

Coronavirus COVID-19 Risk Assessment



May 2021



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Risk Assessment Overview

Details

School:

Stourport Primary Academy

Department:

Whole 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

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

☐ High risk

What will the level of risk be after the ACTION PLAN is completed?:

☐ Medium 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

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "Sickness Policies" 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 or until they are symptom free or confirmed to be COVID 19 free by testing. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	☐			Flow chart in place for staff / pupils showing symptoms Doc 1 Doc 1a – Use of Thermometers guidance In classrooms – and isolation room (LMR allocated from 1st Sept.2020) (SMR – for SOS Breakfast and After School) PPE equipment and notice boards updated in staffroom. Staff handbook updated for 1/9/20 See – Wider opening of school – Doc 2 Doc 2a - 1/9/20 RA – Actions to follow.. Doc 3 Doc 3A – 1/9/20	
		Schools "Sickness Policies" 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 14 days. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	☐			Parents informed via CEO / Heads letter Reminder to staff https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Doc 4 Doc 4A – emailed to parents 16/7/20 4/1/21 staff briefing – handbook updated – google form 5/1/21 Letter to key worker parents / vulnerable children – allocating places from 6/1/21. Isolation reduced to 10 days	

ACTION PLAN						Complete?	
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			Yes	No	N/A		
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Review staff availability to work in school, key roles to consider: - Headteacher - First Aid (paediatric for primary) - Designated Safeguard Lead – - SENCO - Site Staff - Cleaners - Attendance - Admin Schools to liaise with the Trust to find a solution if any of the above are not available	☐			SENCO – full time DSL on site 4 days (Deputy DSL – 1 day Site staff – part time Cleaners – ‘Enhanced’ Cleaning in place SLT member will be ‘responsible’ person – if Head not on site. CEO informed – of these arrangements. *First Aide certificates expires for some staff – 3 month Government extension – until August First Aid Training completed 7/7/20 Doc 5 Doc 5a – First Aiders Meeting Minutes First Aid Book – kept in a central location. Signed by class teachers. Staffing Rota Doc 6 Updated for 1/9/20 Updated 5/1/21 to address lock down and provision for Key Worker, vulnerable and online learning.	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
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		Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are 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.	☐			GO / MH / LC to ensure protocols are in place RA Contractor and Visit Management Doc 7 (copy to GO / MH and Admin) Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.	
Contact with Individuals who are unwell with COVID 19 – General Cont...	Direct transmission of the virus to well individuals	Communicate the updated school Sickness Policies to Parents and Staff	☐			Letter sent 22/5/20 Doc 8 LA letter to parents 19 th May– Doc 9 Teacher staff meeting 1/6/20 Letter to parents 16/7/20 Health and Safety Meeting update 1/9/20 Monitoring Meeting with Jenny Lane – 7/9/20 PHE letters to parents re isolation following a positive test – 6/10/20 Introduction of mask wearing letter to parents – 14/10/20 5/1/21 update following lock down 5/3/21 newsletter reminded parents not to send pupils in. Reminder about isolation and the need to test	

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		Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required.		☐		LC/ MH/GO to ensure compliance 1/9/20 Pre – arranged visit – sign to say they have read Doc 10 Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.	
		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.	☐			GO / MH/ LC to ensure compliance Signs clearly displayed for visitors Parents limited access to the school Contractors by appointment. Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.	

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Contact with Individuals who are unwell with COVID 19 – General Cont...	Direct transmission of the virus to well individuals	All visitors and contractors who will access the school beyond reception 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.	☐			All visitors will be asked the following COVID-19 related questions: • Are they free from any of the symptoms of COVID 19? • Do they live with anyone who is experiencing symptoms of COVID 19? • Have they previously experienced any symptoms of COVID 19, and if so have they been tested for the virus? Doc 11 Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding. 1/9/20 timetables in classrooms record visitors / changes to staffing 18/9/20 – Head met Guitar instructor and agreed protocol. Mask wearing, distancing, hand gel 9/10/20 – Head met guitar instructor and reminded protocol – including ventilation. 8/10/20 Guitar tuition – Head met with Tutor and agreed protocol – 5/10/20 – 15/10/20 – Bikeability -protocol in place for Instructors 5/1/21 Visitors limited due to lock down	

