

RISK ASSESSMENT FOR THE OPENING OF SCHOOL & NURSERY DURING THE NATIONAL LOCKDOWN - Jan 2021



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Persons at Risk: Pupils, Employees, Parents, Visitors and Contractors

HAZARDS

1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed
2. Social Distancing Measures Not Followed During Travel to and from School
3. Inadequate Cleaning/Sanitising
4. Shared Resources
5. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors
6. Site User Becoming Unwell
7. Site User Developing Symptoms
8. Inadequate Hand Washing/Personal Hygiene
9. Inadequate Personal Protection and PPE
10. Visitors, Contractors and Spread of Coronavirus
11. Inadequate Ventilation
12. Fire and intruder alarms and emergencies, including lockdown

Hazard 1: Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
Control Measures	Additional School Information	YES	NO	N/A
<p>It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> • a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home • sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) <p>Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p>	<p>Mrs Hawes, Head Teacher: Designated Safeguarding Lead (DSL) Mrs Whitehill, Assistant Head Teacher: Deputy DSL</p> <p>Mrs Gunston is booked onto DSL training later this term and will become the schools second Deputy DSL</p> <p>Training was completed through https://www.safeguardingfirst.com</p> <p>All members' of staff have undertaken KCSiE safeguarding training and are aware of the new addendum released Jan 18th 2021.</p>	✓		
Educational Visits must not take place at this time	No educational visits will take place or be authorised by the HT	✓		
During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only	All pupils will have access to, and will receive via our online learning platform, a varied programme of remote education All vulnerable pupils were offered a school place, those who declined are called weekly for a welfare check.	✓		
Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	All year groups across school, including Nursery, are open to children of key workers and those who are vulnerable.	✓		
Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so.	Local Authority Covid Advice line: 01642528474 DfE Helpline: 0800 046 8687 (option 1) Where Bubbles need to close parents are contacted ASAP via telephone, email, text messaging service.	✓		

Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Children attending school will be assigned into two bubbles which DO NOT mix. Where possible, staffing will remain consistent to usual deployment - Early Years (EY)/Key Stage 1 (KS1) - Key Stage 2 (KS2)	✓		
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Registers are kept of all persons attending school each day. In KS2 seating plans are kept to aid notification of possible infection	✓		
Whilst schools are attended by vulnerable children and the children of critical workers only, where possible, schools should keep group sizes small	Staff deployed in each bubble are available to work separately, leading small groups.	✓		
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Bubbles DO NOT mix.	✓		
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	No interaction between Bubbles takes place. Separate areas have been allocated for each Bubble. The hall which is used on separate occasions is thoroughly cleaned between Bubble sittings.	✓		
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Children in the EY/KS1 Bubble cannot socially distance, however staff continue to give messages around 'safe spaces' to encourage/deepen understanding.	✓		
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care transport etc.	Breakfast and After -School Club are to open to those pupils accessing 30 hours provision and to those who are vulnerable/ critical key workers (Feb 1 st) Children will be separated and use different areas of the hall.	✓		
Siblings may be in different groups	Bubbles are organised by pupil age	✓		
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Staff have been deployed into specific Bubbles, as far as possible movement between Bubbles does not occur		✓	
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	The school is in an area on the COVID Alert Level. All staff within the PRT Trust are required to wear a mask and a face shield whilst in the building and school grounds.	✓		
Where possible adults maintain a 2 metre distance from each other, and from children	Staff will receive regular reminders regarding socially distancing measures.	✓		

Adults avoid close face to face contact and limit time spent within 1 metre of anyone	Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person Staff are not permitted to use 'usual' shared areas including the staffroom or office space. Particularly if another person occupies the room. Reminders are given.	✓		
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible across the school, however for those who can, staff encourage and model safe practise.	✓		
Pupils are seated side by side and facing forwards, rather than face to face or side on	In KS2 children are seated at forward facing desks, children sit spaced out from one another.	✓		
Staff will work side on to pupils as opposed to face to face whenever possible	For those children who need to lip read staff will take extra precaution whilst face to face, remaining socially distanced	✓		
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Where appropriate Individual Risk Assessments will be written	✓		
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	Where a pupil's medical needs mean this is not possible, staff will be flexible around educational support https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf	✓		
Unnecessary furniture has been moved out of classrooms to make more space	Items of soft furnishing, bean bags/cushions have been removed	✓		
Large gatherings such as assemblies or collective worship with more than one group do not take place	Assemblies take place virtually	✓		
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Consideration to designated rooms by each Bubble has been given.	✓		
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	EY/KS1 Bubble: 8.50am – 11.50am/2.50pm KS2 Bubble: 8.40am –3.00pm Children arrive through the adjacent entry gate. Any child who arrives after 9am, the side gate is locked, and the child must report to the main entrance	✓		
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact Bulletin	Whilst modelling safe practice, duty staff are not to linger in conversation with parents. Messages cannot be passed on via duty staff, parents must contact staff via telephone or email	✓		

