

**RISK ASSESSMENT FOR: New End School November 2020 during COVID 19 outbreak.**

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

<b>Establishment:</b> New End	<b>Assessment by:</b> Karyn Ray (KR), Alan Girling (AG), Adam Rohan (AR), Heidi Meakin (HM) Linda Davies (LD) Local Authority (LA)	<b>Date:</b> Updated November 2020
<b>Risk assessment number/ref:</b> RA-004	<b>Previous risk assessments used to develop this version</b>  <b>Headteacher Approval:</b> Karyn Ray  <b>Chair of Governors Approval:</b> Linda Davies	<b>Date:</b> 9 <sup>th</sup> November 2020  Date: 10 <sup>th</sup> November 2020
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>	<b>Consulting as Draft</b>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Risk to clinically vulnerable groups from COVID</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Government guidance on clinically vulnerable people to be followed. (link to schools <a href="#">Government Guidance</a> referenced above).</li> <li>Pupils who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should work from home where possible.</li> <li>Risk assessment undertaken with staff members over 60 and those living with partners who are CEV or CV using Individual Risk Assessment form</li> </ul>	<p><b>Individual RA's in place for September 2020 and reviewed in November 2020.</b></p> <p><b>CEV currently to work at home until December 3<sup>rd</sup>. Dates may be changed based on R rate and local tier system.</b></p> <p><b>Letters to be provided by those in the CEV category</b></p> <p><b>Individual RA's in place for September 2020 and reviewed in November 2020.</b> <b>HT to liaise with individuals identified.</b></p>	Local Authority LD	ASAP	Y
<b>Black, Asian and Minority Ethnic Groups (BAME)</b>	Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.	<ul style="list-style-type: none"> <li>Risk assessment undertaken with BAME staff members using Individual Risk Assessment form</li> </ul>	<p><b>Individual RA's in place for September 2020 and reviewed in November 2020.</b> <b>HT to liaise with individuals identified.</b></p>	KR AG Identified staff	Nov 20 Review January 21	Y

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>SEND pupils</b>		<ul style="list-style-type: none"> <li>Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section)</li> </ul>	<b>RAs in place. Regularly reviewed.</b>	<b>HM</b>	<b>Ongoing</b>	<b>Y</b>
<b>Possible transmission of the virus through person to person contact.</b>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and</li> </ul>	<p>Schools should refer to this guidance <a href="#">Guidance for full reopening of schools</a></p> <p><b>PREVENTION:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>Clean hands thoroughly more often than usual</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>Mask wearing is encouraged for parents collecting children at the end of the day from playgrounds. All visitors in the building must wear a mask. Staff are encouraged to wear masks in communal areas around the school where they cannot keep social distancing of 2 metres.</li> </ol> <p><b>RESPONSE TO ANY INFECTION</b></p> <ol style="list-style-type: none"> <li>Engage with the NHS Test and Trace process</li> <li>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> </ol>	<p><b>Protocols for staff have been placed in all rooms used throughout the school.</b></p> <p><b>School is limiting visitors where possible.</b></p> <p><b>All visitors need to wear a face mask in the school building.</b></p> <p><b>Additional arrangements to be made for support teachers, including screens to be purchased. Consideration for shortened lessons with only children from one bubble at a time.</b></p>	<b>KR</b>	<p><b>Available for staff to use in the Autumn term</b></p> <p><b>Ongoing time tabling review</b></p>	<b>Y</b>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
	then touching their eyes or mouth	<p>10. Contain any outbreak by following local health protection team advice</p> <p>Ensure staff and community are aware of changing restrictions through changes in the Tier System and the November / December wider lockdown.</p> <p>Display the specific requirements for the differing levels and the subsequent restrictions. In staffroom and share with parents via newsletter, app and email.</p>	<p>Continue to display information in staff room for tier expectations currently in place.</p> <p>Share tier information when changes take place with parents through regular contact via newsletters, app and email.</p>	<p>KR AG</p>	<p>Ongoing</p>	
<p><b>PREVENTION:</b></p> <p><b>Personal Hygiene</b></p>		<ul style="list-style-type: none"> <li>• Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up.</li> <li>• Ensure soap and hand towels are regularly topped up at all washing stations.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</li> <li>• Site staff to regularly clean the hand washing facilities.</li> <li>• Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</li> <li>• Tissues will be provided for classrooms. Staff to replenish as needed.</li> <li>• Ensure bins are provided for tissues in every classroom.</li> <li>• Outside water troughs for handwashing and drinking water installed for start of autumn Term.</li> </ul>	<p>Supplies in place. Continue to purchase materials as needed.</p>	<p>AG AR KR</p> <p>All staff</p>	<p>Ongoing orders as add. Supplies required</p>	<p>Y</p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<p><b>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</b></p>				
<p><b>PREVENTION: Enhanced Cleaning</b></p>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> </ul>	<p><b>Protocols for staff have been placed in all rooms used throughout the school</b></p> <p><b>NH to monitor cleaning and liaise with contractors with any concerns.</b></p> <p><b>New End staff to ensure that they report any cleaning concerns immediately to NH / AG and note issue in the cleaning contractor's book.</b></p>	<p><b>All staff</b></p> <p><b>NH</b></p> <p><b>All staff NH AG</b></p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p>	<p><b>Y</b></p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				
<p><b>PREVENTION:</b></p> <p><b>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</b></p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>Re-plan lessons / activities to avoid shared resources.</li> <li>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</li> </ul> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.</p>	<p><b>Protocols to remain in place until further notice.</b></p>	<p><b>All staff</b></p>	<p>Ongoing</p>	<p><b>Y</b></p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>				
<p><b>Managing cases of confirmed coronavirus in a setting</b></p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>• Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> <ul style="list-style-type: none"> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus</li> </ul>	<p><b>Staff reminded on protocols in minutes of staff INSET meetings.</b></p> <p><b>Information made clear to parents on enrolment. Reminders sent to parents in regular newsletters.</b></p> <p><b>Repeat clear guidance regularly via app, newsletter and email.</b></p>	<p>KR AG</p> <p>KR</p> <p>KR</p>	<p>Ongoing</p>	<p>Y</p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<p>(COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> </ul> <p><b>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</b></p>				
<p><b>Testing and contact tracing</b></p>	<p>Staff, Pupils, visitors, contactors</p>	<p><b>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</b></p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<p><b>Protocols have been placed in all rooms used throughout the school.</b></p> <p><b>Children continue to be temperature checked on entry. Parents regularly reminded of protocols in place.</b></p>			<p>Y</p>



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>• All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> </ul> <p><i>From September 2020, all schools have been provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. New End is keeping these kits for staff (or those that live on their household) only at this point as this could ensure a more rapid return to work if the test results are negative.</i></p> <p><i>Two centres to Camden staff (and those members of their household) have been established at</i></p> <ul style="list-style-type: none"> <li>• <i>GOSH – walk in</i></li> <li>• <i>Royal National Orthopedic Hospital – drive through</i></li> </ul> <p><i>Both need to be pre-booked. KR will share the details as required.</i></p> <p><i>School will monitor news that rapid testing may be rolled out for schools and colleges.</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Communication to parents and carers</b>	Staff, Pupils, visitors, contactors	Protocol in place and includes: <ul style="list-style-type: none"> <li>• Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>• Parents/carers to be advised to follow guidance below <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>	<b>Protocols shared with parents regularly.</b>  <b>Rota for staggered start and end of days to be maintained from September. Hours within designated working time for teachers.</b>	KR AG	<b>In place from Sept 2020</b>	
<b>Access and egress onto school premises</b>	Staff, pupils, contractors, visitors  Possible transmission of the virus between staff and children, and into the wider community.	<ul style="list-style-type: none"> <li>• Entry into building must be controlled</li> <li>• Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced</li> <li>• Demarcation to be made at school entry points to ensure adequate social distancing</li> <li>• Pictorial notices for social distancing to be displayed</li> <li>• Supervision of queues by nominated staff members</li> <li>• Staggered start times to be considered where possible</li> <li>• Staff supervising entry to school to follow social distancing guidelines</li> <li>• Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry.</li> <li>• Staff trained on hygiene protocols to eliminate cross-infection risks</li> </ul>	<b>Information / protocol on safe entry to be disseminated to parents / carers / contractors</b>  <b>Staff re-training on protocols</b>  <b>Reminders on advice / instruction on social distancing / hygiene during staff INSET Days in September – included familiarising new staff with these protocols.</b>  <b>Staff reminded at regular intervals via daily emails.</b>	SLT	Ongoing	Y

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Age appropriate instruction provided to pupils on hand washing methods</li> <li>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> </ul>	<p>Parents reminded through regular newsletters, app and email.</p>			
<p><b>Reception areas</b></p>	<p>Staff, pupils, contractors, visitors</p>	<ul style="list-style-type: none"> <li>Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>Screens in place to separate staff and/or demarcation in place to maintain adequate social distancing</li> <li>Notices to maintain social distancing displayed</li> <li>Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Only essential visitors are allowed onto the school site throughout the school day.</li> <li>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</li> <li>Signage in reception regarding good hygiene.</li> <li>A record should be kept of all visitors</li> </ul>	<p>Parents to be regularly reminded of all protocols currently in place from September 2020.</p> <p>Other than delivery drivers dropping off at school entrance, all visitors must sign in and follow school protocols. This includes food deliveries for the kitchen. Records will be kept of all visitors.</p>	<p>KR AG Staff at entry points at start and end of school day</p> <p>Staff in office</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Y</p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		Parent – Teacher Meetings <ul style="list-style-type: none"> <li>Onsite meetings offered in combination with Zoom / Telephone meetings in October and to be repeated in February 2021 if possible under restrictions at that time.</li> <li>Meetings spread out over the week rather than a single night to limit numbers entering the building.</li> <li>Parents attending in school meetings HAVE to wear masks.</li> <li>Parents attending in school meetings can only enter the building 5 minutes before their allocated time and expected to follow the one way system to get to and from the class to meet the teacher.</li> <li>Screens in each classroom on designated days for staff. Additional disinfectant for staff to use to clean between meetings.</li> </ul>	<b>Review system for February meeting closer to the time, considering the restrictions in place at the time.</b>	<b>KR AG Staff</b>	<b>End of January 2021</b>	
<b>Staff Areas</b>	Staff, contractors, visitors	<ul style="list-style-type: none"> <li>Social distancing guidelines to be applied</li> <li>Increased cleaning frequencies of hard surfaces.</li> <li>Minimise sharing of items</li> <li>Items to be sanitised before sharing / re-use by another person</li> <li>Handwashing /sanitisation protocols to be followed</li> </ul>	<b>Protocols for visitors around the school to remain in September 2020 until further notice. Additional advice added to school booklet for visitors</b>	<b>KR</b>	<b>Autumn</b>	
<b>Corridors / staircases</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>Demarcation of adequate social distancing where queuing is expected.</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>One-way systems introduced where reasonably practicable</li> <li>Increased natural ventilation by opening windows</li> <li>Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> <li>With the exception of the HT and DHT, staff are not to enter other year group bubbles when school is in session.</li> <li>Staff are encouraged to wear face masks in communal areas where they cannot keep a 2m social distance. This includes stairs, corridors and the staffroom.</li> </ul>	<b>One way systems to remain in place until further notice.</b>  <b>Staff and parents regularly reminded about the need for ventilation of the building. Reminders about layers of clothing required to keep warm but to also ensure that children and staff have additional clothing to wear once going outside.</b>  <b>In light of lockdown and Very High tier levels, staff (particularly those with</b>	<b>KR</b>	<b>Increase in reminders with cooler weather</b>	<b>Y</b>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
			<p>an individual risk assessment) reminded of the need to wear a mask in communal areas where social distancing of 2m cannot be maintained.</p> <p>Contractor visits (unless emergency situation) will be arranged to times when pupils are not present. Any visitor on staff expected to wear a mask at all times.</p>			