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			Yes	No	N/A		
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	☐			Anyone that is either experiencing symptoms of COVID 19 or lives with someone with is experiencing symptoms will not be permitted to enter the school site. Anyone that has tested positive for COVID 19 will not be permitted to enter the school site for at least 14 days after their diagnosis and then, providing they are free of symptoms.	
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.	☐			Isolation room set up in Large Meeting Room (LMR) OB – First Aider on call 7/9/20 Isolation Room – SMR – for SOS Protocols in place. Flow chart to direct actions. 5/3/21 wider opening – staff briefing reminder re isolation room protocol.	
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	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 2m.	☐			Safeguarding policy updated – a copy of Annex A – displayed in each pod. Doc 12 Copy in all family pods SCR Updated – to show New policy and KCSiE – document in place 1/9/20 1/9/20 Safeguarding Training 4/1/21 staff briefing reminder – Chair of Governors present. Handbook updated	

ACTION PLAN					
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			Yes	No	N/A
		For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	☐		
		Parents should be contacted, and the child / young person collected as soon as practicable.	☐		
		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.	☐		
		Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they or their child are displaying symptoms.	☐		
			If 'No' - give details as to how and when the measure will be implemented and by whom		
			Complete?		
			PPE to be available in all areas – to be accessed by staff Doc 13 – how to use PPE equipment, in all family pods First aid kit – for minor injuries to be in all family pods. 1/9/20 Visors to be allocated to all staff Protocol in place – for meeting parents 14/10/20 – protocol updated to include wearing masks to meet parents on the playground. Parents to wear masks on the playground . Visors used by lunch time staff		
			Flow chart COVID 19 Suspected Cases – V2 – Local Outbreak Team contacted Doc 13a COVID Homes Testing Kits Instructions Doc 13b		
			LMR isolation room Cleaner to be available to clean all areas used by a pupil / staff member, if symptoms developed.		
			Letter to parents sent 22/5/20 Updated letter sent 16/7/20 Staff and parents/carers made aware of expectations		

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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, based on a rapid risk assessment and advice from the local health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.	☐			Flow chart Central Health and Safety to parents and staff	
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 symptomatic or positive test the school should ensure that the classroom/work area and resources that the child or person used should be 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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	☐			Flow chart	
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	☐			Cleaners on site throughout the day	
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.	☐			Posters in all areas of the school – GO Doc 14 4/1/21 - GO / MH – updated all signage prior to opening	
		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.	☐			Posters + pupil staff training and reminders Doc. 15 – PHE Education Guidance - handwashing	

Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Appropriate signage to be placed on display in all rooms, offices, corridors etc.	☐	Staff handbook in place DOC 16a NEW google form attached (9/6/20) updated for 1/9/20 Code of conduct – Doc 16 Hygiene posters PPE equipment Safeguarding Annex A Social Distancing policy - Doc 17 First aid Kit RA Flow chart tissues hand gel – staff Lunchtime arrangements – Doc 18 Play and play equipment – RA – Doc. 19 Well Being and working from Home documentation – sent to all staff – Google Form attached. Wk Beginning 8/6/20 RA – Briefing from SAET – sent to all staff – 15/6/20 – Google sign up sheet – attached. 4/1/21 signage showing number of staff allowed: • Offices • LMR • SMR • Dining hall marked at 2m spaces for tables and for meetings • Phase leader classrooms – marked at 2m spaces for meetings 5/3/21 Staff handbook updated and sent to all staff and new recruits as part of induction
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		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.	☐				
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	☐			4/1/21 Handbook updated 5/3/21 handbook updated	
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.	☐			PPE available for use by all staff to lower anxiety Eg. First aid Intimate care – Doc 20 Nappy Changing – Doc 21	
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.	☐			4/1/21 Briefing and Handbook updated	