All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing. This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	Signage, reminders given via Newsletter, emails and social media platforms	✓		
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time. This will reduce the amount of people assembling in and around the school grounds and will help with social distancing	Staggered start allows children and parents to arrive safely, without mixing unnecessarily. Parents have been notified. Reminders given in letters, newsletters and social media.	✓		
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	Signage, verbal reminders	✓		
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)	No adults entering school grounds at the moment	✓		
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Parents have been notified. Reminders given in letters, newsletters and social media. Signage in place.	✓		
External entrances to classrooms are used where practical	All children enter school via designated Bubble via named external door	✓		
Break times are staggered so that all pupils are not moving around the school at the same time	EY/KS1 Bubble: Access outdoor provision (flexible) KS2 Bubble: Use areas on school site			
Lunch breaks are staggered	EY/KS1 Bubble: 11.45am – 12.45pm KS2 Bubble: 12.15pm – 1.15pm Tables and shared touch points are sanitised by staff between sittings	✓		
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	Only one member of staff is allowed in the staffroom at any given time. Drinks are taken, using provided lidded cups, to rooms where children are not occupying to ensure staff have a break	✓		
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	Staff meetings will take place virtually until further notice.	✓		
Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school	Breakfast and After -School Club are to open to those pupils accessing 30 hours provision and to those who are vulnerable/ critical key workers (Feb 1 st)	✓		

School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	No wraparound care providers are currently working at the moment			✓
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	<u>Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</u>	✓		
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children			✓	

Hazard 2: Social Distancing Measures Not Followed During Travel to and from School				
Control Measures	Additional Information	YES	NO	N/A
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Where possible children are encouraged to walk to school. However as so many live out of the village the majority of pupils are driven to school.	✓		
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<u>Safer travel guidance for passengers</u>	✓		

Hazard 3: Inadequate Cleaning/Sanitising				
Control Measures	Additional Information	YES	NO	N/A
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Caretaker to meet with cleaning staff to inform, instruct on new proposals and requirements.	✓		
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Cleaning equipment in each Bubble and staff will take place regularly during the day.	✓		
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Antibacterial wipes are available to sanitise these areas. Hand gel is also available for users.	✓		
Bins for tissues and other rubbish are emptied throughout the day	Disposable tissues are provided. Lidded pedal bins in place in all classrooms, designated for used tissues, and are emptied daily.	✓		
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Stock level of supplies to be checked with Site Supervisor and Senior Administrator.	✓		
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Designated items of play equipment is available for use in each Bubble.	✓		
Outdoor playground equipment should be more frequently cleaned	Separate outdoor play equipment is available for use in each Bubble. Equipment is sanitised between sessions if required to be used by others.	✓		

Hazard 4: Shared Resources				
Control Measures	Additional Information	YES	NO	N/A
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Items of stationery is provided for pupils and staff.	✓		
Classroom based resources, such as books and games, can be used and shared within the group; these are cleaned regularly, along with all frequently touched surfaces	Equipment is sanitised between sessions if required to be used by others.	✓		
Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups	Steps have been taken to minimise the use of shared resources, where resources are shared they are quarantined and/or sanitised thoroughly before use	✓		
Pupils can bring essentials such as lunch boxes, hats, coats, stationery and bags in to school	Only KS2 children may bring their own stationery into school	✓		
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	It is very difficult to adequately clean books, any borrowed reading books will be quarantined for 48hrs before being borrowed by another child.	✓		
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Antibacterial wipes are available in each Bubble.	✓		

