COVID-19 Risk Assessment

March 2021

Hazlewood
Community Primary School

Limitless Potential **Ignite Passion** **Embrace Difference**

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Risk Assessment Reviews

For School Use:

Date of production	**02.03.21**	**Date of Next Review**	**09.03.21**	**Shared with all staff and Senior Leadership Team (✔)**	✔
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Changes:					
Date of Review		**Date of Next Review**		**Shared with all staff and Senior Leadership Team (✔)**	
Changes:					

Further Actions

To be completed **after** your risk assessment:

Do you need to do anything else to control the risks identified in your risk assessment?	**Action by who?**	**Action by when?**	**Done**

2.0 PEOPLE MANAGEMENT AND COMMUNICATION			
Hazard	**Risk**	**Control Measures**	**Site Comments**
2.1 REOPENING A BUILDING FOLLOWING CLOSURE (INCLUDING PARTIAL)	Employees, pupils, contractors, visitors. Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.	• All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening • Legionella monitoring has been maintained during national restrictions as has the onsite flushing requirements in line with guidance provided by specialist Legionella advice • All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. • All areas and surfaces have been cleaned and disinfected prior to reopening • Pest control for insect infestations have been contacted and remedied • Thorough clean the kitchen prior to reopening before food preparation resumes if closed during national restrictions • School has reviewed Chartered Institute of Building Services Engineers' guidance on emerging from lockdown and ensured that all buildings have been checked and comply with this prior to reopening.	

2.2 PREVENT SPREAD OF COVID-19	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		• **Face coverings will be worn by adults when moving around the premises where social distancing cannot easily be maintained**
		• **In primary schools, face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.**
		• **Face visors or shields will not be worn as an alternative to face coverings.**
		• School will have a small contingency supply of face coverings available for people who are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; or have forgotten their face covering
		• Ongoing communications (posters, emails, inductions, briefing, has been provided to all staff, pupils and visitors regarding face coverings which includes:
		  ○ When they should be worn
		  ○ How they should be removed
		  ○ Safe storage requirements
		  ○ When they require changing
		• School will engage with the NHS Test and Trace process
		• The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups
		• Schools follows current government and HR advice on who can return to work and who should remain at home.
		• Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the COVID-19 inspection checklist
		• Senior staff visibly present around school to support and reinforce safety measures
		• This risk assessment will be reviewed on a weekly basis in consultation with all staff to ensure any issues can be addressed. It will also be subject to review following changes in local or national guidance	

		• Task-based risk assessments which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff **prior** to undertaking such activities • Hand washing and hand sanitiser 'stations' have been made available around the premises so that all pupils and staff can clean their hands regularly • School will keep groups separate (in consistent 'bubbles') to minimise contact between individuals and will maintain social distancing wherever possible • School has reviewed teaching groups to ensure smaller bubbles can be maintained and isolated from other bubbles within the same year group • If using larger groups (bubbles), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. • School has ensured that staff who need to move between bubbles can maintain 2 metres social distance from other pupils and adults • Lesson changes are staggered to minimise large groups of pupils moving at one time • Pupils to be kept in same rooms following lesson change with staff members moving between classrooms instead to minimise movement throughout building • Where staff move instead of pupils, school has put process in place to ensure staff members cannot leave pupils until new teacher arrives. • The number of staff who operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision have been minimised. • Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with	

		• Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures
		• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
		• Children use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day.
		• Students use same desk each day if they attend on consecutive days
		• Posters displayed to follow social distancing
		• Drinking fountains taken out of use
		• School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) do so and with a view to ensure movement around the school at the same time is kept to a minimum
		• Ongoing communications (posters, emails, inductions, briefing, has been provided to all staff which includes:
		  ○ Risks and symptoms of COVID19
		  ○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis
		  ○ Social distancing measures
		  ○ Emergency procedures (i.e. first aid, fire)
		  ○ Effective infection control including hygiene measures
		  ○ Specific or individual risk assessment findings
		  ○ Wellbeing points and any issues	

		• Ongoing communications (posters, emails, inductions, briefing, has been provided to all parents which includes:
		  ○ Risks and symptoms of COVID19
		  ○ Advice regarding self-isolation of those showing signs or symptoms
		  ○ Social distancing measures
		  ○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)
		  ○ Not to enter the school if they are displaying any symptoms of coronavirus
		  ○ If their child needs to be accompanied to school, only one parent should attend
		  ○ 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)
		  ○ They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
		  ○ Recommendations on transport to and from education or childcare setting (including avoiding peak times).
		  ○ Education resources such as e-bug and PHE schools' resources	

		• Ongoing communications (posters, emails, inductions, briefing, has been provided to all pupils which includes:
		  ○ Risks and symptoms of COVID19
		  ○ Advice regarding self-isolation of those showing signs or symptoms
		  ○ Social distancing measures
		  ○ Emergency procedures (i.e. first aid, fire)
		  ○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)
		  ○ Recommendations on transport to and from education or childcare setting
		  ○ Education resources such as e-bug and PHE schools' resources	

2.3 STAFF OR PUPIL SHOWS SIGNS OF COVID-19 WHILE ON SCHOOL PREMISES	Employees, pupils, contractors, visitors. Contracting Coronavirus	• If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting (if they feel well and no longer have symptoms similar to COVID-19) and the fellow household members can end their self-isolation. • If they test positive, they can only return to school 10 days following isolation and only if they do not have symptoms other than cough or loss of sense of smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Other members of their household should also self-isolate for 10 days. • If notified of a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made to the local health protection team at PHE on 0300 303 8596 option 1 to get further support or advice **before** taking any action in the wider school. • The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person	

		• If a child or staff member is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. • PPE will 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). This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing) • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant • The individual should avoid using public transport and wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result.	

2.4 MENTAL HEALTH AND WELLBEING	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	• The Governing body and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports all staff including leaders. • Workload is carefully managed with staff who are having to stay at home due to health conditions are supporting remote education, while others focus on face-to-face provision. • Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources	•
2.5 VISITORS TO PREMISES: INCLUDING CONTRACTORS, PARENTS AND DELIVERIES	Employees, pupils, contractors, visitors. Contracting Coronavirus	• School will implement a system for recording visitors onto premises including direct contact numbers to assist with track and trace program • Visitor access is restricted to essential visits only. • Where visits are essential school will look at alternative methods of working including: o Elimination of the need for the visit (Use of technology to carry out appointments) o Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). o Reduce the amount of time within our premises o Limit the numbers of visitors (Appointment system, Access controls) • Communication in the form of letters, email, signage, has been provided to parents, visitors or suppliers: o Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus o Visitors must wash/sanitise their hands upon entering our premises. o Reminding them of social distancing measures in place o Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers o communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times)	•

		• Glass window at entrance to prevent access of visitors until measures above have been clarified • If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff. • Waiting room furniture has been rearranged to ensure social distancing. • Decide on a location as a set drop-off point agreed in advance.	
2.6 ADULTS OR CHILDREN WITH (OR LIVING WITH) PARTICULAR CHARACTERISTICS, ADDITIONAL OR COMPLEX NEEDS INCLUDING THOSE WITH EHCP'S,	Employees, pupils, contractors, visitors. Contracting Coronavirus	• The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place – this includes ensuring individuals shield where local or national restrictions identify this as a requirement • An individual risk assessment will be completed when an individual is either returning to the workplace in either their existing role, an amended version of their existing role or an alternative role and the potential level of risks to that individual are different or where there are additional hazards not covered in the existing risk assessments. Employees who may require a COVID-19 individual risk assessment include the following: o Clinically Vulnerable employees o Clinically Extremely Vulnerable Individuals o Employees with other risk factors (see below) ▪ Black, Asian, Minority Ethnic (BAME) individuals ▪ Age ▪ Male ▪ Mental Health condition or disability ▪ Other underlying health condition or disability	•

		• Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:
		  o a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear one
		  o gloves
		  o a long-sleeved fluid repellent gown
		  o eye protection
		• Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to:
		  o Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room
		  o Minimise clutter to make the process of cleaning the room as straightforward as possible
		  o Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour
		• Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school
		• If at work, staff who are clinically vulnerable or extremely clinically vulnerable will be placed in roles where they can work remotely, or 2 metres social distancing can be maintained at all times.	

		• School will follow the specific guidance in this link to assess risk for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Expectant mothers who are from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). • If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension • Activities which could increase the likelihood of coming into contact with another person's bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated. • The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) • Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	

		• A risk assessment will be carried out (or reviewed) for children who have an education health and care (EHC) plan to ensure that their needs can be safely met in the educational environment. Parents and young people (if they are over the age of 16) will be contacted and involved within the planning or review of care plans/risk assessments • For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place. • Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. • Staff working with children and young people who spit uncontrollably provided with more opportunities to wash their hands than other staff • Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' provided with more opportunities to wash their hands than children and young people who do not. • School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. • The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences/self-isolation	

2.6 A SHIELDED AND CLINICALLY VULNERABLE GROUPS INCLUDING THOSE WHO ARE PREGNANT.	Staff, contractors, visitors, customers, public.	Shielding staff have been consulted with on the content of this risk assessment and any particular health risks relevant to the individual staff member. Government guidance on shielded and clinically vulnerable people to be followed • Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. • Clinically extremely vulnerable individuals with serious underlying health conditions which put them at greatest risk of severe illness from coronavirus and have been advised by the NHS by letter, this group of employees should work from home where possible but can return to the workplace on 1st August if it is "Covid secure". Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. • Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. • Occupational Health appointment emails/letters to include information on what to expect when they arrive at occupational health. This correspondence will also highlight the extra precautions people need to take particularly if they are in a vulnerable health group. • All visitors will be advised to take extra care in observing social distancing traveling to and from the venue and during training events.	•

2.7 EMERGENCY PROCEDURES	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		• School will ensure key posts are present within school at all times, this includes
		  o First Aiders
		  o Safeguarding Lead
		  o Fire Wardens (Steve & Stephane)
		  o SLT
		  o Caretakers
		• Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.
		• Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured
		• Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points.
		• Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back
		• If there is a reduced occupancy period, the school will:
		  o carry out weekly checks of alarms systems, call points and emergency lighting
		  o carry out regular hazard spotting to identify escape route obstructions
		  o check that all fire doors are operational
		  o continue with Legionella Risk Assessment requirements
		• Social distancing enforced where possible at assembly points.
		• Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid
		• First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available
		• First Aiders for the school have been issued with the current advice and guidance produced by the resus council and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of
			•

3.0 EFFECTIVE INFECTION PROTECTION AND CONTROL			
3.1 CLEANING	Employees, pupils, contractors, visitors. Contracting Coronavirus	• School will follow the COVID-19: cleaning of non-healthcare settings guidance • School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments • School will provide skin care systems to prevent skin issues such as dermatitis • Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. • Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms • All adults and children will: o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning o clean their hands on arrival at the setting, before and after eating, when they return from breaks, when they change rooms and after sneezing or coughing o be encouraged not to touch their mouth, eyes and nose o asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged • Bins for tissues are emptied throughout the day • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	•

		• If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.
		• Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.
		• Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required.
		• When purchasing/using substances a hierarchy of control is implemented which considers;
		  o Elimination
		  o Substitution
		  o Engineering Controls
		  o Administrative Controls
		  o Personal Protective Equipment
		• Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.
		• Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.
		• Good hygiene practices – do not eat drink or smoke whilst using substances.
		• Staff to be instructed to refrain from bringing in their own cleaning products.
		• Cleaning staff to change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered
		• Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk
		• Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.
		• School will carry out separate risk assessment where they identify the need to use a fogging machine and substances related to its use	

3.2 PPE	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		• It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:
		  o Robust hand hygiene.
		  o Do not touch your eyes, nose or mouth if your hands are not clean.
		  o Good respiratory hygiene.
		  o Environmental control (e.g., cleaning of frequently touched surfaces).
		  o Management of pupils
		  o Information, instruction and training
		• Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE
		• Single use PPE should be disposed of so that it cannot be used again
		• Pedal operated lidded bins available for the disposal of PPE, tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of where individuals has shown symptoms of COVID-19.
		• Staff will still need to wear any PPE that was identified in risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards	

4.0 PREMISES			
4.1 ACCESS AND EGRESS INCLUDING USE OF ENTRANCES	Employees, pupils, contractors, visitors. Contracting Coronavirus	• School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • School SLT reviewed premises to ensure access/egress is as safe as possible, this includes o Sanitiser (at least 60% alcohol) available at all entrances and exits o Separate entry and exit doors i.e. one door for in, and another door for out, o Accessing rooms directly from outside o Revolving and automatic doors o School entrance locked and visitors are buzzed through doors o Unnecessary items and equipment have been removed from entrance areas o Pick up and drop off times changed to ensure staggered intake and discharge of pupils o Decontamination of items brought in from home i.e. water bottles, packed lunches, medications	•

4.2 CLASSROOMS (This Section may need to be duplicated for different classrooms, bubbles or year groups where control measures vary due to size, age, experience or needs of individual pupils)	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible • Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff • Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary • Desks spaced as far apart as possible • Posters displayed to follow social distancing	•
4.4 MOVEMENT AROUND THE SCHOOL, INCLUDING USE OF CORRIDORS	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Lesson changes have been staggered to prevent large groups mixing at the same time • Staff and pupils advised to use elbow for opening door release where possible. • Posters displayed to follow social distancing • SLT have reviewed school setup considering movement around school and have implemented the following control measures ○ Stick to the left-hand side. • Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly • All staff briefed to ensure that they are aware of these controls. • Staff rota in place to monitor adherence of implemented system of movement	

4.5 TOILETS	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Number of children who use the toilet facilities restricted at all times • Posters in toilets to follow social distancing and regular handwashing • Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	•
4.6 MEETING ROOMS	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.	•
4.7 OFFICES	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Posters displayed to follow social distancing • Staff should follow clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. • Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary. • Maximum occupancy communicated with staff and displayed on the door. • Natural ventilation encouraged • Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. • Desks physically repositioned	•

		• Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent	
4.8 MUSIC/CHOIR LESSONS	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Music/choir lessons (which include singing, chanting, playing wind or brass instruments or shouting) to be held outside with social distancing measures strictly in place and maintained. • Class sizes for such music have been reduced to (**input limit here – should be no more than 15**) • Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments	•
4.9 STAFF ROOMS	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day. • Posters displayed to follow social distancing and regular handwashing • Breaks staggered to reduce the number using the facilities. • Maximum occupancies (1 person every 2 metres) identified on the door. • Staff encouraged to bring in flask rather than using a tea point. No tea rounds. • Disposable towels only – no multi use towels. • Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily • Preferably separate sinks for washing cutlery and handwashing. • Spacing seats and tables to ensure social distancing. • Employees have been asked to bring their own food and eat at their desk. • Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin • Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site	•

		• Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently	
4.10 VENTILATION	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Ventilation to chemical stores should remain operational. • Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time • At nights and weekends, do not switch ventilation off, but keep it running at lower speeds • Ensure regular airing with windows • Switch air handling units with recirculation to 100% outdoor air. • Inspect heat recovery equipment to be ensure that leakages are under control. • The outside air supply and exhaust ventilation is increased as much as is reasonably possible. • Windows will be open at all times • In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully for short periods to purge the air in the space • Non fire doors will be kept open to assist with creating a throughput of air. • School will follow advice on the following documents air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. • Where concerns remain regarding appropriate ventilation, school will use a CO2 monitor can assist with a visualisation of whether ventilation is appropriate – anything between 800ppm & 1000pm highlights that more ventilation is required. Guidance is here & here	•

		• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: o Opening high level windows in preference to low level to reduce draughts o increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused) o providing flexibility to allow additional, suitable indoor clothing. o rearranging furniture where possible to avoid direct drafts o checking to ensure windows are not obstructed or blocked by curtains or furniture o increasing ventilation where more aerosols are released during activities such as singing or sport	
4.11 SHARED PREMISES	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Share notes on Risk Assessment and respect each other's RA. • OOSC Risk Assessment to be completed prior to reopening 15.03.21	
4.12 LUNCHTIMES, BREAKS. INCLUDING PE, USE OF PLAY SPACES AND EQUIPMENT	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Additional time provided for cleaning surfaces in the dining/sports hall, changing areas and teaching areas between groups • Outdoor playground equipment subject to a more frequent cleaning process • Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not. • Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message • Pupils will wash/sanitise hands prior and following every PE lesson	•

		• School has reviewed and followed supporting guidance which includes
		  o Sport England
		  o Association for Physical Education
		  o Youth Sport Trust
		• School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead.
		• Task based risk assessments will be reviewed before re-commencing physical education
		• Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. **This will require amending depending on the measures which the school are implementing**
		• Physical activity sessions should be strictly non-contact
		• Sufficient tissues available for ensuring good respiratory hygiene – i.e. 'catch it, bag it, bin it' approach.
		• Pupils attend school with PE kit on to limit the need to use changing rooms.
		• Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively.
		• Class sizes reviewed to adhere to Government guidance and be reduced to a level where social distancing rules can be applied.
		• Use of sharing equipment is forbidden to mitigate against virus transmission
		• Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing.
		• Staggered breaks to ensure social distancing	

		• Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups • Children clean their hands beforehand and enter in the groups they are already in with groups kept apart as much as possible and tables cleaned between each group. • Children have their lunch in their classrooms • Supervisors are encouraged to play games which can maintain social distancing and touching of equipment • Lines on yard with chalk to ensure social distancing	
4.13 MOVEMENT OF ESSENTIAL RESOURCES THROUGHOUT THE SCHOOL	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Staff and pupils have their own pencils and pens that are not shared (KS2) • Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources • The use of shared resources has been reduced: o by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff o thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts	•

4.14 EXTRA-CURRICULAR PROVISION	Employees, pupils, contractors, visitors. Contracting Coronavirus	• School will ensure children are kept within their year bubbles • Schools will limit the extra-curricular provision to ensure groups can be small and consistent to avoid mixing with other groups/bubbles • School has advised parents to limit the number of different wraparound providers they access and have encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this • No more than fifteen children and at least one staff member to a bubble • There is a limit on the number of children using the toilet at any one time (5) • Each group has been allocated their own toilet facilities to use • Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements got the setting? • **Extra-curricular provision will have different risks depending on the type of activity or provision undertaken – it is important that the setting suitably risk assesses their relevant activities. Additional control measures may be gleaned from this template (regarding cleaning, access, egress, etc) or by reviewing relevant government/industry guidance documents related to COVID-19.**	•
4.15 TRANSPORT TO/FROM SCHOOL	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes: o Pupils are grouped together on transport within their bubbles where possible o Use of hand sanitiser upon boarding and/or disembarking o Additional cleaning of vehicles **(identify cleaning schedule here)** o Organised queuing and boarding where possible o Distancing within vehicles wherever possible	•

		- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet - School has spoken to the local authority/transport provider, requested a copy of their risk assessment and reviewed it or ensure that: - social distancing is maximised within vehicles - pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day - pupils clean their hands before boarding transport and again on disembarking - additional cleaning of vehicles is put in place - organised queuing and boarding is put in place - fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents - Pupils will not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19). - Vehicle management plan drawn up for school site and briefed to staff, this includes: - The need to leave a space in between cars where possible - If this is not possible, staff have agreed to parking plan to ensure all cars are facing the same way - Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained	

		• Transport arrangements have been amended where necessary including: o Encouraging parents and children to walk or cycle to their education setting where possible o Encouraging government best practice for travelling on public transport o Ensuring that transport arrangements cater for any changes to start and finish times o Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus o making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles or cordoning off seats and eliminating face-to-face seating o Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts	
4.16 PRACTICAL LESSONS I.E. SCIENCE OR D&T	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Prep rooms and other stores are only to be used by one person at a time • Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner • If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol based gels). When purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test). • Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo	

		• Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete • Long and complex multi-step practical's will be avoided apart from with very experienced pupils. • Practical tools and equipment will be setup at the pupil workstations. This will be done before the lesson by staff who follow social distancing rules at all times. • Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. • Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. Then the teachers / technician will clear away equipment used. • At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use. Machines or other fixed equipment that has been used will be wiped clean and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session. • Demonstrations will not involve pupils crowding around a bench, but will still be done by making use of data projectors and digital cameras / visualizers • Teachers will keep their distance when observing the pupils as they work through the practical activity, it is therefore essential that competencies of pupils to carry out task without the intervention of the teacher will be considered within the risk assessment • Eye protection will be sanitised before and after every use. • Pupils will be reminded to wash their hands before putting on eye protection. • Each member of staff has their own eye protection and will be provided with non-alcohol based antiseptic wipes for cleaning between lessons, and then this should be sanitised at the end of the day	

		• When leaving the room, pupils will place their used PPE in a bowl with a made up solution of Milton in it • After removing any PPE the user must wash their hands thoroughly. • Welding masks and gloves, and other close contact PPE will not be shared at this time. • It is not practicable to 'meticulously' clean science equipment so such equipment will be quarantined for 72 hours prior to being used in another 'bubble'	
5.0 TESTING			
5.2 ASYMPTOMATIC COVID-19 HOME TESTING PROGRAMME IN PRIMARY SCHOOLS INCLUDING ON-SITE EARLY YEARS AND MAINTAINED NURSERY SETTINGS: STAFF TESTING JANUARY 2021(HOME TESTING)	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Individuals will be recommended to do bi-weekly testing 3 to 4 days apart on a fixed schedule. For our school: every Sunday and Wednesday or first day of school week if Monday is a holiday • The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing • School have appointed staff in key roles to support the roll out and ongoing management of the testing programme – this involves the appointment of a Covid Coordinator and a Registration Assistant. There are also backups appointed to ensure business continuity where such staff may not be available	

		• Covid Coordinator and a Registration Assistant provided with appropriate information, instruction and training to enable them to carry out their role competently. This will include: o communicating with stakeholders o ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' o reporting incidents and carry out risk management o storing and reporting any required data o reorder tests when required o distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits o inputting test results from staff into the 'test results register/log' o sending reminders to participants to communicate their results online, or by phone, and to the school / nursery o responding to staff questions • Ongoing communications (posters, emails, inductions, briefing) has been provided to all staff, pupils and parents which includes: o Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus o What rapid testing is o Why written medical consent is not required o Who is acting as the Covid Coordinator and Registration Assistant o How they will collect and sign for their test kits o The importance of following the correct instructions when testing. o Guidance on how to carry out their test and how to dispose of packs o The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site) o Onsite Process for highlighting any issues or concerns relating to the testing programs	

		• Testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by all staff. • People who decline to participate in twice weekly contact testing will follow the usual national guidelines and will self-isolate according to the advice given to them by the NHS Test and Trace service. They will also still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme. • School will ensure test pick up point is secure to prevent unauthorised access and will be managed in line with current COVID-19 risk assessment, including suitable 2 metre social distancing and mandatory use of face coverings for all staff in the area. • Allocated time slots have been provided to individuals for test-kit pick up to maintain social distancing and to avoid queues and crowding • The member of staff coordinating the handing out of the test kits will wear an appropriate face covering at all times and maintain 2m distance from staff and students coming to collect their test kits. • If there is a clinical incident which led or has potential to harm, school have advised individuals to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. The individual should also communicate such issues with the school COVID-19 Coordinator • Where there are repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these will be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. • Pupils aged 18 and over have been advised to self-test and report the result, with assistance if needed. • Primary age pupils will not be tested with LFDs	

5.3 INDIVIDUAL TESTS POSITIVE FOR COVID-19 FOLLOWING THE USE OF A LFD AT HOME	Employees, pupils, contractors, visitors. Contracting Coronavirus	• Individuals who test positive with an LFD will isolate (along with their household) and will arrange a confirmatory PCR test for the staff member only. • All LFD test results will be provided to the NHS and directly to the school via Headteacher • School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated • Individuals who test negative will continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required • Individuals who get a void result will take another test using a new test kit but not reuse anything from the first kit. • Once test is complete, all of the used test kit contents should be put in the waste bag provided before sealing and putting the bag in their general household waste. • The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person • Where positive cases are identified in staff members Headteacher will carry out further investigations in line with local outbreak procedures to determine whether transmission may have taken place on the premises and reporting to the Health and Safety where this may be the case	