

Risk Assessment Overview

Details

School: Glade Primary School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19
Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.
 Version 1 – 15/05/20

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents and wider family members

Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	✓ High risk	Medium risk	Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	High risk	✓ Medium risk	Low risk

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
1.Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "Sickness Absence Policy" and pupil absence procedures updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 10 days, be encouraged to take a test (or remain in self-isolation within their household for 10 days if they refuse) or until they are confirmed to be COVID 19 free by testing. <i>(Guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	✓			Staff Sickness Absence Policy update approved 01/6/20 Parent/carer letters to clarify expectations with parents. Home School Agreement provided and signed parents which sets out procedure where child has displayed symptoms.	✓
		School's "Sickness Absence Policy" and pupil absence procedures updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 10 days or until a negative test result has been provided. <i>(Guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	✓			School's Sickness absence policy update approved by Governing Body 01/6/20 Home school agreement provided and signed by parents which sets out procedures where a child has been exposed to someone displaying the symptoms out of school.	✓
		Update the school's Contractor Arrangements to ensure that they cover requirements for contractors attending the school site to be symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	✓			Areas where work is being carried out can be coned off where necessary to prevent anyone accessing whilst the contractor is working. All visitors to site to sign symptom free statement, which is kept on file.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Communicate the updated school Sickness Policies and procedures to Parents and Staff	✓			Zoom briefing to staff Home school agreement to be reissued to parents at time of students returning to school	✓
1.Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated contractor arrangements with existing contractors and for new contractors as required.	✓			Agree access /hygiene arrangements at time of booking visit, along with statement of being symptom free	✓
		Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	✓			No visitors to attend site without prior agreement by member of SLT/office team. Access via office gate only where there is approval/legitimate reason	✓
		All visitors and contractors who will access the school beyond the reception lobby area will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	✓			New form implemented, admin team to manage, supervised by SBM.	✓
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	✓			New form implemented with immediate effect, admin team to manage supervised by SBM.	✓
		Supply teachers, peripatetic teachers, specialist support staff etc. can provide interventions/teaching as usual. They will be reminded and enabled to socially distance from staff and pupils on the school site as far as is possible.	✓			Any external staff that do attend will have to provide their risk assessment to be approved prior of their visit. Some specialist teachers can provide lessons via remote learning platform.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
1.Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	✓			Meeting room next to the main office has been designated the isolation room and set up with reduced furniture to support effective deep cleaning. A deep clean will occur after use. The Redbridge Public Health Team will be notified and their instructions will be followed and an e mail will be sent to ian.diley@redbridge.gov.uk to seek further assessment.	✓
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 1m.	✓			Office staff can monitor this room from outside the room and safely adhere to 1m rule	✓
1.Contact with unwell individuals – who develop unconfirmed symptoms on site.		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	✓			Disabled toilet to be used and then closed off immediately after use until it has been deep cleaned.	✓
1.Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child's class or group should be sent home and advised to self- isolate for 10 days. Appropriate procedures in place to contact parents promptly? Liaison with Public Health England is to be expected.	✓			All new contact forms will be used to contact relevant parents / staff within the bubble. All key worker / vulnerable children need to complete a form before returning to school ensuring that we have the correct contact details	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
1.Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont'	Direct transmission of the virus to well individuals.	In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	✓			School has a cleaner available on site through the day and has a good capacity to carry out a deep clean when necessary.	✓
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	✓			School has a cleaner available to be on site through the day and has a good capacity to carry out a deep clean when necessary.	✓
2.Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	✓			All staff to be reminded at weekly staff meetings	✓
		Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - When changing rooms/location - Before/after eating Any other time deemed necessary by the supervising staff.	✓			Hand sanitiser is used on arrival by any children needing to touch doors or hand rails before they reach the classroom. Hand sanitiser closely supervised in the EYFS to avoid risk of ingestion. All children are directed to wash their hands on arrival, after the toilet, before/after eating and at transition points throughout the day. Managed toilet breaks with handwashing are included in the day Hand sanitiser is available in all classrooms. All classrooms also have a sink which enables children to wash their hands at regular intervals.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	✓			Teachers have a copy of the COVID19 Home School agreement which outlines the need for hand washing. Videos/song to be used as appropriate to the year group	✓
2.Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont'	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of hand wash basins if required.	✓			We have sufficient wash facilities in all parts of the school, including sinks in each classroom.	✓
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	✓			Hand sanitiser is available across the school site	✓
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.		✓		Hand sanitizer is in all teaching areas, office spaces, staffroom etc. and at entry/exit points. School does not issue individual hand sanitizers to staff	✓
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	✓			Signage displayed, along with guidance on how to use hand washing and gel effectively.	✓
Risk of indirect contact with virus particles -Ventilation	Higher risk from poor ventilation	In classrooms it will be important that schools improve ventilation	✓			All staff to plan outdoor activities where possible All staff encouraged to work with open windows wherever possible, even where air conditioning is in use.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
3.Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	✓			To inform all staff at briefing to remind children regularly from March 21	✓