Hazard 5: Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors

Control Measures	Additional Information	YES	NO	N/A
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u> , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools.	Staff to contact HT immediately on receiving a positive test result <i>As from January 25th all staff, employed by the Trust, will carry out a bi-weekly, lateral flow Covid Test. Tests are carried out on a Monday and Thursday of each week, results are reported to NHS Track and Trace regardless of outcome.</i>	✓		
The school recognises that if they have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	Head Teacher will call Local Authority/Public Health England to inform of outbreak of cases and seek advice.	✓		
Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high	No children are clinically extremely vulnerable <u>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</u>	✓		
Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Staff who are identified as clinically extremely vulnerable should follow the published guidance.	No staff are classed as Critically Extremely Vulnerable	✓		
Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home	The Head Teacher is aware of staff who are in this situation. Support is in place for them.	✓		
Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2m	No staff are classed as Critically Vulnerable	✓		

Pregnant women are in the 'clinically vulnerable' category	Individual Risk Assessments will need to be subject to regular review <u>RCOG Q&A covid19 virus infection and pregnancy</u> <u>Covid-19 advice for pregnant employees</u>	✓		
Supply staff and other temporary workers can move between schools, where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	No temporary or supply staff are used during this period of lockdown			✓
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Arrangements are made by appointment in consultation with HT	✓		
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible			✓
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	✓		

Hazard 6: Site User Becoming Unwell				
Control Measures	Additional Information	YES	NO	N/A
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms	<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> If staff have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms	✓		
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Children will wait to be collected in an area which is distanced, yet fully supervised.	✓		
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Toilet will be cleaned afterwards, if used by the waiting child	✓		
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	Please see Inadequate Personal Protection & PPE section of this risk assessment	✓		
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	✓		


<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 	<p>Contact care incidences are be recorded so that they can be contacted if they were to test positive for coronavirus</p>	<p>✓</p>		
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell</p>	<p>Hypoallergenic liquid soap is available for all site users to use. Hand washing signs are displayed and good hygiene is modelled by staff</p>	<p>✓</p>		
<p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p>	<p><u>COVID-19: cleaning of non-healthcare settings guidance</u></p>	<p>✓</p>		

Hazard 7: Site User Developing Symptoms

Control Measures	Additional Information	YES	NO	N/A
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>book a test</u> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p>	<p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	✓		
<p>School have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out</p>	<p>Tests arrived 21 January. They are stored in school office and overseen by school administrator.</p>	✓		
<p>School determines how to prioritise the distribution of their PCR test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	✓		
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>	<p>Information has been communicated to parents/carers. KS2 Bubble records seating arrangements.</p>	✓		
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	✓		

Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	Where required, HT will liaise with the child's social worker, to agree the best way to maintain contact and offer support to the vulnerable child.	✓		
Parents and staff are asked to inform the school immediately of the results of a test	Schools will not share the names or details of people with coronavirus unless essential to protect others	✓		
If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact	Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation	✓		
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period	Someone could still develop coronavirus within the remaining days	✓		
If someone with symptoms tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.	The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days	✓		
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	✓		
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u>	✓		

Hazard 8: Inadequate Hand Washing/Personal Hygiene

Control Measures	Additional Information		YES	NO	N/A
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils		✓		
Hands are washed with liquid soap & water for a minimum of 20 seconds	<u>Guidance on hand cleaning</u>		✓		
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Sanitiser available in every classroom and shared area. Routines for handwashing clearly embedded		✓		
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly cleaning wipes can be used as an alternative		✓		
The 'catch it, bin it, kill it' approach is very important and is promoted	 <p>CATCH IT Catch, spit, sneeze, always cover your nose and eye when in cough or sneeze</p> <p>BIN IT Wash and use the correct paper or tissue. Dispose of your tissue in a bin or potted.</p> <p>KILL IT Wash and sanitize. Get to every surface and keep clean and fresh as soon as you can.</p> <p>NHS</p>	Posters are displayed around the school site	✓		
Disposable tissues are available in each room for both staff and pupil use	Caretaker checks and replenishes when needed. Stock levels checked		✓		
Bins (ideally lidded pedal bins) for tissues are available in each room	New lidded bins have been purchased and are in each classroom. They are emptied daily.		✓		

