

# Risk Assessment







Activity/Person/	Covid-19	
Location	John Perry Primary School	
Assessor	Steve Board - H&S Link Governor, Sarita James - School Business Manager	
Head Teacher	Wayne Pedro	Signed: Mr W Pedro
Employee Rep:	Sue Cross	Signed:
Date of assessment	26 February 2021	
Review date	tbc	

RAG Rating	
Please tick	
Not achieved	
Partially achieved	
Fully achieved	


## 1. START AND END OF THE DAY

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Communication strategy (communication to parents / carers, visitors)	Parent contact with pupils and staff	<ul style="list-style-type: none"> <li>Communication to parents to ask only one parent to accompany pupil to school</li> <li>Allocated entrances shared with parents/ carers</li> <li>Communication to parents re. protocols</li> <li><b>Parents and carers must wear face masks or visors when on the premises</b></li> <li><b>The school will offer a disposable face mask to those parents and carers who need them</b></li> <li>Parents not to gather at school gate or school entrances. Designated waiting place in KS1 and KS2 playgrounds.</li> <li>Parents are not permitted to attend the school office without an appointment.</li> <li>Information to parents e.g. handwashing and social distancing, wearing a face mask whilst on school premises has been sent to all</li> <li>Visitors will be limited on site and only by prior appointment</li> </ul>	SLT	
Entry to school premises <b>Staggered start times for different key</b>	Staff contact with each other on arrival to school	<ul style="list-style-type: none"> <li>Hand sanitiser at all entrances</li> <li>Reception – barriers in place to separate staff from visitors to maintain safe distancing.</li> <li>The school will provide a disposable face covering for those members of staff who request them</li> </ul>	SLT	


<b>stages/year groups</b>		<ul style="list-style-type: none"> <li>Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</li> </ul>		
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> <li>Staggered start times for different key stages/year groups (<i>refer to Staggered Drop off and Collection Times document on the school website</i>)</li> <li>Markings and pictorial notices to maintain social distancing displayed</li> <li>Staff presence at all drop off points – SLT</li> <li>Communications to parents showing drop off areas</li> <li>Parents/carers required to wear face coverings when on premises</li> </ul>	SLT and members of staff will monitor this on a daily basis	
Pick up	Social distancing on collection High level of concern that older children will leave without parent and gather outside groups after school.	<ul style="list-style-type: none"> <li>Staggered end times (<i>refer to Staggered Drop off and Collection Times document on the school website</i>)</li> <li>Staff presence at pick up points - SLT</li> <li>Communications to parents regarding pick up points</li> <li>Parents to be reminded about social distancing when collecting children from site</li> <li>Parents/carers required to wear face coverings when on premises</li> </ul>	SLT and members of staff will monitor this on a daily basis	
Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<ul style="list-style-type: none"> <li>Briefings to staff and children on the importance of observing social distancing and walking in a single file at all times</li> <li>Remind pupils to keep a safe distance within their group</li> <li>Pupils should be kept apart from other groups</li> <li>Communication with parents</li> </ul>	SLT and members of staff will monitor this on a daily basis	
Punctuality	Children arriving and being collected late	<p>Late arrivals:</p> <ul style="list-style-type: none"> <li>Parents will be instructed to take their children to 'late collection point ' (dining hall)</li> <li>A member of staff will record the time of arrival and the child will be escorted to the classroom</li> </ul> <p>Late collection:</p> <ul style="list-style-type: none"> <li>Children will be escorted to the 'late collection point' (dining hall)</li> </ul>		

		<ul style="list-style-type: none"> <li>• A member of staff will record the time of arrival in the hall and collection by parents/carers as well as the reason for late collection</li> <li>• After three lates, a letter will be sent out to parents reminding them about the importance of collecting their children on time</li> <li>• After five lates, a meeting with a member of SLT will be arranged</li> </ul> <p><i>Please see Attendance and Punctuality Policy and Late Collection Policy on school website</i></p>		
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## 2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Classroom	Observing social distancing	<ul style="list-style-type: none"> <li>• Signage across the school</li> <li>• EYFS and KS1: no changes to usual practice</li> <li>• KS2: no use of carpet and children sitting side by side with desks facing the front</li> <li>• All classes to store coats and bags on assigned coat pegs either inside or outside the classroom. Classes in the Cube and ARP will store coats and bags on coat pegs inside the classroom. All other classes to use the coat pegs outside the classrooms.</li> <li>• Training the children on distancing and the rules in the classroom</li> <li>• As much as possible, children to be supervised when out of the classroom</li> <li>• All off- site visits suspended until further notice. Consult the health and safety guidance on educational visits when considering visits <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></li> </ul>	SLT Individual class teachers Support staff with group	 <p>Not all children across the school are able to be supervised by an adult; for example, going to the toilet in KS2.</p>
Classroom	Children requiring additional support	<ul style="list-style-type: none"> <li>• Familiar adult for child with EHC plan</li> <li>• Staff using full PPE when providing intimate care</li> </ul>	SLT Staff providing intimate care	


Classroom	Children leaving the classroom	<ul style="list-style-type: none"> <li>On call system to respond to children leaving class without authorisation</li> <li>Use of walkie-talkies and phones in dedicated areas of the school to report any incidents to SLT or the office</li> </ul>	SLT All staff	 New telephone system acquired. Phones have been placed in remote areas of the school (Year 1 cupboard, Nursery).
Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> <li>Staff briefed on hygiene protocols to eliminate cross-infection risks</li> <li>Staff belongings (e.g. handbags, coats, etc) to be kept away from children and other staff</li> <li>Hand sanitisation stations in all classrooms</li> <li>Regular breaks for handwashing; first thing when children enter the class, before and after breaks/lunchtimes, when they change rooms and at the end of the school day</li> <li>Water available in classrooms for handwashing.</li> <li>Age appropriate instruction provided to pupils on hand washing methods for at least 20 seconds. Hand washing will be supervised at all times in order to monitor this</li> <li>Supervision of handwashing/support for pupils unable to complete appropriately</li> <li>Monitoring of frequency of handwashing by pupils and staff.</li> <li>Signage with instructions and key messages including 'catch it, bin it, kill it' and handwashing posters</li> <li>Double bagged lidded bins in each classroom</li> <li>Children to bring their own labelled water bottle into school</li> <li>Water fountains will be turned off across the school</li> <li>If at all possible, children escorted to toilets to avoid meeting other children from different groups</li> <li>In addition to hand driers in toilets, a supply of paper towels and a lidded bin will be used</li> <li>Good supply of disposable tissues in each classroom and enough to top up regularly</li> </ul>	Premises manager SLT individual class teachers Support staff with group SENCO Cleaners	 Due to the mobility (new starters joining school throughout the year) risk assessments have to be constantly updated.  Hand driers have been reconnected; however, those in the Cube have remained disconnected due to the noise and the disruption to learning in the classes downstairs in the Cube.

		<ul style="list-style-type: none"> <li>• Each classroom provided with gloves and disinfectant wipes to clean equipment/table in case a pupil coughs or sneezes without appropriate covering</li> <li>• Staff briefed on PPE use, safe storage of face masks and disposal at staff briefing</li> <li>• All staff to use a face covering whilst in communal areas on site</li> <li>• Staff can opt to wear a face mask or visor in the classroom</li> <li>• Additional PPE ordered and available from independent suppliers or if needed from the Local Authority</li> <li>• All classroom spaces will have a window which must be open to allow for good ventilation</li> <li>• Doors will be kept open, where possible, to allow for good ventilation</li> <li>• Review separate Risk Assessments for individual children who may need additional support to stay in their group if the door is open</li> <li>• Separate Risk Assessment for new starters</li> <li>• Unnecessary items removed from classrooms</li> <li>• In KS2, soft furnishings and soft toys removed</li> <li>• Bins emptied more frequently when needed by teachers or support staff</li> <li>• Classrooms will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises team</li> <li>• Increased natural ventilation where possible</li> </ul>		
Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> <li>• Individual resources allocated to each class</li> <li>• Resources only used within class only – no sharing with other classes</li> <li>• Classroom based resources such as books and games can be used and shared within the classroom bubble. These should be cleaned regularly, along with all frequently touched surfaces</li> <li>• Resources that are shared between classes, such as sports, arts and science equipment, should be cleaned frequently. When sharing equipment between groups, you should either clean it before it is moved between bubbles or allow them to be</li> </ul>	Premises manager SLT Rotas – Phase Leads Support staff with group	

		<p>left unused for a period of 48 hours (72 hours for plastics)</p> <ul style="list-style-type: none"> <li>• Each pupil to be provided with resources kept in a zipped wallet</li> <li>• Deep cleaning of any shared areas or resources through the weekly deep clean</li> <li>• Cleaning of equipment daily (more frequently if needed)</li> <li>• Cleaning of toys (if appropriate)</li> <li>• Teachers make sure they wash their hands and surfaces, before and after handling pupils' books</li> <li>• Increased natural ventilation where possible</li> </ul>		
Hall / assemblies	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> <li>• All assemblies suspended for hall settings</li> </ul> <p>General hall use</p> <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied for all general activity (e.g. PE or Music)</li> <li>• Adequate supervision ratios</li> <li>• Pictorial notices to maintain social distancing displayed</li> </ul>	SLT	
EYFS/ Reception outdoor space	Joining shared area with limited outdoor shared space	<ul style="list-style-type: none"> <li>• Increased use of Teletubby Hill in addition to EYFS garden</li> </ul>	SLT	
ARP	Not typically organised in year groups	<ul style="list-style-type: none"> <li>• Increased natural ventilation where possible</li> <li>• ARP group to minimise social contact with rest of pupils in the school and mixing as far as is practicable</li> </ul>		
Toilets	General hygiene	<ul style="list-style-type: none"> <li>• Pictorial notices to maintain social distancing displayed in pupil and staff toilets</li> <li>• Hand washing protocol before and after use of toilet facilities (20 seconds minimum recommended)</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Only two members of staff in staff toilets</li> <li>• Toilets cleaned regularly by cleaning staff</li> <li>• Increased natural ventilation where possible</li> </ul>	SLT Individual class teachers Support staff with group	
Toilets	Intimate care	<ul style="list-style-type: none"> <li>• Trained staff available</li> <li>• PPE available and used</li> <li>• Handwashing</li> <li>• Staff briefing</li> <li>• Staff to adhere to Intimate Care Policy</li> </ul>	SLT Inclusion Lead	

Corridors and staircases	Movement around the school	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be observed and monitored by all staff</li> <li>• Remind children of safe distancing where queuing is likely (e.g. queuing in playgrounds, dining hall, etc). Refer to Addendum to Behaviour Policy.</li> <li>• One way system will be used for moving upstairs in school. No groups will be allowed to cross over at any times</li> <li>• Timetables are staggered to ensure there is limited cross over, including the start and end of the day</li> <li>• Use of PPE when using lift</li> <li>• Staff will be briefed on entry/ exit points and routes for their classes</li> <li>• Staff to do a safety walk with their classes to familiarise pupils with one-way system, entry and exit points and parts of the building that will be accessible to them</li> <li>• All systems will be monitored by adults with the class and on duty SLT members</li> <li>• Children to walk in single file at all times</li> <li>• Resources in corridors to be shared by pupils in dedicated groups</li> <li>• Staff and children will maintain a safe distance where reasonably practicable</li> <li>• Signage inside and outside of the school building will be used to remind staff and children of systems</li> <li>• Increased natural ventilation where possible</li> </ul>	SLT Staff in groups	
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### 3. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Lunch service	Moving to and from lunch service whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> <li>• Staggered lunch times - year groups kept separate where possible</li> <li>• Rota in place for alternate hot and cold lunches</li> </ul>	SLT Individual class teachers Support staff with group	

		<ul style="list-style-type: none"> <li>• Hand washing/sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces</li> <li>• No sharing of items</li> <li>• Social distancing guidelines to be applied where possible. SLT/MDAs to give frequent reminders about social distancing</li> <li>• Children to remain in allocated groups</li> <li>• MDA staff member with each class from Reception and Year 1 (when clearing/wiping to wear gloves)</li> <li>• Food and cutlery to be placed on trays by catering staff</li> <li>• Social distancing in a queue where possible. Children reminded about walking in a single file.</li> <li>• Kitchen staff included in school briefing and made aware of safer working practices</li> <li>• Staff <b>must</b> wipe down tables, seats and general dining area between groups</li> <li>• In the event of wet play, groups to remain in class and follow wet play arrangements</li> <li>• Encourage a 'no touching' approach</li> <li>• Staff to refer to the Lunchtime Procedures document on shared folder</li> </ul>		
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#### 4. BREAKTIMES

AREA OF RISK	ISSUE	• MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> <li>• Restrict the use of fixed play equipment in the Infants and Junior playground</li> <li>• Equipment to be cleaned regularly</li> <li>• Sanitisation upon re-entry to classrooms</li> <li>• Water fountains taken out of use – labelled water bottles to be used</li> </ul>	SLT Individual class teachers Support staff with group	
Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> <li>• Staggered break times in Phases</li> <li>• Year Groups playing in separate zones in the Juniors playground at breaktime and lunchtime</li> <li>• Classes collected from their individual zones at the end of play and lunchtime</li> </ul>	SLT Individual class teachers Support staff with group	




		<ul style="list-style-type: none"> <li>• Social distancing guidelines to be encouraged</li> <li>• Encourage a 'no touching' approach</li> </ul>		
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**5. FIRST AID PROVISION**


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> <li>• Medical room to be used as first-aid room</li> <li>• Chairs outside Medical room to reduce congestion</li> <li>• Adequate numbers of trained staff to administer First Aid</li> <li>• Full PPE to be worn when administering first aid in line with normal practices</li> <li>• Poster displayed in Medical Room about the use of PPE</li> <li>• Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</li> <li>• PPE / Handwashing protocols to be followed</li> <li>• Management and staff must read and follow manufactures instructions on how to use PPE correctly</li> <li>• Good ventilation at all times - Windows/door to be left open</li> <li>• Regular cleaning of room, chairs and surfaces</li> <li>• First aid room is separate to the Covid isolation room</li> </ul>	SLT Trained first aid member of staff on duty	

## 6. GENERAL WELFARE



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
<p>1. There is a confirmed case of coronavirus in a setting</p>	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul> <p>Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. The children are generally asymptomatic or</p>	<p>Protocol in place in line with <a href="#">Guidance for schools and educational settings</a> contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. Schools should refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission.</p> <p>If there is a confirmed or suspected case of coronavirus (a child, young person or a staff member) in a setting, they and their siblings should be sent home and advised to self-isolate:</p> <ul style="list-style-type: none"> <li>• The child/adult has to self-isolate for 10 days; the isolation period includes the day the symptoms started and the next 10 full days.</li> <li>• Advise them to follow the <a href="#">guidance for household with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• Their fellow household members should self-isolate. Their isolation period includes the days symptom started for the first person in the household, or the day the test was taken if they did not have symptoms, whether this was a <a href="#">Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</a>, and the next 10 full days.</li> <li>• If a member of the household starts to display symptoms whilst self-isolating, they will need to restart the 10 days isolation period and book a test.</li> <li>• If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</li> </ul>	<p>SLT</p>	


	<p>have mild symptoms only and the transmission rate to other children or adults is low or negligible</p>	<p>All staff will have access to a test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will need to be discussed with the manager and the employee.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Stay at home guidance is available <a href="#">here</a>.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person</p>		
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<p>Covid-19 Outbreaks on site</p>		<p>subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings on LBBB's website <a href="https://www.lbbd.gov.uk/coronavirus-covid-19">https://www.lbbd.gov.uk/coronavirus-covid-19</a>. Please follow these.</p> <p><b>In case of an outbreak (please see definitions below), contact the dedicated advice service by calling the DfE Helpline on 0800 0468687 and selecting option 1 for advice on the action to take in response to a positive case.</b></p> <p><b>If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team (HPT).</b></p> <p><b>The advice service (or HPT is escalated) will work with the school to carry out a rapid risk assessment and identify appropriate next steps.</b></p> <p><b>Also, contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</b></p> <p>Contact Local PH team on <a href="mailto:pauline.starkey@lbbd.gov.uk">pauline.starkey@lbbd.gov.uk</a></p> <p><b>They will</b></p> <ul style="list-style-type: none"> <li>Respond to your enquiries</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Give advice if there are suspected coronavirus cases (i.e. before test result back)</li> <li>• Give ongoing support to settings managing outbreak</li> </ul> <p>Where settings are observing guidance on <a href="#">COVID-19: infection prevention and control (IPC)</a> , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p><b>Outbreak definition:</b> If you have two or more confirmed cases of COVID-19 within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.</p> <p>*a cohort might be in a class, year group or other defined group within the school. This definition aims to distinguish between transmissions occurring in the community versus transmission occurring within the education setting.</p>		
2. Testing and contact tracing	Staff, Pupils, visitors, contactors  (Risk- as set out in section 1)	<p>Staff in primary school will continue to test with LFDs twice a week at home, as per existing guidance on <a href="#">testing for staff in primary schools and nurseries</a>.</p> <p>Staff must report their results to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result, whether void, positive or negative, with the school to help with contact tracing.</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the Stay-at-home guidance. They will also need to arrange a lab-based PCR test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p> <p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p>	SLT	

		<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• The school has a limited number of testing kits that can be provided to staff, pupils or parents who experience difficulty accessing a test. Please contact the school if you need information</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Coronavirus testing is now available to everyone in England and Wales with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste).</p> <p><b><u>How to book a test</u></b></p> <ul style="list-style-type: none"> <li>• People can register for a test at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> , after checking their symptoms.</li> <li>• Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new <b>119</b> service to book their test. People with hearing or speech difficulties can call 18001 119.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Tests for essential workers are prioritised over the tests available for the wider public through the NHS.</li> <li>• If you are an essential worker, or live with an essential worker you can apply via the <a href="#">testing for essential workers</a> link</li> <li>• The <a href="#">list of essential workers</a> is available here.</li> </ul> <p><b><u>When to apply for a test</u></b></p> <ul style="list-style-type: none"> <li>• Apply within the first 3 days of having symptoms. The test is best taken within 5 days of symptoms starting.</li> </ul> <p>Schools should ask parents and staff to inform them immediately of the results of a test to take appropriate actions as highlighted in section 1 above.</p>		
3. Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors  (Risk- as set out in section 1)	<ul style="list-style-type: none"> <li>• If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</li> <li>• For individuals or groups of self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See guidance on <a href="#">remote education support</a>.</li> <li>• In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</li> </ul>	SLT	
4. Communication strategy (communication to	Staff, Pupils, visitors, contactors (Risk - As set out in section 1)	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>• Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> </ul>	SLT	

parents / guardians)		<ul style="list-style-type: none"> <li>• If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school</li> <li>• Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>• Parents to be advised to follow guidance below. <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>		
5. Shielded and clinically vulnerable groups including those who are pregnant.	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> <li>• The announcement on the 22<sup>nd</sup> February 2021 has extended the period of shielding until further notice. Read the current advice on shielding: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• The advice for pupils who have been confirmed as CEV is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will offer them access to remote education.</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised</li> <li>• Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This advice may change depending on further data.</li> </ul>	SLT	






Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups	UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.	<ul style="list-style-type: none"> <li>CV staff can continue to attend school.</li> <li><a href="#">Advice for pregnant women</a> is available.</li> <li>Risk assessment undertaken with BAME staff members using 'appendix 1' of this document.</li> </ul>		
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> <li>Where clearing up of body fluids is required, the staff member must wear full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>PPE and waste disposal protocols to be followed (double bag waste)</li> <li>Handwashing protocols to be followed</li> <li>Protocol in place to respond to emergency cleaning requirements and increased cleaning requests</li> </ul> </li> </ul>	Premises manager SLT	
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> <li>Rigorous cleaning regimes to be introduced</li> <li>Cleaning staff/ team briefed on new cleaning measures</li> <li>Regular wipe down of high traffic touch points with cleaning substance by premises staff</li> <li>Doors left open where possible</li> <li>Soap provision and sanitiser provision checked regularly</li> </ul>	Premises manager SLT Staff with classes	
If staff have concerns about the environment		There should always be these members of staff available: SLT Member of the Safeguarding Team Premises Staff Cleaning Staff Admin Staff	SLT	
Risk to children's family members after sending their children to school.	Children catching the virus at school and spreading it at home.	<ul style="list-style-type: none"> <li>Advise parents that the school cannot guarantee to be able to keep their children socially distant.</li> </ul>	SLT	
New staff starting work at school	All staff needing to know new procedures	<ul style="list-style-type: none"> <li>All staff briefed on new procedures</li> </ul>	SLT	

Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors,	<ul style="list-style-type: none"> <li>Refer to the school's Covid19 Visitor Policy.</li> <li>Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk.</li> <li>For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999</li> </ul>	SLT and Governors	
Travel Plan	Staff, pupils	<ul style="list-style-type: none"> <li>Refer to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> for advice and information on safer travel to and from school</li> <li>Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and help maintain social distancing</li> <li>Families using public transport refer to the safer travel guidance for passengers (see link above)</li> </ul>	SLT	

## 7. STAFF WELLBEING




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff travel	Staff travelling on public transport at higher risk	<ul style="list-style-type: none"> <li>Staff encouraged to travel by bike or walk where possible</li> <li>Staff travelling on public transport to be offered the use of PPE</li> </ul>	SLT	
Health	Staff who are extremely clinically vulnerable	<ul style="list-style-type: none"> <li>All staff to attend school from 4<sup>th</sup> March 2021 as per the Government guidelines</li> <li>Risk assessments in place for staff at higher risk including BAME.</li> <li>PPE equipment available on request.</li> <li>Social distancing to be maintained, whenever possible</li> <li>Social distancing arrangements in staffroom</li> <li>Limited numbers in toilets</li> <li>All staff and visitors to wear face masks whilst on school premises (communal areas for staff)</li> </ul>	SLT	

Providing a work life balance for staff	Previous expectations need to be adjusted.	<ul style="list-style-type: none"> <li>All staff encouraged to limit time spent in school</li> <li>Staff to adhere to school's amended Marking and Feedback Policy</li> </ul>	SLT	
Staff mental health	Staff will need support returning to school setting.	<ul style="list-style-type: none"> <li>All staff to be reminded of the free Employment Assistance programme</li> <li>Regular opportunities to discuss mental wellbeing confidentially or as part of LSA/Teaching Staff Insets</li> <li>Resend email signposting staff to support network – Education Support Pathways <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a></li> <li>Refer to <i>Extra mental health support for pupils and teachers</i> document: <a href="http://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>Teachers can access the free <a href="#">MindEd learning platform for professionals</a>, which contains materials on peer support, stress, fear and trauma, and bereavement.</li> <li>School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by the Employment Assistance programme and the school's private counsellor</li> <li>The <a href="#">training module on teaching about mental wellbeing</a> will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom.</li> </ul>	SLT	
Well-being/safety	Staff will need support with new systems and management of classrooms	<ul style="list-style-type: none"> <li>Whole staff contribution to school Risk Assessment</li> <li>Staff Inset (03.03.21) to talk through updated guidance and procedures</li> <li>In school SLT members on call throughout the school day</li> <li>Use of walkie-talkies and phones to get in touch with SLT</li> </ul>	SLT	

		<ul style="list-style-type: none"> <li>Regular check-ins with staff to provide opportunities for staff to review systems that are in place</li> <li>SLT to offer Wellbeing meetings with individual members of staff from March</li> <li>SLT available for confidential meetings with staff if and when required/requested</li> <li>SLT to continue with virtual staff insets as well as management meetings</li> <li>Staff briefings and Phase meetings to be held remotely</li> <li>Teachers are given the option of having their PPA session from home</li> </ul>		
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## 8. SAFEGUARDING


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
All children	Child protection policy	<ul style="list-style-type: none"> <li>Review Child Protection Policy to reflect the return of more pupils to school</li> </ul>	DSL and Safeguarding Team	
Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<ul style="list-style-type: none"> <li>CIN/CP/LAC meetings to continue virtually (face to face only when essential)</li> <li>Consultation with social workers &amp; families to continue face to face when required</li> </ul>	SLT DSL	
Children with EHCPs	Risk of transmission to adults working with child	<ul style="list-style-type: none"> <li>Individual risk assessments for new starter pupils with EHCPs</li> <li>Review and update Risk Assessments for all pupils with EHCPs</li> <li>Where possible, a familiar adult to continue to support children with EHC plans</li> </ul>	SLT Inclusion Lead	
Children with medical needs	Children's medical needs:	<ul style="list-style-type: none"> <li>Individual risk assessments</li> </ul> <i>Refer to section 6 of this document 'General Welfare'</i>	SLT Inclusion Lead	
Essential visitors from external agencies	Risk of transmission to adults and staff if providing support for children with SEND	<ul style="list-style-type: none"> <li>Visits are arranged by appointment only</li> <li>Clear guidelines on entry to school and procedures in place</li> <li>PPE offered if necessary</li> <li>Social distancing to be maintained</li> </ul> <i>Refer to Section 1</i>	SLT Inclusion Lead	



Transport arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Protocol in place in line with <a href="#">Government Guidance</a></li> <li>• Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements.</li> <li>• Request a copy of the transport providers updated risk assessment</li> <li>• The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements</li> </ul>	Inclusion Lead	 <p>Inclusion Lead to request a copy of the updated Risk Assessment from transport provider</p>
Attendance	Pupils	<ul style="list-style-type: none"> <li>• School attendance will be mandatory for all pupils from 8<sup>th</sup> March</li> <li>• Communicate clear and consistent expectations around school attendance to families</li> <li>• Work closely with other professionals as appropriate to support the return to school of those children in families who will need additional support to secure pupils' regular attendance <i>Refer to Attendance and Punctuality Policy</i></li> </ul>	Attendance Officer Inclusion Lead	
Pupil wellbeing	All pupils Pupils experiencing anxiety, stress or low mood	<ul style="list-style-type: none"> <li>• Deliver training module on teaching about mental wellbeing at staff inset (03.03.21) to improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom</li> <li>• Deliver training focused on pastoral support for pupils using the <a href="#">Every Interaction Matters</a> webinar</li> <li>• PSHE curriculum to prioritise the teaching of mental wellbeing early from September</li> <li>• Ensure provision of pastoral activities to support pupils' mental wellbeing</li> <li>• Provide more focused pastoral support where issues are identified that individual pupils may need extra help.</li> <li>• Draw on external support where necessary and possible such as school nursing services to deliver the healthy child programme (<a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</a>)</li> </ul>		

		<ul style="list-style-type: none"> <li>School's private counsellor to provide a bespoke programme of support for identified children</li> </ul>		
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## 9. LEARNING




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement of key groups	Children falling behind their peers in educational achievement	<ul style="list-style-type: none"> <li>All teaching and support staff have received Google Classroom training for implementing remote learning.</li> <li>Teachers differentiating work</li> <li>Families offered support with accessing online learning in the event of a partial or full school closure</li> <li>Home-learning and school learning broadly in-line to give equal opportunities to pupils</li> <li>Individual risk assessment for children with EHC plans and those who are vulnerable</li> </ul>	Teachers SLT	
Gaps in curriculum provision	Home learning/school re-opening curriculum differs from usual school curriculum	<ul style="list-style-type: none"> <li>Curriculum leaders involved in developing the current curriculum</li> <li>Carry out an assessment (week beginning 5<sup>th</sup> October 2020) of pupils' starting points to address gaps in knowledge and skills</li> <li>Effective use of regular formative assessment (observing pupils in class, talking to pupils to assess understanding, marking books, scrutiny of pupils' work) to identify gaps in knowledge and skills and plan next steps</li> <li>Curriculum adapted to meet demands of the covid-pandemic with a strong emphasis on mental health and wellbeing</li> <li>Continue to teach a broad curriculum (all subjects from Spring term)</li> <li>Curriculum adapted to fill the gaps in core knowledge; prioritise within subjects the most important components for progression.</li> <li>In Nursery, teachers to focus on the prime areas of learning</li> </ul>	SLT Subject Leads	

		<ul style="list-style-type: none"> <li>• In Reception, teachers to focus on and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary</li> <li>• In EYFS, ensure equal opportunities for outdoor learning for all groups of children</li> <li>• In Early Years, focus on the prime areas of learning including communication and language, personal, social and emotional development, and physical development</li> <li>• In KS1 and KS2, strong emphasis on phonics and reading, increasing vocabulary writing and mathematical knowledge and skills across the curriculum</li> <li>• Identify opportunities across the curriculum so that pupils read widely and develop their vocabulary</li> <li>• Aim to return to the school's normal curriculum by no later than Spring term</li> <li>• Assemblies and coming together of large groups suspended. Class teachers to introduce WOTW in class. Weekly celebration assemblies to continue but in class</li> <li>• All off site visits suspended</li> </ul>		
New content of learning in school	Children will not be familiar with procedures/health and safety expectations in school	<ul style="list-style-type: none"> <li>• Staff Inset (03.03.21) on curriculum expectation</li> <li>• Social stories shared with pupils in the ARP to explain return to school of all pupils in March</li> <li>• Regular timetabled points to wash hands/ reminders of health and safety expectations. Refer to Addendum to Behaviour Policy.</li> </ul>	SLT Teachers/support staff	. 

Remote learning	Remote learning and learning in school will need to be managed	<ul style="list-style-type: none"> <li>• All teaching and support staff have received Google Classroom training for implementing remote learning.</li> <li>• Teachers have trained the children in the use of Google Classroom.</li> <li>• Teachers running home-learning using Google Classroom in the event of partial or full school closure</li> <li>• Remote learning will be offered as soon as reasonably practical, which may be the next school day, to all children who are shielding or self-isolating in line with clinical and/or public health advice. School to monitor engagement with this activity.</li> <li>• Teachers will provide remote learning for their classes when not in school</li> <li>• Children and families will be supported with technology to access home learning materials</li> <li>• Contingency planning for outbreaks in place</li> <li>• School to provide printed resources for pupils who do not have suitable online access</li> <li>• Teach a well-planned and well-sequences curriculum to ensure progress in knowledge and skills</li> <li>• Teachers to provide pupils with feedback on work</li> <li>• Teachers have the option of making their own video lessons or using video lessons provided by Oak National Academy; school to select topics and lessons that match our own plans and curriculum</li> </ul>	SLT Teachers	
Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<ul style="list-style-type: none"> <li>• Communicate to parents/carers the priorities of the curriculum and the importance of mental health and wellbeing</li> <li>• Inform parents about remote learning platform (Google Classroom) and the expectations for accessing remote learning</li> </ul>	SLT	







Physical activity		<ul style="list-style-type: none"> <li>• Pupils to be kept in consistent groups</li> <li>• Sports equipment to be thoroughly cleaned between each use</li> <li>• Avoid contact sports between groups</li> <li>• Prioritise outdoor sports and Physical Education</li> <li>• PE lessons indoors will resume in the Summer term</li> <li>• When considering team sports, refer to the <a href="#">guidance for safe provision including team sport, contacts combat sport and organised sport events</a></li> <li>• Follow advice from the Association for Physical Education (<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>)</li> <li>• Refer to separate PE and Swimming Risk Assessment</li> </ul>	SLT PE Lead Teachers LSAs	
Swimming	Swimming lessons on site and externally	<ul style="list-style-type: none"> <li>• All external swimming lessons have been cancelled until further notice</li> <li>• Swimming will resume in the Spring term for Years 1 and 2</li> <li>• Aqua club has been suspended until further notice</li> <li>• Refer to separate PE and Swimming Risk Assessment</li> </ul>	SLT Swimming instructor LSAs	
Behaviour of pupils / staff	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• All staff have received training on emotional regulation to support pupils' behaviour as well as their emotional and mental wellbeing</li> <li>• The school's pupil behaviour policy has been reviewed and updated and is available on the school website</li> <li>• Communicate rules/policies clearly and consistently to staff, pupils and parents</li> <li>• Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.</li> </ul>	SLT	

		<ul style="list-style-type: none"> <li>Staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times</li> <li>Return to usual school uniform policy</li> </ul>		
Extra-curricular provision and Lettings		<ul style="list-style-type: none"> <li>Resume breakfast and after-school provision (Bright Futures).</li> <li>Refer to Bright Futures Manager for a copy of their Risk Assessment</li> <li>Inform Bright Futures of any class closures due to confirmed cases of Covid-19</li> <li>After school clubs run by external providers (e.g. music) will resume in the Summer term</li> </ul>	School Business Manager	 <p>Request Risk Assessment from Bright Futures from March 8<sup>th</sup> 2021</p>
Primary assessment	Reception, Year 1, Year 2, Year 4 and Year 6 pupils	<ul style="list-style-type: none"> <li>All statutory assessments planned for summer 2021 have been cancelled</li> </ul>	SLT Inclusion Lead ARP Manager Reading Lead Year 2 teachers	 <p>School will trial the Engagement Model with the intent of implementing it from September 2021</p>
Staff moving between classes and year groups	PPA and Management cover and supply teachers, LSAs	<ul style="list-style-type: none"> <li>Keep their distance from pupils and other staff as much as possible, always maintaining a safe distance from other adults and pupils.</li> </ul>	SLT	

## 10. PREMISES

**\*Note: John Perry has not been entirely closed and so some health and safety considerations in the NEU document on reopening do not apply. However, in the interests of a comprehensive risk assessment, these have been included here.**



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Reception area	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>Visitors instructed to use Antibacterial screen wipes and hand sanitiser to be used before and after signing-in using Inventory.</li> </ul>	SBM	

		<ul style="list-style-type: none"> <li>• Screens in place to separate staff and/or demarcation to maintain safe distancing</li> <li>• Notices to maintain social distancing displayed</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>• Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Hand washing poster displayed and leaflet available providing information for visitors.</li> <li>• Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements</li> </ul>		
Staff room	Staff, visitors	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Increased cleaning frequency of hard surfaces</li> <li>• Hand washing poster displayed</li> <li>• Increased natural ventilation</li> <li>• Minimised sharing of items</li> <li>• Items to be sanitised before and after use</li> <li>• Staff instructed not to leave an unwashed items in the sink but to wash utensils or rinse them and put in the dishwasher.</li> </ul>	SLT	
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Handwashing /sanitisation protocols to be followed</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Work with external school meal providers (where engaged) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils</li> <li>• Staggered lunch times</li> </ul>	SBM	
Hot and cold water systems working appropriately.	Due to increase in hand washing, water systems need to be in good working order	<ul style="list-style-type: none"> <li>• Statutory water system checks are carried out regularly</li> </ul>	Premises Manager SLT	

Gas safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Standard gas service certificate in the Site Manager's file</li> </ul>	Premises Manager SLT	
Fire safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Fire drill to take place soon after return to school (week beginning 15<sup>th</sup> March)</li> <li>In order to provide adequate ventilation throughout the school, doors to classrooms will be open. Staff will be responsible for closing the doors on way out</li> <li>Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing will be disregarded to enable a quick and safe evacuation.</li> </ul>	All Staff SLT Fire Marshalls	  Fire Drill report to be carried out.
Kitchen Equipment	Staff, pupils	<ul style="list-style-type: none"> <li>Standard kitchen service certificates appropriate</li> <li>Kitchen remains open and normal legal requirements continue to apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> <li>Social distancing guidelines to be applied where possible</li> <li>Handwashing /sanitisation protocols to be followed</li> <li>Increased cleaning frequencies of hard surfaces.</li> <li>School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).</li> </ul>	Premises Manager SLT	
Specialist equipment used by pupils (access/mobility/ changing)	Staff, pupils	<ul style="list-style-type: none"> <li>All specialist equipment in working order</li> </ul>	Premises Manager Inclusion Lead SLT	

Security/intruder alarms/access control	Alarm/entrance systems	<ul style="list-style-type: none"> <li>Alarms and entrance systems have been in use during closure</li> <li>All alarms in full working order</li> </ul>	Premises Manager SLT	
Toilet hygiene	Hand dryers in toilets blowing air (virus) around.	<ul style="list-style-type: none"> <li>Hand dryers will be reconnected, except those in the Cube due to the noise disrupting learning as the doors to the toilets are left open.</li> </ul>	Premises Manager SLT	
Rooms used	<p>Possible inadequate ventilation in some rooms.</p> <p>Room size impact on social distancing and numbers.</p>	<ul style="list-style-type: none"> <li>Only rooms with adequate ventilation to be used.</li> <li>Doors to be kept open. *Please see fire safety. Additional risk assessments to take place in rooms where leaving a door open will expose children to additional risk (eg runners)</li> </ul>	Premises Manager SLT	
Premises cleaning	Cleaning of surfaces and equipment	<ul style="list-style-type: none"> <li>All areas of the premises to be thoroughly cleaned on a daily basis with particular surfaces focus on surfaces that are touched by multiple people</li> <li>Daily (at least) cleaning of: photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps.</li> </ul>	Premises Manager SLT	
COSHH Cleaning / Sanitisation products	<p>Pupils</p> <p>Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children</p>	<ul style="list-style-type: none"> <li>COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider)</li> <li>Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> </ul>	Premises Manager SLT	 <p>All premises staff were COSHH trained in December 2020.</p> <p>School's cleaning products have not changed, just the regularity of cleaning.</p>

**Commented [w1]:** Need to create/obtain a COSHH Safety Data Sheet

		<ul style="list-style-type: none"> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul>		
Staff levels	Procedures in place if staff levels fall short of safety requirements	<ul style="list-style-type: none"> <li>• A clear procedure to close the school and provide remote/blended learning at short notice if staff levels fall to levels where safety cannot be assured.</li> <li>• Where possible, a member of SLT and the Safeguarding Team will be available on site</li> <li>• Learning Support Assistants may be asked to lead a class where necessary</li> </ul>	SLT	
Reoccupation of areas which have not been in use during lockdown.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the school's Health and Safety Link Governor on the week beginning March 1<sup>st</sup>).</p> <p>Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including:</p> <ul style="list-style-type: none"> <li>• Maintenance checks of plant and equipment undertaken – including school kitchen equipment.</li> <li>• Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>○ Fire alarm panel status green</li> <li>○ Fire call points operational</li> <li>○ Emergency lighting operational</li> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> <li>• Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period</li> <li>• Electrical equipment and systems maintained</li> <li>• Electrical gate systems maintained</li> <li>• Lift maintained</li> </ul>	Premises Manager SLT H&S Link Governor	 <p>Visual inspection of premises to be carried out – H&amp;S Link Governor</p>

		<ul style="list-style-type: none"> <li>• Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates air to different rooms, it is recommended that you turn off re-circulation and use a fresh air supply</li> <li>• Asbestos management arrangements in place</li> <li>• Boiler room plant inspected / maintained</li> <li>• Play and PE equipment to still receive scheduled inspection (even though taken out of use)</li> <li>• Identify and remedy possible vermin infestations</li> </ul>		
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**Please refer to:**

- Risk Assessment Addendum January 2021
- Lateral Flow Test Risk Assessment February 2021

**Please note, the assessment above will be shared with staff and the Health and Safety Link Governor in their oversight role.**

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

**This document has been reviewed and updated by SLT on 26<sup>th</sup> February 2021. The updated risk assessment will be sent to the Health and Safety Link Governor for ratification. It will be uploaded onto the website thereafter.**