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	✓			Teaching staff / Support staff to be reminded at whole staff briefing's. Tissues available by bins in all rooms. Tissues to be taken outside for each playtime by children /PE lesson by teacher.	✓
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	✓			Posters placed around school	✓
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	✓			Tissues are available in all classrooms along with a bin, bins are already emptied once a day this will be increased to twice a day.	✓
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	✓			Each classroom has a sink with hand wash facilities available. Posters will be placed around the school reminding pupils.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
3.Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	✓			<p>Staff are provided with basic PPE to use at their choice if they need to approach a child closer than 1m.</p> <p>Parents have been informed about the guidance recommending that masks can be worn if desired. Where required the school can provide masks / shields.</p> <p>Staff advised that face coverings can be worn around the school / classroom, it is their choice however face masks / shields can be provided if required.</p>	✓
4.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	✓			Copy is held in main office and has been provided to the caretaker who currently manages the cleaning team.	✓
	indirect transmission of virus from carriers to well individuals	If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	✓			A rota of cleaners will be on site during the school day with the full team working before/after school as usual.	✓
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	✓			<p>PPE equipment is available for all cleaning staff to use. Team leader will ensure these are being carried out.</p> <p>Carpets to be cleaned twice a year with ad hoc cleaning where necessary</p>	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
4.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	<p>The schools cleaning regime shall be as follows:</p> <ul style="list-style-type: none"> • Each room/area that is in shared use shall receive a deep clean once per day. • Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. • Each room in use shall have its high use hard surfaces cleaned frequently. • Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. • Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. 	✓			<p>Each room will be cleaned at the start of each day, including the school hall. Shared rooms (computer suite, group rooms, staff room, conference room) will be cleaned at a second point during the day/after use.</p> <p>Any contaminated rooms will be taken out of use and deep cleaned at the earliest opportunity by the cleaning staff on site/ site manager.</p> <p>External doors to be propped open at arrival and departure times, then closed.</p> <p>Where a particular surface is prone to being touched more this will be cleaned at least twice during the school day.</p> <p>Toilet facilities to be cleaned after each break time and between the two lunch times and a cleaning schedule signed to indicate that the clean has taken place, site manger to supervise cleaners.</p> <p>Classroom staff have cleaning equipment available for use if necessary, along with PPE.</p>	✓
		<p>School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.</p>	✓			<p>Dining hall will be cleaned at end of every day and during service, tables wiped down and cleaned between each group.</p> <p>Toilet facilities to be cleaned after each break time and between the two lunch times and a cleaning schedule signed to indicate that the clean has taken place</p> <p>Hand rails and door handles cleaned hourly.</p>	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	✓			Additional cleaner is currently employed by the school to undertake cleaning during school hours this is also supported by the Assitant Caretaker undertaking cleaning during the school day when required.	✓
4.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	✓			A cleaning schedule has been agreed with the Cleaning Supervisor, this will be reviewed at regular intervals to ensure that it meets the needs of the school (in terms of number of pupils / adults on site).	✓
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	✓			This will be part of the cleaning schedule	✓
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	✓			All cleaning materials used are shown on the COSHH assessment which is maintained by the site manager.	✓
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	✓			No new chemicals have been used on site. Birkin have provided a COSH assessment for all their cleaning materials	✓
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	✓			These are available and instruction given	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
4.Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	✓			Contact details to be displayed in the school office	✓
		Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method: <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	✓			This is managed by the cleaning contractor	✓
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	✓			All equipment is bagged and placed in a secure location and then placed in the external bins	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
4.Contact with virus particles on surfaces: Effective cleaning.	In Direct transmission of virus from carriers to well individuals	Assess if there is sufficient waste storage space to securely store any increase in waste generated.	✓			School has sufficient bin storage	✓
4.Contact with virus particles on surfaces: 4.Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	✓			Toilet facilities to be cleaned throughout the day, at levels shown on the cleaning schedule.	✓
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	✓			Students will be restricted to using certain toilet facilities dependent on their year group. Year 5 to use Lloyd Hall Nursery to use own toilets Reception to use own toilets All other year groups to use main toilets Managed toilet breaks will be in place to reduce the need for use outside of these times. A system is in place for the year 5 and 6 groups who need the toilet outside of the managed breaks and all other children will be supervised to and from shared toilet areas.	✓
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	✓			This is managed by the class teacher / LSA	✓
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	✓			Cleaned and checked as set out in the cleaning schedule	✓
5.Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site.	✓			Where appropriate to the needs of the school staff will be given the choice of working from home or coming into school	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		School to identify any staff that are classified as being clinically extremely vulnerable and ensure that appropriate advice has been provided on social distancing, hygiene etc. within the school setting	✓			All staff including those that are clinically extremely vulnerable have been provided with guidance via a E mail	✓
5.Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions and ensure that appropriate advice has been provided on social distancing, hygiene etc. within the school setting	✓			All staff including those that are clinically extremely vulnerable have been provided with guidance via a E mail	✓
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	✓			All staff including those that are clinically extremely vulnerable have been provided with guidance via a E mail	✓
		Teaching staff including LSA – to be on site only when required to teach or to support with learning. School to adopt a more flexible approach to allowing PPA to be done at home.	✓			Staff that are on site are expected to keep within their phase bubbles to ensure that they are not mixing with other staff across the school site,	✓
		School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	✓			Class times are staggered to ease people flow around the school. Staff to be provided with Government advice on travel to work and PPE equipment has been provided for those travelling by public transport or in a car share arrangement.	✓
		All staff allowed to work from home been given advice regarding safe workstation set up.	✓			All staff provided with WFH guidance	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		The staff room and facilities to be re-organised to allow 1 m social distancing or limit numbers of staff that can be present.	✓			Number of people in staff room to be limited. Staggered lunchtimes and break times will support with this. Staff to be responsible for maintaining social distance with colleagues. Notices placed in staff room reminding staff of social distancing requirements	✓
		Staff not allowed to share resources/ materials or equipment within the staff room.	✓			All cutlery etc. to be cleaned in dishwasher at end of day	✓
5.Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be suspended or conducted in such a way that social distancing rules are not compromised.	✓			Meetings will be held in the school hall using the 1m social distancing rule, and/or via Zoom.	✓
5.Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to ensure that home learning can continue to take place when a child has to shield or go into self-isolation	✓			All children have been provided with login details to enable them to receive home learning	✓
		School to identify any children who may need their health care reviewed prior to returning to school.	✓			SENCO/First Aider to ensure that this work is completed for identified children	✓
		The school has identified the best bubble arrangement to ensure the curriculum and logistical needs of the school day	✓			Each bubble will be a year group bubble to ensure the logistical needs of lunchtimes and streamed/targeted teaching for specific areas etc. can be met.	✓
5.Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	The school has ensured that classrooms are arranged with forward facing desks.	✓			Due to the relaxation of restrictions desks can now be placed in groups rather than forward facing.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Classrooms.		<p>In the classrooms the following is to occur:</p> <ul style="list-style-type: none"> - Remove from use excess furniture. - Re-organise desks in the space to be forward facing and allow maximum social distancing between tables to reduce risk - Remove soft toys and furnishings that cannot be easily hygienically sanitised. - Remove any items that are complex and difficult to clean effectively e.g. wooden toys 	✓			<p>Classrooms have additional furniture removed with desks spaced to ensure maximum space achieved.</p> <p>All soft toys and furnishings have been removed along with any toys or other items that are not required.</p> <p>All surfaces are clear at the end of the day to enable them to be wiped down and cleaned.</p> <p>Other toys will be wiped down with antibacteria spary</p>	✓
5.Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Children must stay within their identified bubble and not mix with other bubbles	✓			<p>Year group bubbles will stay together and not mix with other bubbles at break or lunchtimes or at any other time.</p> <p>Assemblies will be pre recorded</p>	✓
		<p>Teacher and other staff will ideally keep their distance from other pupils and other staff, ideally 1 metres from other adults</p> <p>Staff should avoid close face to face contact and minimise time spent within 1 meter of anyone.</p>	✓			<p>Tables will be arranged to allow space for the teacher to circulate when necessary and to maintain a 1m distance from the point of teaching at the front.</p> <p>Support staff will use a range of strategies to avoid close contact with pupils wherever possible. Those with a high level of need will be supported through pictorial symbols etc. to encourage independence.</p>	✓
		Children who are old enough will be supported to maintain distance and not touch staff and their peers where possible.	✓			<p>The use of spots, markers and social distancing signs and verbal reminders will be used at all points in the school day to remind children to avoid touching staff and their peers when this is possible.</p>	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.Social Contact on site – Children/Young people Playgrounds	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	✓			Play times are staggered and different locations used around the school site. A timetable will be provided to all staff so that everyone is clear about the expectations.	✓
		For schools, where there is a larger amount of outdoor space that can be easily and clearly segregated, different groups can be allocated to specific areas. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	✓			The timetable allows for the use of all outdoor spaces by all year groups when needed, without mixing. Boundary clearly marked with taped off benches between areas. Adult supervision of boundary (field, playground and caged area)	✓
		Outdoor play equipment will be used with 72 hours break between use and good hand hygiene.	✓			The outdoor play equipment including climbing frames will be used on Mondays with one KS2 bubble and Thursdays with another KS2 bubble ensuring there is a 72 hour window between bubbles. EYFS large equipment in use with regular cleaning in place.	✓
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing, as far as reasonably practicable, using shared equipment in a safe way and practising good personal hygiene e.g. not touching their face or eyes.	✓			Rota system in place for all staff, including lunch time support, ensures that adequate staff are on site and actively supporting children.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff that are working on site as part of the rota provided with Lateral Flow Test kits to enable them to test twice a week to identify if they could be carrying the virus even if they have not symptoms. If the test is positive a PCR test needs to be booked and taken to confirm the result.	✓			Test kits have been received and staff advised of process at staff meeting on the 26.01.21	✓
5.Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.	✓			One way system with signage introduced around school site at arrival and departure times and through the lunchtime period. Open spaces between the school buildings reduces the need for one way systems at other times.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	✓			<p>Different entry and exit points:</p> <p><u>Start of School Day</u> Soft start as usual but parents to leave children at the gate. Reception and Year 1 to line up in playground – all others to go straight to class. Nursery and Reception to use Nursery gate on Roundaway road. Years 1 to use back carpark entrance. Years 2 and 3 to use car park gate on Atherton Road Year 5 to use After school club entrance. Year 4 and 6 to use main entrance gate. Hand sanitizers at each gate. Children to wash hands when they enter the classroom.</p> <p><u>End of School Day</u> Reception and KS2 finish at 3:15pm, Nursery finish at 3.00pm and KS1 finish at 3:30pm Pick up: Nursery and Reception to use Nursery gate on Roundaway road. Years 1 to use back carpark entrance. Years 2 and 3 to use car park gate on Atherton Road Year 5 to use after school club entrance. Year 4 and 6 to use main entrance gate.</p>	✓
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practice to implement a “walk on the left” protocol.	✓			One way system around the school.	✓
5.Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	✓			All arrival and departure times staggered and entry to the school site managed at the gates, with social distancing reminders at potential queuing points.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	✓			Parents will be advised of this in the letter advising on procedures for children returning to school for March 21. KS2 to enter the site without an adult.	✓
5.Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	✓			Arrival is managed by SLT at the gates to reduce congestion on the school site. Soft start as usual but parents to leave children at the gate. Reception and Year 1 to line up in playground – all others to go straight to class Parents given guidance on what to do if children are distressed to avoid close contact where possible. Markings in place at doorways to support social distancing. Departure is staggered	✓
		Have a process for removing face coverings when staff and pupils who use them arrive at school	✓			All children and staff clean their hands upon arrival at school/the classroom.	✓
		Identify a one-way flow for any drop off system.	✓			The school will be using 5 gates to minimise contact between parents as well as staggered end times and a one way system across the site. School will advise parents only one parent should collect children to reduce the number of adults at each gate	✓
5.Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household only.	✓			This is school policy already. A reminder will be made to all parents that only one adult can accompany a child onto the school site.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Stagger collection times to manage the collection process as much as reasonably practicable.	✓			Staggered collection process in place to be revised for the whole school from March 21	✓
		Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	✓			Parents will be advised prior to their child returning to school of the collection arrangements, including the time, collection point and one way system	✓
5. Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	✓			Parents will be advised prior to their child returning to school of the collection arrangements.They will be advised not to congregate near the school gates.	✓
5.Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a regular basis. Take appropriate action to make changes and communicate with all interested parties.	✓			These will be reviewed by SLT regularly once we return in March 21 with the aim of reducing the time taken for entry and exit without affecting social distancing measures.	✓
5. Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	✓			Lunch times are staggered to minimise the children in the dining hall. Two bubbles will be in the hall at a time, using different, marked parts of the hall.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Schools should consider staggered lunchtimes and time for cleaning the dining hall between groups	✓			Two bubbles will have their own allocated slot in the dinner hall with their own allocated seating area. Mid-day supervisor will be monitoring the lunch hall, including collection of children and cleaning tables. Bubble's mid day will support and monitor collection of food. Contingency marked benches in place for slower eaters at one side of the hall with socially distanced markers. Children will be allowed to leave the hall when they have finished independently, once they are instructed and confident in the route and playground base to be used. Crosses are on seats to ensure social distancing	✓
		Class groups should be brought in one group at a time and packed lunch children to sit while others line up for their dinner.	✓			Each bubble will have their own seated area and where a school packed lunch is taken only one person allowed into the serving area at a time. All children to line up and wait to be called to the hatch when it is their turn.	✓
		Work with the School Caterers to determine how food can be served in a socially distanced manner.	✓			All meals pre booked – encourage packed lunch	✓
		Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	✓			Tables/seats will be cleaned after each bubble by midday staff/LSA with an appropriate cleaning product	✓
5.Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	✓			Each bubble will have mid day supervision to ensure that children do not share food or utensils.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Food provision and service should be changed to prevent the need of open salad bars, self- service foods, shared condiments and sauces. Individual servings should be provided.	✓			Salad bar and other self- service items have been removed. Cutlery is placed in each of the trays before service commences by the mid-day supervisor	✓
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce transmission risks.	✓			ISS to use dishwasher to clean at high temperatures. Cutlery to be handed to individual children.	✓
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	✓			All children entering the dining hall will have washed their hands but hand sanitizer is also available if needed.	✓
		Children on packed lunches should be provided with hand sanitiser gel.	✓			All children entering the dining hall will have washed their hands but hand sanitizer is also available if needed.	✓
5.Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	✓			School assemblies will be pre recorded	✓
5.Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE for mixed classes are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	✓			Outdoor PE will only occur within their own bubble	✓
		Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	✓			Where PE equipment is used this will need to be wiped down at the end of the session.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	✓			Class teachers will develop appropriate sports lessons dependent on age group with the support of the PE subject leader. No contact sports will be permitted.	✓
		Outdoor PE lessons are preferred to reduce the risk of transmission.	✓			All PE to be taken outside where possible, where PE does take place inside equipment used will need to be sprayed / wiped at end of the session	✓
		Sports equipment may be shared within a bubble but must be cleaned meticulously before use by another group.	✓			Each bubble to sanitise any equipment used at playtime or during PE at the end of every day.	✓
5.Social Contact: Teaching, including equipment and resources	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing wherever possible and reduce the risk of disease transmission.	✓			Teachers to agree plans with phase leaders prior to school reopening – monitoring in place	✓
		Staff to have their own items that are not shared	✓			All staff to be reminded to keep their own equipment for their own personal use at staff briefing March 21	✓
		Classroom based resources should be used and shared but cleaned regularly	✓			Classroom-based resources, such as book, can be used and shared within the bubble. These should be cleaned regularly. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Teachers can restart marking books if shared within the bubble or between teacher and student only. Books should be cleaned regularly. You should avoid mixing books from different bubbles (both within the classroom and outside of the classroom).	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Resources that are shared between classes or bubbles should be cleaned frequently and meticulously or left unused for 3 days between bubbles.	✓			All shared resources will be cleaned meticulously after use or labelled with a 'Do not use before....' for the next users information.	✓
5.Social Contact – School trips	Direct transmission of virus from carriers to well individuals	Schools can resume non- overnight domestic educational visits. This should be done in line with protective measures within the school and at the destination	✓			The EVOLVE system will continue to be used to monitor all trips and their provision for COVID - linked risk assessments prior to all trips taking place. Trips can take place outside where the venue has been able to provide their risk assessment. Staff advised on an increased time scale needed and verbal approval prior to booking.	✓
5.Social Contact – Breakfast and After School Club	Direct transmission of virus from carriers to well individuals	School should consider re-opening before and after school provision. Schools should consider how they can make such provision work alongside wider protective measures.	✓			Morning club and after school club will open in March. Enhanced cleaning will take place within the locations used after use. Resources will be cleaned after use by each bubble before being circulated to a different group. The playground will be sub divided further to allow 4 bubbles out at a time.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Schools should be advising parents to limit the number of different wraparound providers they access Schools should encourage parents to seek assurance that providers have protective measures in place and that contact sports do not take place.	✓			Written communication to parents about wraparound care to be provided, including the ban on contact sports.	✓
6.Inability to socially distance from a symptomatic child	Direct transmission of the virus to well individuals.	For younger children where direct supervision is required, the attending member of staff will be provided with enhanced PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask. Eye protection should be provided if there is a risk of splashing - vomit.	✓			School has a good supply of PPE equipment with suppliers identified for future use as necessary.	✓
		Parents should be contacted, and the child collected as soon as practicable.	✓			Parents to complete new contact form prior to children coming back to school to ensure details are up to date,	✓
6.Inability to socially distance from a child who needs intimate care	Direct transmission of the virus to well individuals.	For younger children or those who need routine intimate care, where direct close supervision is required, the attending member of staff will be provided with PPE, including gloves and a disposable apron. No enhanced PPE is required unless a child is symptomatic.	✓			Communicate the revised guidance to staff March 21	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
7. Families do not engage with NHS test and trace	Direct transmission of the virus to well individuals.	If a child has COVID -19 symptoms reported to the school or a child is sent home with COVID -19 symptoms, the school will encourage the parents to have the child/young person tested and give advice on self- isolation/stay at home. Test results will be requested to inform school actions.	✓			School expectations to engage in the test and trace process communicated to all parents and included within the Home School Agreement. Staff have been advised that test kits are available should they require one and these can either be posted back or taken to Lynton House. School advice and support to parents/carers who need help to book a test/understand what they are meant to do. Phone call reminders are used to follow up on symptomatic cases	✓
7. Staff do not engage with NHS test and trace	Direct transmission of the virus to well individuals.	If a member of staff has COVID -19 symptoms reported to the school or they are sent home with COVID -19 symptoms, the school will encourage them to have a test and give reminders about self-isolation. Test results will be requested to inform school actions.	✓			School expectations to engage in the test and trace process communicated to all staff at the September briefing SBM to follow up for test results and to communicate results to SLT promptly.	✓
8. Widespread contact with the virus in the community	Rapid spread of COVID -19 in the community:	Schools should contact the local health protection team Respond to an alert from the local health protection team. Send home those who have been in close contact with that person Schools should keep a record of close contacts between children and staff in different groups.	✓			Number for the local health protection team displayed in the school office. Set up a recording system for close contact outside of normal classroom contact and a daily record tally system for class teachers/LSAs to record close contacts within the classroom.	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Risk of contact with the virus through dedicated school transport	Indirect transmission of virus from carriers to well individuals	<p>The advice for public transport will not apply to dedicated school transport. When dedicated school transport is used for school trips the following will be considered</p> <ul style="list-style-type: none"> • Bubble groupings to avoid mixing • Hand sanitiser on boarding and disembarking • Checking cleaning regimes of the companies used • Social distancing where possible on boarding and while travelling wherever possible • Face coverings for over 11s where appropriate 	✓			<p>Communicate the need for these additional controls to staff on a regular basis.</p> <p>Ensure that the EVC monitors the inclusion of appropriate risk assessments within his role prior to trip approval.</p> <p>Focus placed on virtual education visits</p>	✓
Risk of contact with the virus through public transport	Indirect transmission of virus from carriers to well individuals	Depress the need for public transport and increase capacity in the system.	✓			<p>Staggered start and end times in place.</p> <p>Encourage walking, cycling and scooting to school. The travel ambassador within the school will oversee a renewed campaign to promote this within the school community.</p> <p>Promote the use of face coverings for adults and those over the age of 10. Face coverings provided for staff travelling on public transport. Early departure encourage for PPA.</p> <p>Sign post parents travelling by public transport to COVID -19 Safer Travel Guidance for Passengers</p>	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Children continue to not attend school	Risk of emotional harm and extensive missed learning	School attendance will be mandatory	✓			The requirement to attend school from March 21 communicated to parents with a reminder about the possibility of fines for non-attendance. Normal school attendance records will be resumed.	✓
	Risk of extensive missed learning	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools should immediately offer access to remote education Absence where parents are following clinical/public health advice will not be penalised	✓ ✓			The school will have a remote learning offer available to those with and without internet access. Penalty fines will not be incurred where it is confirmed a parent is following clinical/public health advice	✓