Hazard 9: Inadequate Personal Protection & PPE				
Control Measures	Additional Information	YES	NO	N/A
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	All staff are wearing both a face mask and visor in all areas of the school	✓		
Adults (all staff) in school wear face coverings at all times, in and outside of the classroom. Visitors are expected to wear a mask, they are provided if necessary Some individuals are exempt from wearing face coverings.	All staff wear dual face coverings, mask and visor. No staff in school are medically exempt from wearing a face covering	✓		
Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer	✓		
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	All staff are wearing both a face mask and visor in all areas of the school	✓		
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Reminders are given	✓		
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Training and guidance given to staff, staff have signed they have read and understood this guidance	✓		
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Staff have been notified	✓		
Where a face covering becomes damp, it should not be worn and the face covering should be replaced		✓		
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Supplies are kept in the main office	✓		


<p>School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances</p>	<p>Trust policy of wearing a face mask and a visor is adhered to.</p>	<p>✓</p>		
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>All staff wear face covering and visor and will continue to do so if a child becomes ill. If deemed necessary, staff's face covering and visor will be discarded if closer contact had taken place. This will illuminate surface contact risks. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>	<p>✓</p>		

Hazard 10: Visitors, Contractors & Spread of Coronavirus				
Control Measures	Additional Information	YES	NO	N/A
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Social distancing for essential deliveries takes place. Non-essential visitors have ended	✓		
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Arrangements are only made by the head teacher/school administrator	✓		
Where visits can happen outside of school hours, they are arranged as such	If possible arrangements are made out of school hours	✓		
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Arrangements are only made by the head teacher/school administrator	✓		
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	✓		
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	✓		
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	Not applicable			✓
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors are recorded on entry, records are kept and can be referred to when necessary.	✓		

Hazard 11: Inadequate Ventilation				
Control Measures	Additional Information	YES	NO	N/A
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	✓		
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	✓		
Where possible, occupied rooms (including toilets) windows should be open	Where possible, to avoid direct drafts, tables/chairs have been moved	✓		
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .	✓		
Prop doors open. Fire doors must not be propped open unless they have a self-closing hold open device fitted.	The use of door handles will be reduced and air will circulate	✓		
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	When it is cold windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.	✓		
Consideration given to opening high level windows to reduce draughts		✓		
Consideration given to only opening every other window instead of all windows when the heating is activated		✓		
The school offers flexibility to allow additional, suitable indoor clothing	For more information see https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#school-uniform	✓		
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Children are encouraged to wear layered clothing and checks are made regarding comfort levels.	✓		
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Where desk fans are used they pointed away from people and pointed at walls	✓		
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Additional heaters, if used, are appropriate to use.			✓

Hazard 12: Fire and Intruder Alarms and Emergencies, including Lockdown

Control Measures	Additional Information	YES	NO	N/A
All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes.	Staff will notify children of evacuation routes and assembly points. Half termly evacuation drill practices will continue. Drill records kept. Spring 1:1 Fire Drill - 26.1.21 43 children in attendance. Building evacuated in 1m 36s.	✓		
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available	All staff have been informed. A map marking positions of emergency cut off points is displayed in the staffroom and school entrance.	✓		
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of new emergency out of hours contact details	Head Teacher and caretaker to liaise with provider.	✓		
An up-to-date log has been maintained with regards to checking and testing of fire safety equipment.	Recorded in the fire log book.	✓		

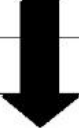
Summary			
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment			Yes
What is the level of risk for this activity/situation with existing control measures			Med
Is the risk adequately controlled with existing control measures			Yes
Have you identified any further control measures needed to control the risk and recorded them in the action plan			No
ACTION PLAN		To be actioned by	
Further control measures to reduce risks so far as is reasonably practicable		Name	Date
Working from Home Risk Assessment completed by all members of Teaching Staff		SH, JW, SG, CA, AW, JC	18 th January 21
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment			Med
Is such a risk level deemed to be as low as reasonably practical?			Yes
Is activity still acceptable with this level of risk?			Yes
If no, has this been escalated to senior leadership team?			N/A
Assessor:	Mrs. S. Hawes	Signature:	
Position:	Head Teacher		
Date:	20 th January 2021	Review Date:	22 th February 2021

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD