



**RISK ASSESSMENT – SCHOOLS
DURING CORONAVIRUS PANDEMIC (COVID-19)**

School:			
Headteacher:	<i>Kate Baptiste</i>	Persons undertaking the assessment:	Headteacher – Kate Baptiste Office Manager– Catherine Nolan
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	05
Date of assessment:	<i>4th November 2020</i>	Date of next review:	<i>2nd December 2020</i>

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): <i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education guidance, before schools return full-time from the beginning of the Autumn term.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Separate guidance is available for early years, further education colleges and for special schools.</p> <p>What you should do</p> <p>The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration should be given to the additional risks and control measures so as to enable a return to full capacity in the Autumn term.</p>	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>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</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

<p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>
<p>Reference should be made to the various guidance documents available from GOV.UK as on the left-hand side of this document.</p> <p>The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.</p> <p>Please note that when using this model template comments on hazards and control measures can be amended, deleted or added to depending on the individual school setting.</p> <p>It is a model that you can use as is or use to verify if you are using another preferred format.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

<p>LOCATION:</p> <p><i>St Monica's Catholic Primary School, Cannon Road, London N14 7HE</i></p>	<p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p>
<p>WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p>Normal school day – 9.00am – 3.15pm (staggered start times 8.50am – 9.15am and pick-up times 2.50pm – 3.15pm)</p> <p>Extended care – 7.30am – 8.50am (breakfast served) and 3.15pm – 6.00pm (light meal served)</p>	<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

	<p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.gov.uk/coronavirus</p>
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COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

	<p><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></p> <p><u>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</u></p> <p><u>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</u></p>
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COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
Preparation of the school	Pupils, staff, cleaners, catering staff and all visitors to the school	<ul style="list-style-type: none"> ▪ Usual premises checks ▪ Water treatments/checks ▪ Fire alarm testing ▪ Repairs ▪ Grass/hedge cutting ▪ Portable appliances ▪ Fridges/freezer ▪ Boiler/heating services ▪ Internet/telephone services ▪ Desks re-arranged to allow pupils to sit side by side and face forward (excluding EYFS & Year 1) ▪ Removal of soft toys, furnishings and any unnecessary items from classrooms ▪ Social distancing markings, signage etc ▪ Emergency routes and signage ▪ Annual calendar of events reviewed and all school trips for the autumn term cancelled ▪ All lettings cancelled until further notice ▪ Staffing briefings ▪ Communications to parents advising of any amendments to arrangements 	Continuous inspection of the premises	Headteacher Office Manager Site Manager	Ongoing	
Safeguarding – issue arises when there are staff shortages	Pupils and staff	<ul style="list-style-type: none"> ▪ DSL always on site ▪ Member of SMT, office staff and site manager always on site ▪ SMT allocated to gates at start and end of day ▪ Child protection procedures remain in place and any causes of concern are raised ▪ All members of staff have first aid training 	If DSL is not on site, they can be contacted to raise concerns. If all DSLs are unwell then contact another school or	Headteacher SMT	Ongoing	

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		<ul style="list-style-type: none"> ▪ All behaviours that are challenging should be managed using the school’s behaviour policy ▪ Staff and pupil individual Risk Assessments (children with EHCP) should be completed 	<p>Enfield MASH to get advice.</p> <p>Update Child Protection Policy and Behaviour Policy in light of changes in provision and send to all staff.</p>			
Access and egress –	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> ▪ To avoid large numbers of children and parents gathering at the school gate, all three entrances to the school will be used and arrival times and collection times will be staggered. This will be done by surname. <p>- A, B & C – 8.50am & 2.50pm parish car park gate - D, E, F & G – 8.55am & 2.55pm main entrance - H, I, J, K & L - 9.00am & 3.00pm parish car park gate - M, N & O – 9.05am & 3.05pm main entrance - P, Q, R & S – 9.10am & 3.10pm parish car park gate - T, U, V, W, X, Y & Z – 9.10am – 3.15pm main entrance</p> <p>Reception children will use the gate by the site manager’s house as follows: RG 8.55am (all Reception pupils) & 3.05pm (only those without siblings) RY 9.05am (all Reception pupils) & 3.15pm (only those without siblings) Any Reception children with an older brother or sister, will be brought to the parish centre gate or main gate as</p>	Staff members positioned at the gates and along the route to the classrooms to ensure children reach their classroom in an orderly fashion	Headteacher SMT Site Manager Teachers Support Staff	Ongoing	

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		<p>per their older siblings’ usual routine (this is done by surname)</p> <ul style="list-style-type: none"> ▪ Demarcation line at the gate between staff members and parents/child to avoid close contact ▪ Staff will wait two metres away from the demarcation line ▪ No child will be able to enter the school grounds before being admitted by a member of staff ▪ Parents will not be allowed on site and only one parent encouraged to bring their child to school ▪ Signage at entrance reminding people to keep two metres apart ▪ If a pupil or member of staff wear face coverings when they arrive at school, they must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils & staff), dispose of temporary face coverings in the covered bins or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. ▪ On entering the school premises, children would wash their hands in their classroom or playground (at newly installed outdoor sinks) with soap for 20 seconds ▪ Parents will be required to wait outside their allocated gate until a member of staff escorts their child to them, and then leave immediately to limit 				

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

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		the number of parents waiting and to facilitate social distancing				
School set up	Pupils and staff could catch covid-19 through close contact	<ul style="list-style-type: none"> ▪ Three new protective bubbles created: one will cover Years 5 & 6, another Years 3 & 4 and the third Reception and Years 1 & 2 ▪ These bubbles will not mix with one another throughout the school day (i.e. playtime, assemblies or lunch) ▪ Classrooms – desks will be placed side to side and front facing (except EYFS and Year 1) ▪ Children will be encouraged to maintain social distancing within their bubbles, although it is recognised that this might not be possible with younger children ▪ Where possible teachers should try to maintain distance from children and ideally two metres from adults. If teachers need to come into close contact, avoid face to face contact and try to minimise the amount of time spent within one metre of children. This might not be possible with children who have complex needs or need close contact ▪ We will continue with regular hand washing and with teaching good hygiene, especially in relation to coughing and sneezing 	None	Teachers & Support Staff	Ongoing	

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
Breakfast & After School Clubs – access & egress	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> ▪ Main school gate will be open for drop off & pick-up ▪ Parent to bring child to the main door, ring the BC/ASC bell, wait with the child and adhere to two metre social distancing if other children and parents are there ▪ Parents will not be allowed to enter the building ▪ Children to be admitted one at a time and will sanitise their hands 		BC/ASC staff	Ongoing	
Breakfast & After School Clubs' set-up	Pupils and staff could catch covid-19 through close contact	<ul style="list-style-type: none"> ▪ Three new protective bubbles will be created: one will cover Years 5 & 6, another Years 3 & 4 and the third Reception and Years 1 & 2 ▪ A member of staff will be allocated to each bubble ▪ The same hygiene rules that are applicable to the whole school will be enforced ▪ Meals will be taken in their respective bubbles and child will be seated facing forward ▪ Each bubble will be allocated a toilet and only two children at a time will be allowed at a time ▪ Resources will be cleaned down each day 		BC/ASC staff	Ongoing	
Access to the staff room and staff toilets	Staff could catch covid-19 through close contact with common area and use of utensils, seating area etc.	<ul style="list-style-type: none"> ▪ The main staff room would be limited to a maximum of nine members of staff and the two metres social distancing must be adhered to - breaks would be staggered to facilitate this. The Sunshine Room will be used as an overflow staff room and is limited to five staff members. ▪ All staff to clear away personal items, rubbish and clear away their dirty cutlery and crockery or place in the dishwasher which will be turned on by a member of SMT each night 		Office Manager & Site Manager	Ongoing	

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

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		<ul style="list-style-type: none"> ▪ Staff to wipe down surfaces, kettles etc. and eating area after use ▪ Sanitiser wipes and soap is available ▪ Only one members of staff at any given time to enter and use the main staff toilets. Sanitising wipes are provided (to wipe taps before use) and a lidded bin to dispose 				
Pupil toilet areas	Pupils could catch covid-19 either through close contact, or through infected surfaces or poor handwashing routines	<ul style="list-style-type: none"> ▪ Infants can use their own toilets without being accompanied by an adult ▪ Children in Years 3 & 4 can use the toilet without being accompanied by an adult between o'clock and half past every hour and Years 5 & 6 between half past the hour and up to o'clock. If a child needs the toilet outside their slot they will be accompanied by a staff member to ensure that there is no mixing of bubbles ▪ Toilet areas will be cleaned during the day by Site Manager and sanitised every morning by the cleaners ▪ Hand wash will be available in toilet and checked daily ▪ Signage would be placed, informing children to wash their hands after every toilet break 	During lunchtimes & break times staff members will be available to ensure that social distancing is adhered to	SMT Teachers Support staff Site Manager Office Manager	Ongoing	
Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with an	<ul style="list-style-type: none"> ▪ Movement around school will be limited and face coverings to be used by staff when in communal areas – corridors, dining hall, toilets, staff rooms etc. 		Teachers Support Staff	Ongoing	

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	infected person whilst on premises	<ul style="list-style-type: none"> ▪ On exiting a room each staff member must look left and right before proceeding down the corridor to ensure that we keep to social distancing measures ▪ Each bubble will be able to sign up for an outdoor space to use during lesson time. Timetables will be kept outside the staff rooms. ▪ The children in the class groups will be taught and supervised by the same two adults throughout the school day (apart from PPA) ▪ There will be no Year 6 monitor jobs for the time being e.g. recycling, headteacher awards, wet play monitors, House Captains etc. 				
Pupils' misconduct	Pupils and staff could catch Covid-19 either through close contact with a child misbehaving or a child with SEND struggling to maintain social distancing	<ul style="list-style-type: none"> ▪ Each class to devise their own rewards and sanctions in line with our School Behaviour Policy ▪ Should a child reach Stage 4 a member of SMT will be called to remove the child and isolate them as required ▪ Children whose behaviour poses a risk will be required to go home and parents will be notified accordingly ▪ Children must not be sent to Headteacher's office, if a member of SMT is needed staff to phone them and they will come and collect the child from the classroom 		Teachers	Ongoing	
Activity in the main office, reception area and SMT rooms	Staff and visitors could increase infection chances with	<ul style="list-style-type: none"> ▪ Parents will not be allowed on site and will be asked to communicate either by calling or emailing the school office ▪ Staff will need to adhere to two metre social distancing when entering and leaving the building 		Office Staff Site Manager	Ongoing	

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

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	limited space in lobby area	<ul style="list-style-type: none"> ▪ Visitors to the school will be limited to only those that are absolutely necessary eg professionals to visit a child with an EHCP. Enfield Music Service peripatetic teachers will be allowed to return and allocated their own room (the music room by Year 3, piano room or sparkles room) will be used. There will be no wind instruments lessons for the time being ▪ Visitors will need to sign in using the electronic sign-in system in the Reception area for Track & Trace. Sanitise their hands before entering the building and wear a face covering ▪ We will operate a 1 in 1 out policy for visitors and deliveries ▪ Whoever is in the office will open the pedestrian gate and advise the person that they must wait by the cone saying PLEASE WAIT HERE, until the person in the lobby leaves – then, they will be permitted to enter ▪ Office staff to be made aware of the need to remind staff members and anyone who enters the lobby area to clean their hands with sanitiser and to maintain two metre social distancing ▪ Sanitiser wipes will be provided to ensure that the staff signing in system is regularly wiped down and a bin provided for disposal of the wipes ▪ Office glass screen to be kept closed to limit contamination ▪ Only office staff will be allowed to enter the school office, a demarcation line will be placed at the office 				

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		<p>internal door and staff will wait there and the same will apply to the Headteacher’s, SMT’s and Site Manager’s rooms</p> <ul style="list-style-type: none"> ▪ If teachers or support staff need to make a phone call they will use the phone in the Star Room and sanitising wipes will be provided to wipe down the phone before use and a bin to dispose of the wipe. 				
Lunchtime and dinner hall use	Risk of infection from pupils, staff and potential kitchen team to pass on covid-19	<ul style="list-style-type: none"> ▪ The dinner hall will be in use for Reception and Years 1 & 2 ▪ The school kitchen will be in operation and children will be able to have a hot meal. Parents will be able to pick menu choices in advance via their SchoolGrid Account. The meals will be picked up from the kitchen and delivered in takeaway style containers to the classroom. Cutlery will be delivered each day to the classroom and taken back to the kitchen to be sterilised for use the next day. Children will be able to bring their own packed lunch into school and it will need to be kept in their classroom ▪ All lunches in KS2 will be eaten at the child’s individual desk in the classroom ▪ Children must all bring their own water bottle to school each day, clearly labelled with their name and that they can independently open and close ▪ Hand sanitising to be enforced by staff after food consumed – sanitiser will be kept in the classroom and the tables wiped down 		SMT Teachers Support Staff Office Staff	Ongoing and will review when Reception children start school	

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

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Play times	Pupils and staff could catch covid-19 through close contact with infected person whilst playing and sports activities	<ul style="list-style-type: none"> ▪ Playtimes will be staggered, so that each bubble can have its own fifteen-minute morning break and half-hour lunch break ▪ Children will line-up in table order ▪ Each group will be allocated a play area in the playgrounds ▪ Children will remain in their classrooms if it is raining 		SMT Teachers Support Staff	Ongoing	
Play equipment	Covid-19 is known to spread on surfaces – play equipment would be susceptible due to high volumes of children	<ul style="list-style-type: none"> ▪ Each class to be allocated a box of play equipment and children would wash/sanitise their hands before using it ▪ Play equipment that cannot be wiped down is removed ▪ Playground climbing equipment is available for the infants to use. In the Junior playground, the climbing equipment can only be used by Years 3 & 4 (first half term) and Years 5 & 6 (second half term) and will then alternate each half term. This applies to Breakfast & ASC as well ▪ All equipment in the main hall is also to be classed as out-of-bounds 		SMT Teachers Support Staff Site Manager	Ongoing	
Classroom activity and set-up – children and staff	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> ▪ Classrooms will be redesigned to allow the children to all face forward towards the class teacher (with the exception of EYFS and Year 1) ▪ Each class will have a class teacher and teaching assistant. They will be the only staff in regular contact with those children, apart from PPA teachers 	The plan would need to be dynamic – that is flexible in its approach. Social distancing is only really possible if	SMT Teachers Support staff Site manager	Ongoing	

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		<ul style="list-style-type: none"> ▪ Each bubble will be segregated from other staff and children throughout the day ▪ Within classrooms, each child will sit in the same seat at all times ▪ Children will be required to bring in their own fully equipped pencil case and leave it in school ▪ Children and staff will not be allowed to share items e.g. pens, pencils etc ▪ The only item children will be allowed to bring in on a daily basis is a packed lunch (if applicable), no other bags are allowed ▪ Equipment will also not be permitted to leave the classroom, to prevent contamination ▪ Classrooms will have significant items removed (where possible) to minimize contamination ▪ Toys and resources that are used within the bubble would be wiped down at the end of the day ▪ Library to be closed for the time being ▪ Tables normally used in corridors for 1:1 lessons will be in use and a protective screen and/or mask will be used ▪ Sanitising hand wash is available in every classroom and encouraged to be used ▪ PPE, hand sanitiser, tissues, sanitising wipes & spray, paper towels and a first aid kit is available in every classroom and staff would have access to this and will use with children as appropriate (eg hand sanitiser to be used before going outside and to the toilet) 	<p>you can utilise the extra space from having limited numbers of pupils attending.</p>			

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		<ul style="list-style-type: none"> ▪ Each class will be provided with a separate lidded bin to dispose of tissues and paper towels used for cleaning workstations and equipment and the contents will be emptied each day ▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables ▪ Acts of worship will take place in each classroom or whole school via Zoom (to prevent mixing of bubbles or meeting of large groups) ▪ No school trips until further notice 				
Teaching & Learning	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> ▪ Reading – reading books (up to white band) will be sent home on a Monday and will need to be returned on a Thursday (not brought into school each day). The books will then be stored for 72 hours before being distributed again. Reading records will not be used. Children will also have a reading book in their tray in school that will be used to read to an adult ▪ Marking – teachers will check the child’s work and feedback in the most part will be given verbally. A colour coded marking system will be implemented so that the children understand what they need to improve on. Teachers must not bring home books for marking and if they touch a child’s book they must sanitise their hands afterwards ▪ Music - No wind instruments will be used. Singing will only take place in the Infant hall or outside, 		Teachers & teaching support staff	Ongoing	

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		<p>children will be socially distanced and in groups of no more than 15 children when in the infant hall</p>				
<p>General hygiene of staff members, visitors and children</p>	<p>Covid-19 is easily transferable without precautions. Without these, everybody is vulnerable</p>	<ul style="list-style-type: none"> ▪ Health and hygiene is everyone’s responsibility ▪ Hand washing or sanitiser will be compulsory for every child that enters the building – each teacher or support staff is responsible for making sure this is carried out for their class ▪ Staff will also need to sanitise their hands as they enter the office lobby area <p>The same applies to all staff and pupils when;</p> <ul style="list-style-type: none"> ▪ they go to the toilet ▪ they come back in from outside ▪ before and after they have eaten ▪ when they change rooms <p>See hand washing advice www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Children will be expected to wear full school uniform except for PE lessons or forest school. Every class will be allocated a PE day, on which children must come to school wearing their PE kit (underneath their own tracksuit) and trainers. PE kits cannot be brought into school in bags. When a class has forest school, parents will be sent a text to notify them of suitable clothing to be worn that day • Staff to keep jewellery to a minimum especially bracelets and rings • Children/staff will be asked to avoid touching people, surfaces and objects where possible 	<p>Signage to be placed in key areas – lobby, toilet areas, eating areas, on doors outside as you re-enter</p>	<p>All staff</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> • Children/staff will be asked to cough/sneeze into a tissue and dispose into the bins provided and wash their hands afterwards ▪ Staff will be able to access PPE masks, aprons and gloves if they want to use them. ▪ Windows and doors must be kept open for ventilation as much as possible – if the room becomes too cold the external door can be closed but must be re-opened when the children go out to play to allow for the free movement of air ▪ Photocopier room – operate on a one-in-one-out basis to keep to two metre social distancing. Sanitising wipes available for touch points and a lidded bin to dispose them ▪ For ease of movement and to adhere to social distancing the guillotine has been removed from the photocopier room and is now in the piano room opposite ▪ Staff to raise any concerns as soon as possible with the Headteacher ▪ Drinking fountains in classrooms will be taken out of use. All outdoor drinking fountains will be converted into sinks 				
Administering first aid	Staff could catch Covid-19 from a pupil when administering first aid	<ul style="list-style-type: none"> ▪ Should a child require minor first aid, it should be administered in the classroom by a staff member using the PPE provided in the room (please see video for safe removal of PPE) 				

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

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		<ul style="list-style-type: none"> ▪ During playtimes there will be first aid stations allocated to deal with minor first aid. Infants will be in the Medical Room, Juniors outside Year 6 ▪ An accident book will be maintained by each bubble for playtimes and an individual one kept in class ▪ In the event of a more serious first aid situation a member of SMT will be called to assist a bubble staff member and both staff members to wear PPE. ▪ In the event of a child wetting or soiling themselves a member of SMT will be called to assist a bubble staff member to clean and change the child (in the medical room) 				
Cleaning capacity	Covid-19 can live on surfaces from up to a couple of days to weeks – anyone who uses a common area regularly could be vulnerable without a proper cleaning schedule in place	<ul style="list-style-type: none"> ▪ Cleaners will be notified in advance as to a potential change of cleaning schedule to fit in with demand ▪ Cleaning will be necessary in the areas that have been used regularly – classrooms, toilets, staff room ▪ Usual cleaning will take place daily. Cleaners will be told to ensure that areas such as door handles, hand rails and toilet seats should be sanitised every morning <p>https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p>	During this time classrooms/rooms will be kept locked	Teachers Support staff		
Key areas – ICT suite, library and PPA room		<ul style="list-style-type: none"> ▪ Library to remain closed for the time being ▪ ICT suite will be open to one bubble each half term, Years 3 & 4 for first half term and Years 5 & 6 for second half term 	Other areas can be added once the school reopens – the schedule can be flexible	Cleaning Staff Site Manager	Ongoing	

