




RISK ASSESSMENT RECORDING FORM

Location or address Foxfield School	Date assessment Undertaken: 18/05/2021	Assessment undertaken by : Jeanne Fairbrother and Paul Howley
Activity or situation Reopening school to all students	Review date : As required	Signature: 

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Schools open to all pupils – lack of social distancing for staff and pupils	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will remain open only for vulnerable children and the children of key workers. All other children will learn remotely until February half term. School have contacted parents to reinforce the National Lockdown message 	3 X 2 = 6	
Communication - to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School follows latest DfE, PHE & Gov.uk guidance Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown. School website is kept up to date with any important information regarding the running of school local arrangements. Behaviour policy communicated to staff, parents & pupils Whole staff briefings held to cover all new arrangements each morning at 8.40am 	3 X 2 = 6	

		<ul style="list-style-type: none"> School has shared with all staff the measures in place and involved staff in that process. RA 029 National Lockdown published to website shared with unions, LA, governors. 		
Failure of measures to prevent spread of Coronavirus (COVID 19) in school	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> All control measures are adequately resourced, circulated to employees All training needs have been checked to ensure compliance. Regular monitoring and review of risk assessment and measures in place are effective and working as planned Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice Risk assessment revised and shared with staff 	3 X 2 = 6	
Opening after reduced occupancy	Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.	<ul style="list-style-type: none"> The Head Teacher ensures all usual building checks are undertaken by the site manager/caretaker to make the school building safe. 	3 X 2 = 6	
Failure to manage confirmed cases in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 Secondary schools should follow Mass asymptomatic testing for schools & colleges – contacts are of positive cases are tested. If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 ((Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) Special schools must contact Alison Simpson or Jane Harvey (above) School understands close contact is <ul style="list-style-type: none"> anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 	3 X 2 = 6	

		<ul style="list-style-type: none"> ○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ sexual contacts ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane 		
Unaware of steps to take in the event of suspected or confirmed case in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> ● Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> ○ they have one or more COVID-19 symptoms ○ a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms ○ they are legally required to quarantine, having recently visited countries outside the Common Travel Area ○ they have had a positive test ○ have been in close contact with someone who tests positive for COVID-19 ○ They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> ▪ the start of their symptoms ▪ the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) ● If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for 	3 X 2 = 6	

		<p>households with possible or confirmed coronavirus (COVID-19) infection</p> <ul style="list-style-type: none"> • School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the NHS test and trace process • Manage and report confirmed cases of COVID-19 amongst the school community. • Contain any outbreak by following local health protection team advice below: <ul style="list-style-type: none"> ○ Cheshire & Merseyside PHE contact 0344 225 0562 ○ Greater Manchester Health Protection Unit 0844 225 1295 ○ Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) ○ Wirral Special schools must contact Alison Simpson or Jane Harvey (above) ○ PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere. • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 		
Mass asymptomatic testing: schools and colleges – failure to set up and run testing in school.	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Mass asymptomatic testing for schools & colleges - rapid mass testing of staff & pupils (whose parents wish it) is taking place on a Monday and Wednesday • See RA 042 LFD Mass Testing of Staff & students 	3 X 2 = 6	
Failure to manage confirmed cases in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 either a positive LFD or PCR test • School understands close contact is <ul style="list-style-type: none"> ○ anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 – a LFD or PCR test 	3 X 2 = 6	

		<ul style="list-style-type: none"> ○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test : <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). • The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 		
Suspected case in school	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Medical rooms in the orange corridor (ideally hard floored, ventilated, ideally with a closed door or minimum 2m away from people). • If a child is awaiting collection, they will be moved, to the medical isolation room. • Contact will be made with pupils parents in line with school policy • In exceptional circumstances, if a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot 		

		<p>home. If this is not possible, the school makes alternative arrangements.</p> <ul style="list-style-type: none"> • Symptomatic individuals who are sent home are directed to not use public transport to get home. • Emergency assistance is called immediately if the pupil's symptoms worsen. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs • A toilet has been identified to be used if required whilst awaiting collection. If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact 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 subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. 		
Secondary schools & FE colleges only- Rapid-result testing - LFT	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Mass asymptomatic testing for schools & colleges - rapid mass testing of staff & pupils. • Testing is voluntary. Pupils not undergoing testing attend school in line with the school's phased return arrangements. • Individuals with a positive result from rapid tests, whether conducted at home or at a school or college need to be confirmed with a PCR test within two days of the positive lateral flow test. 		