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>For younger children the emphasis will be on separating year groups,</li> <li>For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible.</li> <li>Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>Increased natural ventilation and avoid rooms with no natural ventilation where possible.</li> <li>Soft play / furnishing and items with intricate parts removed (Early years settings)</li> <li>Increased cleaning frequencies of hard surfaces/emptying of bins</li> <li>Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly</li> <li>Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>Items to be sanitised before sharing / re-use by another person</li> </ul>	<p>Current protocols and signage to remain in place until further notice.</p> <p>Staff configured classrooms currently from 17<sup>th</sup> July – 21<sup>st</sup> July in line with new guidelines for bubbles from September 2020. 2 metre staff zones created as part of this classroom re-organisation. All surfaces within classrooms and outside spaces to be kept clear. Ensure classrooms are updated if advice changes.</p>	Staff	July 21 <sup>st</sup>	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books.</li> </ul>	<p><b>Additional arrangements to be made for support teachers, including screens to be purchased.</b></p> <p><b>Consideration for shortened lessons with only children from one bubble at a time.</b></p>	KR	<p><b>Start of Autumn Term</b></p> <p><b>Ongoing review with support staff</b></p>	
<b>Lunch times</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>Staggered lunch times to keep groups apart</li> <li>Social distancing guidelines to be applied</li> <li>Adequate supervision ratios to enforce social distancing guidelines</li> <li>One-way systems introduced where reasonably practicable</li> <li>Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>Increased cleaning frequencies of hard surfaces.</li> <li>Minimise sharing of items and crockery</li> <li>Items to be washed / sanitised before sharing / re-use by another person</li> <li>Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission</li> </ul>	<p><b>Current protocols to remain in place until further notice. This includes continuing with the current practice of packed lunches being taken to and eaten in classrooms.</b></p> <p><b>Timetables for playgrounds remain in place to ensure bubbles have sufficient time outside and staff have sufficient breaks.</b></p>	KR AG		
<b>Hall / assemblies</b>	Staff, pupils, Contractors,	<ul style="list-style-type: none"> <li>Different year group bubbles should be kept apart, meaning that schools should avoid large gatherings such as Phase or Key Stage assemblies or collective worship with more than one group.</li> <li>Social distancing in year group assemblies should be maintained.</li> <li>Social distancing guidelines to be applied, where possible</li> <li>Adequate supervision ratios</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>One-way systems introduced where reasonably practicable</li> </ul>	<p><b>Current protocols to remain in place until further notice.</b></p> <p><b>Halls, corridors and stairwells remain clear of all unnecessary furniture / storage so it is clear able to be used by small</b></p>	AR	<b>2<sup>nd</sup> Sept</b>	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Enhanced cleaning regime in place to clean hard surfaces in between groups.</li> <li>Utilise outdoor spaces for PE where practicable.</li> </ul>	groups / classes if required.			
<b>Toilets</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Entry into WC to be controlled</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>Children to remain in team 'bubbles'</li> <li>Hand washing protocol increased to before and after use of toilet facilities</li> <li>Hand washing poster displayed in all WCs</li> <li>Increased cleaning protocols</li> </ul>	Current protocols and signage to remain in place until further notice.			Y
<b>School Kitchens / school meal provision</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>Staggered lunch and break times</li> <li>Social distancing guidelines to be applied</li> <li>Handwashing /sanitisation protocols to be followed</li> <li>Increased cleaning frequencies of hard surfaces.</li> <li>Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils</li> <li>Combination of packed lunches / hot meal provision to minimise dining room traffic / volume</li> </ul>	<p>Current protocols to remain in place until further notice. This includes continuing with the current practice of packed lunches being taken to and eaten in classrooms.</p> <p>Timetables for playgrounds remain to ensure year group bubbles have sufficient time outside and staff have sufficient breaks.</p>			Y
<b>Break times</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Staggered break times to minimise mixing of groups</li> <li>Playground to be sectored to help keep groups separate</li> <li>Social distancing to be implemented to minimise contact with other groups</li> <li>Adequate supervision ratios to monitor social distancing</li> <li>Rotate indoor / outdoor play to minimise contact</li> <li>One-way systems introduced where reasonably practicable</li> <li>Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>Soft play items removed (early years settings)</li> </ul>	Current protocols and signage to remain until further notice.			Y

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Water fountains taken out of use – individual water bottles/disposable cups to be used</li> <li>Rigorous cleaning regimes to be introduced between groups.</li> </ul>				
<b>Fire drills / Emergency situations</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable</li> <li>Fire drill to be undertaken as soon as possible after re-occupation</li> </ul>	<p><b>Current protocols and signage to remain until further notice.</b></p> <p><b>Fire drills will be completed with individual year groups at first before undertaking a whole school drill late in Autumn 2.</b></p>	KR AG	<b>Autumn Term</b>	
<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid</li> <li>Check First aid boxes content and facilities available</li> <li>Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</li> <li>PPE / Handwashing protocols to be followed</li> </ul>	<p><b>Current protocols to remain until further notice.</b></p> <p><b>Class PPE Boxes to be returned and re-stocked when required.</b></p>	KR AG Staff	<b>Ongoing</b>	
<b>Transport Arrangements</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Protocol in place in line with <a href="#">Government Guidance</a></li> <li>Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements.</li> <li>If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements.</li> <li>Defined section of south playground to remain in place for staff parking.</li> </ul>	<b>No school trips, including swimming, will take place in Autumn Term 2020.</b>		<b>Review Dec 2020</b>	<b>Y</b>



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<p><b>Protocol for managing cases where staff/pupil feels unwell whilst on site</b></p>	<p>Staff, pupils, contractors, visitors</p>	<p>Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> <li>• 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 of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p><b>Current protocols to remain until further notice.</b></p>			<p>Y</p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
School Trips	Staff, pupils	<ul style="list-style-type: none"> <li>School trips to be planned and risk assessed in line with current government social distancing guidelines.</li> </ul>	<b>No school trips or visits, including swimming, to take place until further notice.</b>	KR AG Staff	Review Dec 2020	
<b>Reoccupation of areas which have not been in use during lockdown.</b>	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> <li>Building services maintained in accordance with the PPM schedule:</li> <li>Maintenance checks of plant and equipment undertaken – including school kitchen equipment.</li> <li>Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>Fire alarm panel status green</li> <li>Fire call points operational</li> <li>Emergency lighting operational</li> <li>Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>Gas systems maintained</li> <li>Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period</li> <li>Electrical equipment and systems maintained</li> <li>Electrical gate systems maintained</li> <li>Lifts and lifting equipment/hoists maintained</li> <li>Ventilation / air conditioning / extraction systems maintained</li> <li>Asbestos management arrangements in place</li> <li>Boiler room plant inspected / maintained</li> <li>Fume cupboards maintenance up to date (Secondary schools only)</li> <li>Identify and remedy possible vermin infestations</li> </ul>	<b>Ongoing as currently in place</b>			Y

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Fire Safety</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.</li> <li>• Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>• Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>	<b>Current protocols to remain until further notice.</b>			Y
<b>COSHH Cleaning / Sanitisation products</b>	Staff, Pupils  Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> <li>• Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>• Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul>	<b>Current protocols to remain until further notice.</b>			Y
<b>Dealing with / clearing up with Body Fluids</b>	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> </ul>	<b>Current protocols to remain until further notice.</b>			Y

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Business Continuity</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Schools Business Continuity Plan reviewed to include COVID-19 related risks</li> <li>Contingency Plans to be developed for school recovery in the event of local lockdown being initiated</li> <li>School Platform to be maintained in case of local lockdown or year group bubble being required to self isolate.</li> <li>Parents questioned on access and Internet access in September. List created of those families who might require a device in the case of a local lockdown or where a year group bubble is required to self isolate.</li> <li>Children trained in school from September to ensure they are familiar with and able to access platform.</li> <li>Staff to provide weekly activity where children have to hand in work via the school platform in order that the child's knowledge is maintained.</li> </ul>	<p><b>Ongoing.</b></p> <p><b>Further staff training on remote learning.</b></p>	<p><b>KR AG</b></p>	<p><b>Nov 2020</b></p>	
<b>Contractors and Visitors</b>		<ul style="list-style-type: none"> <li>Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Where visits can happen outside of school hours, they should.</li> <li>Site inductions are to be carried out following social distancing principles</li> <li>All contractors will be informed before entering school regarding social distancing and good hygiene control measures.</li> <li>Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</li> <li>Agree approach to scheduled / ongoing building works.</li> <li>Settings to seek confirmation of the contractor's method statement / risk assessment.</li> <li>Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>A record should be kept of all visitors.</li> </ul>	<p><b>Current protocols to remain until further notice.</b></p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>Staff to be reminded of Employee Assistance Programme</li> </ul>	<b>Current protocols to remain until further notice.</b>			Y
<b>Adherence to rules within school</b>		<ul style="list-style-type: none"> <li>Update behaviour policies</li> <li>Communicate the new rules to staff, students and parents</li> <li>Reinforce the new rules through daily teacher reminders</li> <li>Display the new rules prominently through the school and at the gate</li> </ul>	<b>Current protocols to remain until further notice.</b>			Y
<b>Taking Fees</b>		<ul style="list-style-type: none"> <li>Payments are made by direct debit or contactless methods only.</li> <li>For the present time, donations for causes has been changed so families make these donations on line directly from home.</li> </ul>				Y

## Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)