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Children are fearful of returning to school	Risk of extensive missed learning	Communicate clear and consistent expectations around school attendance	✓			The requirement to attend school from March communicated to parents with a reminder about the possibility of fines for non-attendance. SLT to call parents that have concerns to try to relieve any concerns around their child returning to school. ELSAs and Mental Health first aiders in place with up to date training and reporting system in place for communicating any concerns Referral to additional services when needed e.g. CAMHS, EWMHS, School Counsellor, Educational Psychologist, CAF Teams etc, Safeguarding team working closely with all relevant professionals to support school return	✓
		Identify pupils who are reluctant or anxious or at risk of disengagement and develop plans to re-engage them	✓				
		Put measures in place for those families who will need additional support to secure school attendance	✓				
		Work closely with professionals to support school return.	✓				

<p>Psychological wellbeing of staff and pupils</p>	<p>Risk of prolonged absences</p>	<p>Support for staff wellbeing</p>	<p>✓</p>		<p>A robust Mental Health and Wellbeing policy which signposts staff to various sources of support / access to Mental Health First Aiders</p> <p>SLT and Governing body committed ensuring that all staff have an adequate work/life balance and to providing all staff with listening support in relation to emotional wellbeing/Open door policy from Senior Leadership Team.</p> <p>Wellbeing updates and notices, awareness weeks and inset days/events to promote staff wellbeing (Zumba, Afternoon Tea, Music request sessions)</p> <p>Signpost to resources and planned CPD opportunities</p> <p>Supervision offer from Educational Psychology Team (REWT)</p> <p>Debriefing/support for staff working with pupils who have complex needs or challenging behaviour or have experienced any kind of trauma.</p> <p>Significant incidents – debriefing with a trained professional for all staff involved in significant incident.</p> <p>Access to Educational Support Partnership</p> <p>Regular questionnaires to ascertain the needs of staff and seek their views on what else we can do to support them.</p>	<p>✓</p>
--	-----------------------------------	------------------------------------	----------	--	---	----------

PREVENTION		Controls	Control in Place?			ACTION PLAN	
What are the hazards	What might happen?		Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Fire and emergency evacuation	Clear instructions for staff regarding evacuation procedures in the event of a fire	Review of fire evacuation procedures in view of revised use of building and ensure all staff are familiar with any changes including assembly points.	✓			Fire evacuation to be reviewed by SBM in light of all children returning to school. Staff training to take place and evacuation procedures to be emailed to staff along with weekly rota. Admin Office staff to update systems in order for speedy accounting for all on site during evacuation.	✓

NB. The above risk assessment has been devised using the following guidance:

Guidance for full opening – schools (2nd July)

Coronavirus (COVID -19): implementing protective measures in education and childcare settings.

Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.

COVID-19: cleaning of non-healthcare settings

HSE guidance on working safely

COVID -19 stay at home guidance

COVID-19: guidance for households with possible coronavirus infection

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

COVID 19: Staying Alert and safe (social distancing)

Sign Off Sheet

Assessor Details:		
Assessor(s) name:	Assessor(s) signature:	Date:

School safety leader to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:

A review of this risk assessment is to be undertaken at regular intervals as guidance from Local Authority / Government changes, and then if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	
11 th January 2021	Rachel Banks	Assessment updated to reflect school is only open to key worker / vulnerable children with the rest of the students receiving remote learning. The assessment has also taken into account new guidance concerning the new variant of COVID and the higher transmission rates.
24 th February 2021	Rachel Banks	Assessment updated to reflect school reopening in March 21 to all pupils
3 rd September 2021	Rachel Banks	Assessment updated to reflect school returning in September 21 to all pupils and the relaxation of some restrictions