		<ul style="list-style-type: none"> • Students advised following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. • Whilst awaiting the PCR result, pupils, students and staff and close contacts should continue to self-isolate. • If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and pupils, students and staff can return to school or college, and close contacts and other household members can stop self-isolating. • Individuals with a negative LFD continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Vulnerable pupils and the children of critical workers continue to attend school throughout this week. <p>Home testing following initial testing</p> <ul style="list-style-type: none"> • Pupils and staff are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff, pupils and parents are fully informed of the testing programme. • Staff and pupils report their result to NHS Test and Trace as soon as the test is completed either online or by telephone – they are also required to share their results with the school. • Pupils aged 18 and over self-test and report the result, with assistance if needed. Pupils aged 12 to 17 self-test and report their results with adult supervision. Pupils aged 11 are tested by an adult. • The school retains a small on-site ATS so testing can be offered to pupils who are unable or unwilling to test themselves at home. • Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. • Staff members who start displaying symptoms of coronavirus do not take part in rapid-resulting testing and go home straight away to self-isolate and book a polymerase chain reaction (PCR) test. 		
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<p>Test & Trace staff & pupils unaware of school procedures in place</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit. • Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address. • Kits are not given directly to pupils but are instead given to the pupil's parent or carer. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - Everyone they live with who has symptoms tests negative. - Everyone in their support bubble who has symptoms tests negative. - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. 		
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		<ul style="list-style-type: none"> • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. • Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning. • Schools with premises on site that are open to the public, e.g. swimming pools and libraries School ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept. 		
Use of NHS COVID 19 app – staff & pupils unaware of school procedures in place	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Foxfield School is discouraging the use of this app at this stage as we favour carrying out testing on a weekly basis. 	0 x 0 = 0	
Infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	Prevention - Minimise contact <ul style="list-style-type: none"> • School will ensure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or 	3 X 2 = 6	

		<p>change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should arrange to have a test</p> <p>Prevention – hand & respiratory hygiene</p> <ul style="list-style-type: none"> • Sufficient hand washing facilities are available and hand sanitiser is available across school. • School will use hand driers or paper towels. • School has built hand and respiratory hygiene into school culture and ensures that pupils <ul style="list-style-type: none"> ○ Are encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the ‘catch it, bin it, kill it’ approach. ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitise. all the frequently touched surfaces. ○ provide disposable tissues in each classroom. ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • ensure that help is available for children and young people who have trouble cleaning their hands independently. • pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have 		
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		<p>separate risk assessments in order to support these pupils and the staff working with them</p> <ul style="list-style-type: none"> • encourage young children to learn and practise these habits through games, songs, and repetition. • ensure that lidded bins for tissues are emptied throughout the day. • Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. • Hand cream e.g. E45 is available and pupils are encouraged to use it <p>Prevention - enhanced cleaning</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. • Contact points and frequently touched surfaces are being cleaned more frequently. • All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use • Satisfactory cleaning regime in place to decontaminate equipment & toys. • Classroom cleaning & disinfecting kits in place. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys • Toilets are cleaned regularly. • Toilets on each corridor are allocated to that key stage only 		
Masks in school for staff pupils & visitors - secondary schools & FE Colleges-risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Masks are provided for all staff • Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) • Social distancing must still be followed at all times. • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering 	3 x 2 = 6	Certain pupils will become upset by face masks and so won't be required to wear them in their presence. Additionally many SEN pupils will not feel comfortable in masks and so wearing of masks for

		<ul style="list-style-type: none"> • Staff must wear masks when in the corridors and transitioning around the school. • Face coverings must be worn correctly. Clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings , to avoid inadvertently increasing the risks of transmission. • All wearers of face coverings reminded to clean hands before and after touching to remove or put them on • Face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Remind staff, pupils & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home • Face coverings will not generally be necessary in the classroom even where social distancing is not possible. The system of controls for minimising risk must be maintained: <ul style="list-style-type: none"> ○ hand & respiratory hygiene ○ keeping in small and consistent groups or bubbles, ○ greater scope for physical distancing by staff within classrooms. • Staff will wear face coverings when attending to pupils personal care and changing • Staff will wear face coverings when there is a need for a prolonged period of RPI 		these pupils will be optional
Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals	Staff, pupils, parents, visitors - contracting Coronavirus (COVID19)	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff. • This will be achieved by <ul style="list-style-type: none"> ○ keeping groups separate (in ‘bubbles’) and ○ maintaining distance between individuals. • School will maintain consistent groups • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible 	3 X 2 = 6	

		<ul style="list-style-type: none"> • Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate • 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 <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils – ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> • Staff & pupils maintain up to 2 m social distancing • Minimise time spent within 1 m of anyone • Avoid face to face contact with pupils stand up, above and behind them • Keep 2 m from colleagues • Understand very young or special needs this is not possible • All children encouraged to socially distance if possible • Children who are old enough will be supported to maintain distance and not touch staff and their peers. • Pupils sit side by side facing forward • Teachers stay at the front of the class where possible • All furniture and equipment moved to ensure this seating • Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone • Each individual class is its own ‘bubble’ <p>A. Special schools</p> <ul style="list-style-type: none"> • Avoid face to face contact as much as possible • increased hygiene protocols in place to reduce risk of transmission • Where possible, staff will support older children & those with less complex needs to maintain distance and not touch staff and their peers • Where staff, children or young people cannot maintain distancing school will employ smaller class-sized groups 		
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		<ul style="list-style-type: none"> • Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible. • No more than 15 bodies to a room (in the most able classes, fewer in less able classes) • Rooms or workshops will be adapted to support distancing where possible. This includes moving unnecessary furniture out of rooms to make more space <p>Teachers</p> <ul style="list-style-type: none"> • Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable. • Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. • Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised to two people per table <p>Measures elsewhere</p> <ul style="list-style-type: none"> • Movement around school is kept to a minimum • Timetables adjusted to keep groups apart moving around school by • No large assemblies or gatherings involving more than one group • Breaks staggered • Lunch breaks staggered pupils will clean their hands beforehand and will eat in their class bases • Groups kept apart as much as possible and surfaces and tables cleaned between each group. • Minimise touching of frequently touched surfaces and contact points • Rooms accessed directly from outside where possible • Signage reminding about 2m social distancing in place • School will maximise the use of outdoor space for exercise, breaks outdoor education 		
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		<ul style="list-style-type: none"> • Pupils will eat in their classrooms in their bubbles. Food will be delivered by lunchtime assistants and staff • Kitchens on site, will comply with the guidance for food businesses on coronavirus (COVID-19) • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • 		
Hand & Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School will use hand driers or paper towels. • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • Special schools Increased hygiene protocols for pupils & staff in place to reduce risk of transmission - school will incorporate time for this within lesson plans • Individual risk assessments are in place for the above pupils. • Following the guidance on hand cleaning pupils & staff <ul style="list-style-type: none"> ▪ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ▪ are encouraged not to touch their mouth, eyes, and nose • School promotes the 'catch it, bin it, kill it' approach. • Pupils taught to use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') • Disposable tissues in each classroom. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • Each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • Help is available for children and young people who have trouble cleaning their hands independently. • Lidded bins for tissues are emptied throughout the day. • Adequate sanitiser 'stations' are located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. 		
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<p>School workforce – reducing contact with all other adults</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School will follow National Lockdown Stay at Home guidance where possible. • Those staff not attending school will work from home. • All staff attending school /setting follow the measures set out in this RA 029 School - National Lockdown to minimise the risks of transmission. • School aims to reduce contact between all adults - <ul style="list-style-type: none"> • Staffrooms – Social distancing to be practiced and number of staff in staffroom at any one time to be kept to a maximum of 15 = 2 per table, 3 on window seats and 4 on larger sofa. • Staff can also take lunches and breaks in the dining hall, meeting room, kitchen and in the allocated ‘work bubble rooms’ • Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. • Corridors – staff will wear masks outside of their classrooms. • Parents advised 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) 	<p>3 X 2 = 6</p>	
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Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children's social care for more advice. • Schools, parents and young people following the government guidance on how to travel safely 	3 X 2 = 6	
Public transport to school – risk of transmission of Coronavirus (Covid 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Families using public transport advised to refer to the safer travel guidance for passengers. 	3 X 2 = 6	
Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> • The school contacts the transport provider to assess the approach to dedicated school transport they are adopting. • Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. • Pupils on dedicated school services do not mix with the public on those journeys and groups tend to be consistent. However social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles' • Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school • Organised queuing and boarding where possible. 	3 X 2 = 6	

		<ul style="list-style-type: none"> Children and young people aged 11 and over must wear a face covering when travelling on public & dedicated transport to secondary school. This does not apply to people who are exempt from wearing a face covering on public transport. 		
Shared resources - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff & pupils have individual pens and equipment where possible and these are not shared. Equipment is not shared with other cohorts without cleaning. Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces. Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit. Each class 'bubble' is responsible for cleaning their own area. Staff to clean 'work bubble' area after use Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning & rotation. Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery, and mobile phones. Bags are allowed. No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply. 	3 X 2 = 6	
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience	<ul style="list-style-type: none"> Schools has revised the child protection policy to reflect the return of more pupils. 	3 X 2 = 6	

	harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 		
Pupil with an EHCP – risk of not following specialist guidance	Pupils, - injury or ill-health	<ul style="list-style-type: none"> Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. Parents have been contacted and will be involved in planning for their child's return to their setting from September 	3 X 2 = 6	
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> Behaviour policy updated and shared with staff, parents & pupils Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. [Pupils will be offered more sessions in Engine rooms, sensory diet and behavioural sessions when transitioning back into school] A Challenging Behaviour risk assessment is carried out for identified pupils. (See RA 003 Challenging Behaviour) 	3 X 2 = 6	
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Most young people originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to the young person's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those young people whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare. • Parents of a clinically extremely vulnerable young person have received a letter confirming this advice. 		
Clinically extremely vulnerable Children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	Shielding guidance not in place from 1 April 2021 <ul style="list-style-type: none"> • Shielding guidance has been paused. Clinically extremely vulnerable pupils are supported to attend on-site provision. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare. 	3 X 2 = 6	
Clinically extremely vulnerable Staff at increased risk of contracting COVID 19 Employees who have been identified as clinically extremely vulnerable .	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	Shielding guidance not in place from 1 April 2021 <ul style="list-style-type: none"> • Clinically extremely vulnerable staff continue to work from home <i>where possible</i>. If this is not possible, they are supported to attend the school site. • Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. • School has carried out a risk assessment for these staff. (See individual role RA's on website) • School has completed risk assessments for staff who are working from home. (See RA 028 Working from home COVID 19 on website) • Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible 	3 X 2 = 6	
Clinically vulnerable staff and children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school where it is not possible to work from home. • School will carry out a risk assessment on each member of staff identified as clinically vulnerable. 	3 X 2 = 6	

		<ul style="list-style-type: none"> Staff should stringently follow all measures in place in school for their safety See RA 029 National Lockdown latest version Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents. Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. 		
<p>Pregnant employees at increased risk of contracting COVID 19</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the above risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, are supported to take a more precautionary approach. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. 	3 X 2 = 6	
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). The reasons for the disparities are complex and there is ongoing research to</p>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school 8th March School will continue with an equitable approach to risk management recognising that staff may have a variety of baseline risks. 	3 X 2 = 6	

understand and translate these findings for individuals in the future. Further information is available at https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020		<ul style="list-style-type: none"> • Risk assessment have been carried out for staff and pupils in this category including BAME staff and pupils in school. • School will try as far as practically possible to accommodate additional measures where appropriate. • Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home. • O.H. advice will be sought where appropriate. • EAP & counselling will be offered where appropriate 		
BAME continued Black, Asian and Minority Ethnic (BAME) pupils: Due to a national review being undertaken by Public Health England and the Government on the impact of COVID-19 for BAME pupils may be at higher risk due to a number of factors and additional controls may be required. BAME pupils may have an increased likelihood of certain health conditions that can cause more complications with covid-19.	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Parents/Carers are aware of the slight increased risks to COVID 19 and will ensure they follow all current advice from the Government and medical professionals. • Parents/Carers have informed the school regarding any/no underlying health condition.. • Parents/Carers have been informed in detail of the control measures in place for all staff and children in the RA 029 Opening of school -National Lockdown including: <ul style="list-style-type: none"> ○ increased ventilation ○ regular hand washing, ○ hygiene and cleaning standards ○ social distancing measures. ○ Class bubbles • Parents/Carers can discuss any worries or concerns with Head teacher via email or telephone. • Consider remote learning. • Consider access to counselling if required. 	3 X 2 = 6	
Spread of Infection to vulnerable relatives in household	Pupil and vulnerable relatives	<ul style="list-style-type: none"> • School follows DfE latest guidance. • Pupils can attend school • School has discussed with parents/carers the need to adopt strict hygiene measures on entering household after school, prior to potential contact with any vulnerable household member's i.e. hand washing, changing clothes etc. 	3 X 2 = 6	

Staff mental health - Anxiety and stress Employee's with potential stress / anxiety caused by COVID-19 lockdown	Staff – anxiety and stress	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. EAP available for staff as required. Review individual staff /pupil risk assessments and monitor. Regular one-to ones with staff Reasonable adjustments if required. The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. 	3 X 2 = 6	
Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	<ul style="list-style-type: none"> See Wellbeing for Education Return programme. Health assured provided to support all staff (08000305182) 		
New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Pregnant women are in the 'clinically vulnerable' category and are advised to follow advice above for the 'clinically vulnerable', and measures which apply to all staff in school. Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus. I If in third trimester (more than 28 weeks' pregnant) advised to be particularly attentive to social distancing. School follows the Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk Individual risk assessments will be carried out for this category of staff. See RA 09 (A) New & Expectant mother risk assessment Follow guidance from GP and mid-wife. Maintain high standards of hygiene Inform line manager if circumstances change Refer to this guidance- also for BAME expectant mothers https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ 	3 X 2 = 6	

Cleaning - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas. • All areas & surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. • School follows PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose or when school is closed to pupils/staff • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . • If suspected case of COVID 19 follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • If cohorts change, consider cleaning between class changes. • Toys, fabrics, soft furnishings will have to be washed or replaced more frequently • Sanitiser stations located across site • Regular cleaning of toilets and supply of hand soap • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 	3 X 2 = 6	

		<ul style="list-style-type: none"> Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Communication - explain to contractors your concerns and come up with workable solutions Visitors are invited to ask for PPE when using the INVENTORY signing in system Request risk assessments form contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, this will be arranged A record is kept of all visitors. Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups 	3 X 2 = 6	
Visitors to the setting increasing the risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> The setting will restrict all visits to the setting to those that are absolutely necessary. 	3 x 2 = 6	
Face coverings	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> [All schools and FE providers] From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. [All schools and FE providers] Face coverings will also no longer be recommended for staff in classrooms. 	3 x 2 = 6	

		<ul style="list-style-type: none"> • [All schools and FE providers] Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). • [FE providers] have the discretion to recommend the use of face coverings by students and staff, if it is appropriate for their particular circumstances. FE providers may consider recommending the use of face coverings where teaching settings are more reflective of a workplace environment, such as a training kitchen. If your education setting operates commercial training environments, such as hairdressing, barbering and beauty salons, sports and fitness facilities or restaurants, they must comply with relevant sector guidance in working safely during (COVID-19) and the current restriction guidance. • [all schools] The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. • [All schools and FE providers] The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. • [All schools and FE providers] Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate • [All schools and FE providers] Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately 		
Increased risk of COVID 19 new strain transmission during the current period when <u>social distancing</u>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to <i>consider whether that activity needs to continue for school to operate.</i> 	3 X 2 = 6	

cannot be followed to the letter		<ul style="list-style-type: none"> • If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff. • Staff reminded to increase the frequency of hand washing and surface cleaning • To keep the activity time as short as possible • using screens or barriers to separate people from each other • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) 		
PPE requirements - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School has identified that most staff in school will not require PPE beyond what they would normally need for their work. • PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Risk assessments in place for pupils with complex needs. • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. • All staff completed 'PPE putting on & taking off' training. 	3 X 2 = 6	Eye Protection & Masks The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.

		<ul style="list-style-type: none"> School has pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. 		
First aid – increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff will treat any casualty immediately. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands Adequate numbers of first aiders on site in all categories: First aid boxes located across site All staff completed 'PPE putting on & taking off' training <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves apron or other suitable covering First aider will try to assist from 2m and minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available All staff completed 'PPE putting on & taking off' training. <p>After delivering any first aid</p> <ul style="list-style-type: none"> Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. 	3 X 2 = 6	<p>Eye Protection & Masks</p> <p>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</p>

		<p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. <p>CPR guidance:</p> <ul style="list-style-type: none"> Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation If available, use: <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p>		
Medical isolation room - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Parents meeting room If unable to isolate a child move them to an area 2m away from others. If a child 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. PPE stock is available to all staff should they need to escort pupils to this area. PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs Remove all non-essential items in the Parents meeting room. Include one desk and one table. Child awaiting collection will be supervised 	2 X 2 = 4	

		<ul style="list-style-type: none"> • A toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact 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 subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated • After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Following COVID-19: cleaning of non-healthcare settings guidance 		
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> • Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents. Consent is needed to access online meetings and rooms are password protected • Online learning platforms are secure and password protected, with personal links sent to each parent. • School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education. • See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely 	3 X 2 = 6	
Working at height - risk of falling from height	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • Site manager/ caretakers should have checked all ladders on site. 	2 x 4 = 8	Safe use of ladders toolbox talk available on website


		<ul style="list-style-type: none"> • If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. • Check all ladders and step ladders on site prior to use. Record in the site ladder register 		
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc.	<ul style="list-style-type: none"> • Remind everyone to review their workstations after the long absence. • Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. • All staff should carry out the Display Screen Self-Assessment on return to school. • If some staff are still home-working check with them that there are no issues with their set-up at home. 	2 X 2 = 4	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> • Carry out a risk assessment for staff who remain working from home following guidance • See RA 028 Working from home Covid 19 	3 X 2 = 6	
Working at height - risk of falling from height	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • Only staff trained to use ladders are allowed to use them. • Site manager/ caretakers should have checked all ladders on site. • If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. • Check all ladders and step ladders on site prior to use. Record in the site ladder register 	3 X 2 = 6	
Pupil with an EHCP – risk of not following specialist guidance.	Pupils - injury or ill-health	<ul style="list-style-type: none"> • Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or • Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. • Parents have been contacted and will be involved in planning for their child's return to their setting 	3 X 2 = 6	
Safeguarding – risk of breach	Staff, pupils, parents, volunteers- experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> • School has Safeguarding policy and staff are trained. • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): 	3 X 2 = 6	

		safeguarding in schools, colleges and other providers guidance. <ul style="list-style-type: none"> 		
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes Recommission all catering equipment. Check servicing and PAT testing Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2 X 2 = 4	
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. Practice drill held within first week to ensure everyone knows their roles and responsibilities. Social distancing is followed on evacuation and at assembly point. The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. The fire alarm and emergency lighting has been serviced in accordance to guidance Alarm checked weekly Enough staff know how to check the fire alarm and set and reset in an emergency Emergency lighting tested monthly All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. 	3 X 2 = 6	
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> Records kept in water log book (HSL) Monthly water checks should have taken place 	3 X 2 = 6	Water tested regularly by HSL

HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All staff carry out pre-use visual checks of their areas, playground, and equipment as formal checks may not take place. Caretaker carries out daily visual whole site checks 	2 X 2 = 4	Equipment checked by Caloo and maintained in June 2020
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All areas and equipment that have been taken out of use are checked Teachers have checked their own classrooms to ensure all is in good condition.. Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 	2 x 2 = 4	See Form F10 Checklist for classrooms
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location 	3 X 2 = 6	Manual Handling Toolbox talk available on website
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm Secure reception Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	2 X 2 = 4	
General servicing maintenance & statutory inspection - failure of equipment leading to loss of heating	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance with legislation. e.g. HSL water checks, fire alarms, gas, intruder alarm, IT. 	2 X 2 = 4	
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> Trained staff available to administer medicines and records maintained. Secure medicines storage Inhalers and epipens available pupils in classrooms and for outdoor activities 	2 X 2 = 4	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> Review the school emergency plan to cover Covid 19 issues Contingency plans for an outbreak are in place Shared with staff and relevant parties e.g. Governors Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	2 X 2 = 4	

<p>Extra- curricular activities - Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • The school works to resume all before- and after-school educational activities and wraparound childcare for all pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupils' wider education and training. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • Schools that hire out their premises for use by external wraparound care providers] The headteacher makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • School has requested new risk assessments from all parties detailing these measures. • School will work closely with our external wraparound providers to ensure as far as possible, children can be kept in a consistent group with other children from the same bubble they are in during the school day. • School has assessed the impact of all third parties onsite- clubs, sports activities • School measures and/or risk assessments have been shared with them wraparound and before & after clubs • Schools will consult the guidance produced for providers who run, after-school clubs, tuition and other out-of-school provision for children, 	<p>3 X 2 = 6</p>	
<p>Sports activities - risk of transmission of Coronavirus (COVID 19) whilst on visit.</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Pupils kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports avoided. • Outdoor sports prioritised where possible, and e.g. hall and Gym spaces used where it is not, to maximise distancing between pupils • Fresh air ventilation will be maximised through either opening doors and windows or ventilation systems 	<p>3 X 2 = 6</p>	

		<ul style="list-style-type: none"> • The areas will be cleaned between groups – surfaces wiped down • Pupil reminded about hand and respiratory hygiene • If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities • School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so. • Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroots sport ○ Association for Physical Education ○ Youth Sport Trust 		
Music, dance and drama Increased risk of transmission from not following guidance	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below. • Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below • Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance. • School has carried out a risk assessment for music activities in school. • Playing instruments and singing in groups will take place outdoors wherever possible. • If indoors, numbers will be limited in relation to the space. • If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission. 	3 X 2 = 6	

		<ul style="list-style-type: none"> • If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance. • School will ensure good ventilation • Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. Not face-to-face • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) • Instrument sharing avoided, • Increased handwashing before and after handling equipment, especially if being used by more than one person. • Instruments cleaned by the pupils playing them, where possible. • Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils • Peripatetic teachers provide a risk assessment to school • See Bulletin: Music & Performing Arts v2 Dec 2020 in line with Local restriction tiers: what you need to know for specific guidance.  <p>Bulletin Music and performing arts v2 2n</p>		
Performing Arts & performances	Staff, learners, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Grassroots music venues and entertainment venues must close. • amateur choirs and orchestra, have ceased • Indoor and outdoor performances with an audience will not take place • School may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission. 	3 x 2 = 6	

Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education. While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. Secondary schools only During the week of 8th March, pupils who remain at home are provided with remote education. 	3 x 2 = 6	
Educational day visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<p>[All school & college] Educational day visits</p> <ul style="list-style-type: none"> Educational day visits In line with the roadmap, schools were able to resume educational day visits from 12 April. School will ensure all day visits are conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. Trips will adhere to the system of controls, pupils are kept within their consistent groups and will follow the COVID-secure measures in place at the destination. A full and thorough risk assessment in relation to all educational visits is carried out to ensure they can be undertaken safely. EVOLVE system for risk assessments in use As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. School will consult the health and safety guidance on educational visits when considering visits. 	3 x 2 = 6	
Educational visits - International visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> All school & college] The government has now published red, amber and green list rules for entering England Schools are recommended not to go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4. 	3 x 2 = 6	

Domestic residential educational visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> • [All school & college] • Schools can undertake domestic residential education visits, from 17 May. • Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. • Children are kept within their consistent groups (bubbles) for the purpose of the visit. • Risk assessment for residential educational visits Annex C* sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. • School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. • School will consider the principles set out in the system of controls and Annex C *to assure children are taken into a safe environment. <p>* Annex C: domestic residential educational visits page 67</p> <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf 		
Extra- curricular activities - Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<p>All schools & wraparound]</p> <ul style="list-style-type: none"> • School is working to resume all before and after-school [activities and wraparound childcare for pupils. • All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend. • School will continue to work closely with external wraparound providers to minimise mixing between children. <p>Indoor provision</p> <ul style="list-style-type: none"> • From 17 May, wraparound and other extra-curricular activities for children will be able to take place in groups of any number. • However, it remains important to continue to minimise mixing between children, where possible by continuing to keep children in consistent groups every time they attend the setting. If it is not possible to group children in the same bubble as they are in during 	3 x 2 = 6	

		<p>the school day, providers will try to keep them in consistent groups</p> <ul style="list-style-type: none"> Group sizes depend on recommended occupancy levels of the premises and levels of ventilation. g.g. guidance recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. If premises are not well ventilated or in which it is difficult to maintain social distancing, group sizes should be smaller (e.g. 15 children or fewer per group). <p>Outdoor provision</p> <ul style="list-style-type: none"> If provision is taking place outdoors, this can continue to take place in groups of any number but to continue to minimise mixing between children. By keeping children in consistent groups and keeping these separate. We will keep up-to-date records of the children attending our setting for at least 21 days. To include the school or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting. <p>Parental Attendance</p> <ul style="list-style-type: none"> [wraparound providers] Parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision. Where parents do attend, they must maintain social distancing in line with the current guidance on (COVID-19) Coronavirus restrictions <p>See providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p>		
Transitional, taster and open days	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> [All school & college] School will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with DfE & Gov.uk advice & guidance for the roadmap out of lockdown. School will provide these risk assessments to schools transitioning with us. <p>Lists of pupils in bubbles transitioning will be kept for contact tracing.</p>		
Public facing facilities - Increased risk of	Staff, pupils, parents, visitors increased risk of	<ul style="list-style-type: none"> Public facing facilities that are used for the purposes of training, - the hair salon, restaurant and gym, are no longer be open to members of the general public from 5 November in 	3 x 2 = 6	Swimming Pools, Gym and Playing fields no

transmission from not following guidance	transmission of Coronavirus (COVID 19)	line with the closure of these businesses in the wider community		longer available for user groups
Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19)	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> The school is kept well ventilated, via windows and exterior classroom doors being opened and fire exits at the end of corridors can be left ajar in order to increase the flow of air Additionally every room has its own CO2 monitor which will draw in air from outside the building. Additionally this air is heated if the room temperature drops below a certain level Poorly ventilated areas <ul style="list-style-type: none"> There are no rooms with poorly ventilated area as mechanical ventilation takes place in every room. However, those rooms that have additional air conditioning are rooms where air conditioned air is drawn in from the corridors. The air conditioning in these rooms has been isolated (switched off) until it is deemed safe to re – commission these units. Mechanical ventilation systems – <ul style="list-style-type: none"> School can continue using most types of mechanical ventilation as normal and these are set to maximise fresh air and minimise recirculation. All mechanical systems are maintained in line with manufacturers’ instructions Natural ventilation – <ul style="list-style-type: none"> By opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space. School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation. School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) 	2 X 2 = 4	

		<ul style="list-style-type: none"> • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. • School will balance the need for increased ventilation while maintaining a comfortable temperature, by : <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts. • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • Rearranging furniture where possible to avoid direct drafts • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • See for detailed information Chartered Institution of Building Services Engineers (CIBSE). • Thermal comfort <ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, school will , if appropriate to the area: <ul style="list-style-type: none"> • open high level windows in preference to low level to reduce draughts • increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • provide flexibility to allow additional, suitable indoor clothing. • rearrange furniture where possible to avoid direct drafts • School will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
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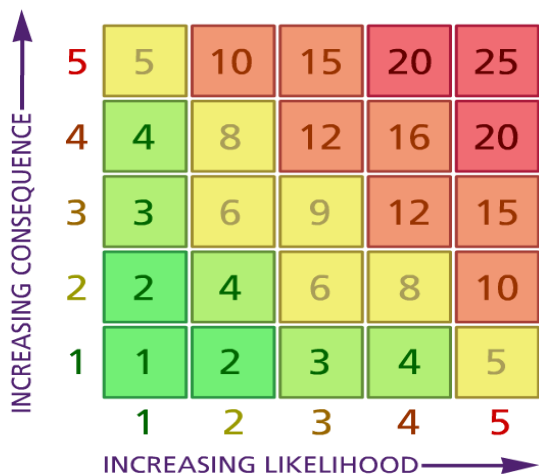
		Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice		
Physical activity in school - risk of transmission of Coronavirus (COVID 19).	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<p>From 12th April</p> <ul style="list-style-type: none"> • School has flexibility to decide how physical education, sport and physical activity will be provided while following the measures in RA 029 Full Opening of School system of controls. • Pupils are kept in consistent groups • Sports equipment is thoroughly cleaned between each use by different individual groups. • PE lessons can be held indoors, including those that involve activities related to team sports, for example practising specific techniques, whilst following school's system of controls. • Outdoor sports will be prioritised where possible • If indoors school will use large indoor spaces & will: <ul style="list-style-type: none"> ○ maximise natural ventilation flows. ○ maintain social distancing between pupils ○ pay scrupulous attention to cleaning and hygiene. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • School will only consider team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • From 29 March, outdoor competition between different schools can take place. • Indoor competition between different schools will be no earlier than 12 April • Refer to: 		

		<p>guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely</p> <ul style="list-style-type: none"> School will work with external coaches, clubs and organisations for curricular and extra-curricular activities and will request their COVID secure risk assessment to satisfy itself all measures are being followed. 		
Playground equipment and activities -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Outdoor playground equipment & resources should be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for: <ul style="list-style-type: none"> playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames semi enclosed playhouses or huts for small children enclosed crawl through 'tunnels' or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates seating areas such as benches and picnic tables refuse areas/bins Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Breakfast & After school clubs' clean indoor & outdoor equipment between groups and after use. Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection. An annual service and maintenance identified has been carried out prior to reinstatement. 	3 X 2 = 6	

		<ul style="list-style-type: none"> The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 It has been formally shared with all middays & staff supervising. Site manager/caretaker has attended Routine Inspectors Course Site manages/caretaker visually inspects play equipment daily Site manages/caretaker has reinstated weekly formal checks of play equipment Pupils reminded of playground rules Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc prior to every session. 		
Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.	Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’	<ul style="list-style-type: none"> Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection) Visitors made aware of all measures in place in school to reduce risk of spread of virus. Visitors told wash hands on arriving or use hand sanitiser located at entrance. Visitors will be required to use sanitiser before and after each different pupil session. School will continue to engage supply & temporary staff during National Lockdown (where necessary). Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school’s measures for minimising risk School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure 	3 X 2 = 6	

		<p>that this is provided as soon as possible after the booking is confirmed.</p> <ul style="list-style-type: none"> • Visitor has own PPE or PPE will be provided for each session. • 2m social distancing rules in place • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser in room • Tissues in room and lidded bin emptied after each session. • Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. 		
Recruitment – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> • School will continue to recruit as usual bearing in mind the need to limit visitors to the site • Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. • Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the 'system of controls' that are in place. • School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed • School will write a risk assessment for any recruitment activities 	3 X 2 = 6	
Pupils routinely attending more than one setting - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors- contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • A risk assessment will be carried out with other setting to ensure all controls are in place. 	3 X 2 = 6	
Lettings - increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of	<ul style="list-style-type: none"> • School may open up or hire out school premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities 	3 X 2 = 6	

	transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> If school hires out premises for use by external wraparound childcare providers, such as after-school or holiday clubs, it will ensure hirers : <ul style="list-style-type: none"> have considered the relevant government guidance for their sector put in place protective measures Hirers have been asked for a copy of their COVID secure risk assessment which demonstrates they are following government guidance See working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 		
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:
5 – Very likely
4 – Likely
3 – Fairly likely
2 – Unlikely
1 – Very unlikely

Consequence:
5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

- List hazards **something with the potential to cause harm** here
- List groups of people who are especially at risk from the significant hazards which you have identified
- List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
All control measures are in hand <div style="text-align: right;">  Date 18/05//2021 </div>	Health and Safety Officer	18/05//2021