they must always wear a face covering. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.</p> <p>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.</p>	Risk assessment for swimming transport (when swimming starts again) is in place. Public transport is not used.	EM	Already in place
Behaviour and wellbeing of Pupils SEND Behaviour	Pupils and staff may be affected by physical, mental, and emotional injury/distresses	<p>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.</p> <p>SENDCO available in school.</p>	<p>PPE available if needed as part of risk assessments as appropriate.</p> <p>A member of SLT is available when the SENCo is not on site.</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
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	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	The DSL/DDSL and or member of the Safeguarding Team are always available on site.		
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	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	Mental health first aider is available on site. Referral/counselling is available via school. (Please ask EM or HD if you want additional information.) Open door policy in school for all staff. (Team work makes the dream work.)	HD/EM	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
		(SFAIRP).			
Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	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.	Whole school assembly and weekly Teams meeting used to reassure pupils. Mental Health newsletter for parents published on ParentHub and the website. Screen free Friday used to support well-being during remote learning. Motivational Monday, Workout Wednesday and Feel Good Friday used during lockdown to support well-being. Pupil questionnaire used to identify areas of concern during the first week back. Recovery Curriculum first week back planned around the book Happy to support mental health and well being.	EM/Class teachers BM/AC All teacher CD All teachers All teachers	Wk beginning 1 st March 3 rd March 8 th March
Signature of Senior Leadership Team: Emma Mitchell			Date: 2 nd March 2021		
Date review required: 15 th March	Date review required: 22 nd March	Date review required: 29 th March	Date review required: 19 th April		

<i>Consultation method (mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</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>Published on Teams</i>	<i>All staff</i>	<i>2nd March 2021</i>			
<i>Staff Meeting</i>	<i>All staff</i>	<i>3rd March 2021</i>			
<i>Website</i>	<i>School Community</i>	<i>4th March 2021</i>			