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.	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: - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff. Schools should review their behaviour policy to reflect these new rules	☐			Staff rotas in place Letter to parents to explain timings Welcome back letters to pupils – Doc 22 Wider opening Survey to parents to register interest – Wk beginning 8th June • 58 registered responses (Yr 2 - 5) • Three new pods – Yr 2, Yr 3/4, Yr 4/5 + additional • Pupils – to be admitted to existing pods. • New pupils to attend 3 days per week • Induction staggered – 22nd, 24th, 29th • Staggered start time • Break and lunch rotas in place. • Staff approached about changing pods – awaiting guidance from DFE. • Discussed with CEO and CoG. Opening Plan in place for 3/9/20 – sent to SAET H&S and discussed with CEO 10/7/20 7/9/20 – SOS opens (meeting with Managers 3/9/20 – protocols in place) 5/1/21 – protocols updated to admit Key worker and vulnerable children during lock down. • Staff and pupils in Year group bubbles • Small and consistent number of pupils • Staff allocated to 1 bubble • Remote teaching put in place • Rotas in place • Individual RA updated	
		Teaching staff to be provided with appropriate resources to inform and instruct	☐			Induction on first day Training / Reminding	

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		the pupils regarding the needs to wash their hands during the pandemic.				Code of Conduct displayed	
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 wash hand basins if required.	☐			Toilets / washing hands facilities allocated for each group Wider pods allocated facilities - however Sept guidance states – pupils can use any toilets – enhanced cleaning in place. Where possible pupils will use – set toilets Two pupils – from the same pod can access at a time 5/1/21 Yr group bubbles continue to use their allocated facilities	
		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	☐			Pupils to provide their own – to be kept in trays Sanitizer units will be available – on entry and exit for pupil use – to enable pupils to enter more easily.	
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.	☐			In place in classrooms	
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	☐			Signage in all classrooms and around schools	
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.	☐			Rota in place SAET Guidance sought over workers who have raised concerns. RA to be updated for any member of staff who will be returning following 1/8/20 guidance	

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			Yes	No	N/A		
		School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.	☐			Survey completed – and HR advice sought. Staff informed to contact Medical advice where necessary Shielding paused 1 August 2020, PHE Systems of Control implemented 5/1/21 • RA in place for identified individuals • Two pregnant staff working from home • HR working with 2 TA's and LSA to ensure PHE systems of control implemented. • 1 member of staff shielding	
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 they should work from home. If this is not possible then an individual risk assessment is required.	☐			Staff identified HR Guidance followed – re returning to work for SAET staff PHE Systems of Control implemented	
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	☐			Staff identified Shielding paused 1 August 2020, PHE Systems of Control implemented Shielding 5/1/21 re instated	

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			Yes	No	N/A		
		Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties. School to adopt a more flexible approach to allowing PPA and marking to be done at home.	☐			Staff rota in place. Contact with pupils 3 days per week from 1 st June. To be increased as needed (wider opening Where people can work from home – provision is in place (LSA Meeting 8/6/20) All staffing in school for contracted hours 1/9/20 RA in place for returning to work and pregnancy 5/1/21 Rotas in place for staff covering face to face and online provision. Vulnerable children supported in school	
		School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	☐			Staff rota in place	
		All staff allowed to work from home been given advice regarding safe workstation set up.		☐		Central policy to staff	
Social Contact on site – Staff. Cont’	Direct transmission of virus from carriers to well individuals	The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	☐			To be completed by 1st June Max 8 people in staff room – signs in place. Protocol in place – staff advised to bring own resources. Health and safety reminder 1/9/20 1/9/20 – staffroom areas allocated to Phases – SMR / landing 4/1/21 All areas and signage reviewed	

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		Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.		☐		Protocol in place	

		Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	☐		Google meet – set up SLT daily Phases TA meeting led by SENCO – 8/6/20 1/6/20 – meetings socially distanced in the hall 9/6/20 – SLT – in LMR SLT Meetings weekly 9/7/20 – LSA Meeting - Socially Distanced in the Hall – to share opening plan 13/7/20 – Teacher Meeting – Socially distanced in the hall – to share opening plan 1/9/20 – Training – Hall 1/9/20 – SLT Meeting 2/9/20 – Staff Meeting Hall 9/9/20 – SLT Meeting 14/10/20 – email reminding staff about Social Distance 4/1/21 – staff briefing and handbook updated. 5/1/21 – staff briefing following lock down announcement. Key worker and vulnerable children identified for face to face. Remote learning set up 5/3/21 staff briefing for re- opening. CoG present First of all thankyou – for all you efforts Pleased to say increasingly vaccines are being distributed Readiness to Open Classrooms / display Corridors	
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						Lockers First aid/ PPE lockers re filled – where necessary Hall Pupils with - Behaviour Plans, PSP, SEND and PP and associated targets updated. Monday 8th March – HANDS, FACE, SPACE.... VENTILATION Staggered start at the gate.. classrooms ready from 8:30am. Younger children arriving with older siblings 1 member of staff – from a Yr group directing at the gate... 120 children are already back.. and know the system. Letters have gone to all Classes to remind them of procedures.. Gate 1 – is nearest the squash court GW – will collect returned laptops at the gate on a trolley Mental Health, Well - Being – at the Core of the Curriculum – Readiness to learn.. Codes of Conduct. Lower the Risk of Transmission at ALL Times	
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						Playtime – Zone rota.. 2m between bubbles Lunchtime – EYFS or 1 year group in the hall – other classes eat in the classroom. Rota in place. Masks worn in areas that you cannot social distance. 2 adults max in a classroom – unless..a third adult is a one – to one (for example) Isolation area – protocol in place.. PPE must be worn. Ventilation.. complete log.. handover at the gate.. inform office so a cleaner can be deployed once pupils have left via the playground gate. Staffroom – H&S – an awareness by all staff that these will be dual purpose – so must be safe.. eg. Kettles, trailing wires etc.. Pick up at the end of the day – swift... Markers to identify – where parents should stand Parents enter through one gate and exit o through a second gate. Finally look after each other and ‘check in’ to make sure all is ok. Please any other things that come to light please raise.. with myself, Pam or Phase Leaders	
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Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	☐			RA to be put in place – Phase Leader Meeting 10/7/20 EHCP / PSP / PEP / PEEPs / Health Care Plans IEPs – re engagement plans to be put in place Phone calls to all pupils made by new class teachers. DSL to monitor Vulnerable / anxious pupils invited into school – before the end of term – as appropriate. 1/9/20 – Safeguarding / Health and Safety Training 9/9/20 Monitoring of Individual Pupil Plans	
Social Contact on site – Children/Young people Cont...	Direct transmission of virus from carriers to well individuals	School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	☐			See above Shielding paused 1 August 2020 PHE Systems of Control implemented 1/9/20 – 1 Family J-W (CIN) Shielding – social worker contacted	
		Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	☐			Guidance – shielding ends 1/8/20 – however advice will be sought as necessary.	

		The school has identified the number of children in each year group allowed to return and then allocated them to groups of no more than 15.	☐		Pupils and classes allocated in pods of up to 15 from R, 1 and 6. Key worker and Nursery also in pods of 15. Doc. 23 Family pod registers New pods – in place – if given the ‘go ahead ‘ to open. 1/9 / 20 – pupils in classes of 22/23 However the pod size will be 90 (EYFS; KS 1; LKS2; UKS2)– to enable pupils to be taught in three classes – as necessary to cover absence and delivery of full curriculum offer. Staff – allocated to a pod . Guidance indicates that staff can work across the pod. Following review, pod sizes reduced to 1 year group of 45 pupils, but in individual classes for the vast majority of the time. Email to SLT 19/10/20 <i>We have at the end of last week and over the weekend reviewed the Risk Assessment - this is an ongoing reflective document.</i> <i>The objective is to reduce ‘bubbles’ to classes – and the staff who teach them.</i> <i>Phase Leaders have looked at staffing and reduced contact, where possible, but enabling us to deliver the curriculum.</i> <i>Classes will not mix during curriculum time. Where doors are open for teaching purposes – strict measure will be in place so classes have zero contact with each other.</i> <i>Where interventions run – across classes – formal timetables will be kept – to enable any ‘contact’ to be identified.</i>	
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						- From today – the playground will be formally zoned – so that classes are not mixing. - Staffroom – social Distancing – SMR / Staffroom Face masks will be worn on the playground – limited contact with parents. Social distancing at all times – between staff in classes and across bubbles. Please speak with SLT if you have more suggestions – as we are constantly reflecting on ways to minimise risk further.	

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Social Contact on site – Children/Young people Classrooms.	Direct transmission of virus from carriers to well individuals	The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned. Consider Early Years children having to be taught in classrooms for older children.	☐			Tables placed in a social distance manner. Each child has own tray of resources on their desk Discussed with Phase Leaders and their teams Year 2 Key worker and vulnerable children to be allocated to Year 1 family groups. Year 5 – Key worker and vulnerable pupils to be allocated to Year 6 pods. CEO and Operation Manager informed. 1/9/20 Desks facing forward – Yr 2 – 6. EYFS / Yr 1 – continuous provision in place Individual writing resources provided for year 1. In EYFS resources sprayed each day. Books are passed to children – as required. 5/1/21 Lockdown announced – pupils in small consistent year group bubbles with allocated staff. Desks facing forward 5/3/21 – wider opening classroom re-opens to 'bubbles'.	

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		Relocate spare “early years” furniture into other classrooms to allow the age groups to be more comfortable. (Conduct a Manual handling Risk Assessment if needed.)	☐			Nursery pupils allocated to Reception and Nursery rooms. Rooms re - arranged to accommodate. Nursery procedure in place – Doc 24 Schedule and protocol discussed with Nursery Leaders and update to show arrival and exit protocols. Meeting 22/5/20 1/9 / 20 All EYFS pupils – to return to their classrooms. Whilst Nursery numbers remain low – the two Nursery provisions will mix to ensure ratios are maintained. 5/1/21 Nurseries to remain open during lock down to all parents. Staff allocated – Elderberry and Mulberry open.	
Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Where schools have a larger number of groups of children than the number of classrooms or rooms available for teaching. Seek advice from your Trust. <i>Guidance suggests schools should prioritise children from priority groups and children in younger year groups.</i>	☐			N/A	

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What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		In the identified classrooms the following is to occur: - Remove from use excess seating. - Re-organise desks in the space to allow 2m social distancing between pupils. - Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Remove any hard toys that are complex and difficult to clean.	☐			Audit of rooms complete and ready for opening 1st June 2020. Chair of Governors Learning Walk – 1st June Doc. 25 Rooms to be organised for 'new pods' – if allowed to open. 16/17th July – classrooms reorganised in preparation for September opening	
Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.	☐			Family groups and staffing arranged – maximum of 15 in every pod. Groups – growing daily – in R, 1 and 6 1/9/20 See above for wider opening and increased pod size – following latest guidance.	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
				Staff must stay with their class group throughout the day where practicable.	☐		
		Where cover is required for an absent teacher, where possible, staff from the same bubble will be used. In extreme circumstances , a senior leader will be released to provide teaching cover. A 'circuit' breaker of two days must be put in place after the senior leader comes out of the bubble to avoid cross-contamination of bubbles.	☐			15/10 Head Teacher to keep timetable of cover outside of the bubble.	
Wrap Around Care	virus from carriers to well individuals	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons	☐			3/9/20 Meeting with SOS Managers 7/9/20 Opening of Wrap and Around (breakfast and afterschool). Pupils to be kept in Phase bubbles – socially distanced. Information of groups tracked and kept for 21 groups. SMR to be used as isolation room if required. PPE available. Parents met at the air-lock and staff expected to wear face coverings.	

			ACTION PLAN				
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
PE	Direct transmission of virus from carriers to well individuals		☐			3/9/20 PE Training from DY to highlight curriculum opportunities while maintaining suitable social distancing. Lesson plans shared with staff via StaffShare PE Equipment to either be (a) cleaned by teaching staff after use or (b) quarantined for 72 hours in designated area of the PE store. Notes to be completed on the clipboard. 6/1/21 SOS Open to reduced numbers	
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.	☐			Rota in place for year groups 1/9/20 – updated rotas in place 5/1/21 rotas updated for lock down 5/3/21 rotas update for the wider opening	
Social Contact on site – Children/Young people Playgrounds cont...	Direct transmission of virus from carriers to well individuals	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.	x			Playground to be sectioned by 1st June 2020 Field to be sectioned as appropriate. Supervision of each family group in place. Rota of spaces in place for 1/9/20. Monitored and reviewed during phased return.	

			ACTION PLAN				
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		Outdoor play equipment, including climbing frames etc will not be used unless the equipment can be demonstrated that it can be cleaned effectively between groups of children using it.			☐	Adventure playground now in use. CY checks daily, MH checks weekly. Forest School Playground Gruffalo Garden EYFS Outdoor area in use. (See play and play equipment RA) Play Houses – sectioned off – for social Distance constraints. 5/3/21 Play grounds zoned and rota in place	
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	☐			Sufficient staff allocated Signs and posters in all family pod areas.	
Social Contact on site – Children/Young people Playgrounds Cont'	Direct transmission of virus from carriers to well individuals	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play.	☐			All play to be supervised and led by adults on duty for their pod. Children are closely supervised by staff, who intervene should they feel they re ‘too close’, redirecting them to a more structured activity (What's the time Mr wolf or creating a piece of outside art etc.)	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
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 and signage to show routes.	☐			Plan in place – for entrance and exit to the building. Discussed with Phase Leaders / Nursery Managers. 1/9/20 – updated for the wider opening. Shared with staff and parents. Pupils to be met on first day back 6/1/21 Reminders to children – code of conduct 8/3/21 Reminders to children on wider opening	
		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.	☐			Plan in place – to avoid internal transition through corridors. Eg. Lunch hall accessed from outside – rather than an internal corridor.	
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, if a one way system is not possible, it is good practise to implement a “walk on the left” protocol.	☐			Pupils code of conduct reinforced. Corridors taped to divide the space and encourage walking on the left. 6/1/21 – updated 8/3/21 – wider reopening	
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.	☐			Beginning and end of the day timetable I place and shared with pupils – by personalised newsletters and with parents via formal letter. 1/9/20 – individualised letters sent to pupils 5/1/21 – letters to parents re opening to Key Worker and Vulnerable children during lock down 5/3/21 – class letter and reminder on newsletter.	

			ACTION PLAN				
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Families should be informed that children should be brought to the site on time and by only a single member of the same household wherever possible to reduce transmission risks.	☐			Letter to parents 22/5/20 Newsletter – sent 10/7/20 Text sent – 2/9/20 as a reminder 5/3/21 Newsletter reminder	
		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.	☐			Beginning and end of day routines in place. Class teachers to meet at the gate on 1 st June. SLT to monitor 1/9/20 – systems in place – monitored by SLT 7/9/20 – usual school time 8:40 for all pupils 6/1/21 – Drop off protocol reiterated to Key Worker and vulnerable children 5/3/21 – staggered start times	
		Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	☐			All signage in place 1/9/20 – signage to be update wk beginning 24/8/20 14/10/20 – signage to be updated – to include mask wearing on the playground	
		Identify a one-way flow for any drop off system.	☐			One way flow at gate – when picking up	

ACTION PLAN						Complete?	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	
			Yes	No	N/A		
Social Contact – Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household only.	☐			Letter to parents informing 22/5/20 Year 6 – walking home alone permission granted – Doc.27 1/9/20 – Walking home permission to be updated – via Parent Pay 5/1/21 Walking home protocol update for pupils accessing school 8/3/21 permission to be updated	
		Stagger collection times to manage the collection process as much as reasonably practicable.	☐			Letter to parents 22/5/20 Letter sent to parents – 10/7 20 and 16/7/20 5/3/21 reminder to parents of staggered start	
Social Contact – Collection	Direct transmission of virus from carriers to well individuals	Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	☐			Protocol in place – to 'hand' children back to parents at the end of the day. Parents stand on markers and await their child to be sent to them.	
		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.	☐			Signage in place and parents allocated waiting areas in year groups. 4/9/20 Monitored by SAET H&S (pm) Three visits from Covid Wardens 5/3/21 – reminder on the newsletter.	
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 daily basis. Take appropriate action to make changes and communicate with all interested parties.	☐			Daily review in place by SLT and teams.	
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.	☐				

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	☐			Seating plan in place. Lunchtime Supervisors set up and clean between sittings. Family pods supervised by their adults during the lunch time period. 1/9/20 – sandwiches unable to eat in the hall. Spaces allocated throughout school 6/10/20 – Dining arrangements reviewed to increase space – seating plans in place. 5/1/21 seating plan updated 5/3/21 seating plan updated	
		Class groups should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch of join a supervised queue.	☐			Rota and times in place. 7/9/20 Rotas reviewed with daily monitoring	
Social Contact. Dining Hall cont...	Direct transmission of virus from carriers to well individuals	Work with the School Caterers to determine how food can be served in a socially distanced manner.	☐			Schedule in place RA – Doc 28 – catering audit – completed by LC LTS – training by SLT to reinforce protocols in the dining hall. 1/6/20	
		Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. COVID 19: cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	☐			LTSs to be on duty – between sittings 1/6/20 – monitored by SLT 1/9/20 – meet with LTs to discuss the plan for hot dinners and sandwiches	
		Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	☐			Rota in place	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			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.	☐			Menu in place for UFSM and UFSM Other children bring packed lunch. FSM / UFSM – sandwiches and remain with vouchers – if wider opening – due to only 3 days per week. 1/9/20 – all pupils in school full time and caterers on site All pupils have designated seats and food is served to them at their table by LTS. School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). 5/3/21 No caterers on site. Sandwiches brought in to increase flexibility in the hall – reduce numbers.	
Social Contact. Dining Hall cont...	Direct transmission of virus from carriers to well individuals	Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	☐			Tables to be laid out with cutlery for children to use. Pupils socially distance at tables 4/8 spaces filled. All pupils provide their own drinks. Refillable during the school day.	
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	☐			Hand wash – no gel available for pupils – unless they bring from home. Parent letter 22/5/20 1/9/20 – pupils will have access to hand gel on entry and exit – in some high volume areas – to enable pupils to enter and exit quickly and avoid queues.	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		Children on packed lunches should be provided with hand sanitiser gel.	☐			Hand washing protocol in place. Pupils can use gel – if they have their own resource from home. No sharing	
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.	☐			Class assemblies to be organised – via google	
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE for mixed 'learning groups' are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	☐			PE / Games organised in family pods. DY to organise and share plans – Doc 29	
		Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	☐			Pods of 15 in place 1/9/20 – pod size to be a Key Stage as above	
Social Contact School hall / Sports cont...	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	☐			Planning in place from Class teachers 3/9/20 PE Training from DY to highlight curriculum opportunities while maintaining suitable social distancing. Lesson plans shared with staff via StaffShare PE Equipment to either be (a) cleaned by teaching staff after use or (b) quarantined for 72 hours in designated area of the PE store. Notes to be completed on the clipboard. 6/1/21 small amount of equipment designated to bubbles	

			ACTION PLAN				
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		Outdoor PE lessons are preferred to reduce the risk of transmission.	☐			Rota of space in place	
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	☐			Plan in place. Hall to be 'cleaned' between groups	
		For older pupils that would require a changing room, consider allowing the children to arrive at school wearing appropriate sports kit that would be worn for the remainder of the day to avoid the need for changing.	☐			Classrooms available for changing 4/9/20 Yr 5/6 arriving at school in PE for Friday PE to remove the need to swap rooms for changing. All other year groups changing in their classrooms.	
		Assess the current changing facilities, to determine if they are large enough to maintain a 2m social distance for a maximum of 15 pupils at a time	☐			Changing facilities organised in classrooms.	
Social Contact: Teaching	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 and reduce the risk of disease transmission.	☐			Curriculum planning in place. Timetables sent home. 1/9/20 – personalised letter identifies timetable for individual. 5/1/21 Face to face an online plans in place. 6/1/21 LSA plans in place to limit adults in classrooms 6/1/21 RA in place to limit contact for vulnerable adults. HR working with adults as necessary.	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	Shared resources are prohibited. Children to be provided with individual resources where appropriate.	☐			Individual resources in trays for children to access. 1/9/20 – unable to have individual trays on desks due to space. Writing equipment allocated. Books distributed as needed. 6/1/21 Bubbles have allocated resources 5/3/21 – updated for wider opening	
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.	☐			Link to DfE guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Doc 30	
		If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	☐			Contract cleaners schedule in place	
		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.			☐	N/A	
		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.			☐	Contract cleaners- in place	

			ACTION PLAN				
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
Contact with virus particles on surfaces: Effective cleaning Cont...	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: - Each room that is in 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.	☐			Schedule of work in place Each room to have cleaning log to instruct cleaning team of any spillages or contamination 4/1/21 Additional cleaning continuing throughout the school day.	
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	☐			Schedule in place Water RA – in place and testing documentation following Trust guidance – 29/5/20 Doc 31 Legionella testing completing and report received. Water testing to be completed weekly throughout the summer holiday.	
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	☐			Cleaner on site at all times	

Contact with virus particles on surfaces: Effective cleaning cont...	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: • 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.	☐		Contract Cleaners – GO <u>Rainbow/Y1</u> Only ‘easy to clean’ equipment will be selected for children to use. Equipment used throughout the day will be placed in the Year 1 area for deep cleaning by Contract Cleaners. Rainbow equipment is cleaned or rotated by Rainbow staff, equipment that is rotated is left for 72 hours before being used again. ‘Messy play’ equipment such as water and sand will be avoided, but if it is felt necessary for a child’s development it will be single use only. Playdough will be made by an adult wearing a mask and gloves. This will then be given to individual children in their own box. Children will only be allowed to use their own playdough. Children will be encouraged to wash hands before and after use of equipment using the agreed 20 second protocol – this will be supervised by an adult. <u>ICT Equipment</u> Laptops, computer keyboards, screens and mice, and other handheld ICT Devices should be cleaned with Antibacterial spray after use and before returning them to the storage	
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						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
						cabinets. Teaching staff/LSAs are responsible.	
Contact with virus particles on surfaces: Effective cleaning cont...	Indirect transmission of virus from carriers to well individuals	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.	☐			In place with contract cleaners	
		Ensure that up to date Material Safety Data Sheets (MSDS) are present for the chemicals in use at the school.	☐			Lewis cleansing in place	
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	☐			Lewis cleansing in place	
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. *After use they should be removed and disposed of as general waste.	☐	☐	☐	Lewis cleansing in place *If area cleaned exposed to person showing coronavirus symptoms, the gloves and apron will be double bagged and stored for 72 hours before disposal in general waste.	
		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.	x			Contact PHE via SAET	

						ACTION PLAN	
What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			Yes	No	N/A		
		Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method: • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or • 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.	☐			Contract cleaners	
		Used equipment shall be disposed of as general waste unless exposed to person showing symptoms, then, double bagged, stored for 72 hours securely and then disposed of in general waste.		☐		Waste management tbd	
Contact with virus particles on surfaces: Effective cleaning cont...	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated.		☐		Increase in bins needed from 1 - 4	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: 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.	☐			Schedule in place	
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	☐			Protocol in place	
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	☐			Protocol in place – supervision in place.	
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel . Replace as frequently as necessary.	☐			Pupils to provide own sanitizer, if required. On site cleaner to refresh	

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

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
 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)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

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

School safety co-ordinator 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 annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:
27/08/2020	Jenny Lane	Table top review of risk assessment undertaken and communicated to school. School has translated and implemented the Public Health England Systems of Control, as outlined in the DfE Guidance for full opening of schools 7 August 2020, to fit their local environment.
28/4/21	Jacqui Elwis Lisa Crump	Reviewed Risk Assessment with LORT Team