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		<ul style="list-style-type: none"> ▪ Each child will be allocated their own computer and they will sanitise it after each use under the supervision of an adult ▪ The air-conditioning will not be switched on while there are people present in the room ▪ In the ICT all doors to be kept open while the ICT Suite is in use ▪ PPA room will not be used for planning as it will be a PPE storage area ▪ The meeting room beside the photocopier room will be used for PPA and only two members of staff (except Reception staff who are in very close contact throughout the day) are allowed to use the room at any given time 				
Potential transmission of COVID-19 from staff/pupils with symptoms	<p>If a child is displaying symptoms it would be the presumption that they have Covid-19 and could transmit this infection to other people in the building</p> <p>WHO -Pupils</p>	<ul style="list-style-type: none"> ▪ Ensure that the school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team if aware of staff or pupil who has tested positive ▪ Records of staff and pupils in each bubble to be kept to assist Track & Trace ▪ Anyone with symptoms of COVID-19 should not attend school and report to the Headteacher ▪ School staff should access NHS111 online https://111.nhs.uk/covid-19 Staff/pupils who become symptomatic should self-isolate for ten days from when the symptoms start. The symptomatic person must take a Covid-19 test as soon as possible. If the test is negative, they may 	Weekly Staff Briefings, Internal communication channels and cascading of messages through SMT will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.	SMT Teachers Support Staff Cleaners	Ongoing	

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	<p>-Staff -Visitors -Cleaners -Contractors -Vulnerable Groups</p> <p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>return to school once feeling better. If it is positive it means you must complete a 10-day isolation period</p> <ul style="list-style-type: none"> ▪ If a staff member or pupil is a household contact of someone who becomes symptomatic, the staff member or pupil should self-isolate for 14 days or until a negative test has been returned. If the staff member or pupil starts symptoms, they need to self-isolate for seven days from that date and also get a test. ▪ If a child becomes unwell during school time they will be taken to one of the two quarantine areas (the room near Year 3 opposite the music room and the Rainbow room – these areas will be out of bounds and staff will not be permitted to enter ▪ Signage will be placed to indicate that it is a designated quarantine area ▪ A staff member (from the bubble) will take the unwell pupil to the quarantine area and open a window to ventilate the room. A member of SMT will then stay with the child until the parent arrives. The office will make the call to the parent. ▪ PPE must be worn by staff caring for the child if a distance of two metres cannot be maintained. After caring for the child the PPE must be disposed in the bin provided and hands washed ▪ If the child needs to use the bathroom the disabled toilet in the reception area and shower room toilet 	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it,</p>			

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		<p>are to be used and will be closed after use and then cleaned</p> <ul style="list-style-type: none"> ▪ The area around the child in the classroom must also be cleaned ▪ The bubble will not be closed until there is a confirmed case of Covid-19 and in this instance everyone in the bubble will need to self-isolate for 14 days and the room will be deep cleaned ▪ For staff, the same rules will apply, however they will be able to take themselves home EXCEPT if they travelled on public transport. In this case, alternative arrangements must be made eg a taxi provided by the school ▪ School should ask parents and staff to inform them immediately of the results of a test. In the event of a positive case details of anyone the infected person has been in contact with must be provided or if asked by NHS Test & Trace ▪ In the event of a positive case it should be treated as a RIDDOR reportable incident ▪ HSE will advise the best course of action. ▪ If someone tests positive they should self-isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone) ▪ If someone tests negative and they feel well they can stop self-isolating 	<p>Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			

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Increased risk of infection & complications for vulnerable pupils & staff	Pupils/staff who are shielding	<p>As Covid-19 cases are rising rapidly across the UK, shielding for clinical extremely vulnerable applies again from 5th November 2020. Please read the current shielding advice</p> <p>Others living in a household with someone who is clinical extremely vulnerable are not advised to follow this advice</p> <ul style="list-style-type: none"> ▪ Identify who in the workforce falls into one of the following categories: <ul style="list-style-type: none"> ➢ Clinically extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ➢ People self-isolating ➢ People with symptoms of coronavirus ▪ Discuss with employees what their personal risks are and identify what needs to be done ▪ Identify how and where someone in these categories will work in line with government guidance ▪ Stress the importance of protecting themselves through social distancing and hygiene 	Make people aware that they need to notify the headteacher if they fall into one of these categories	Headteacher	Ongoing	
Staff who have a protected characteristic (e.g. disability, pregnant or new mothers)	Staff	<p>Discuss with and consider the needs of staff who have protected characteristics and how adjustments in the school will impact on them or pose a new or different risk to them.</p> <p>Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically vulnerable people</p>	Make people aware that they need to notify the headteacher if they fall into one of these categories e.g.	Headteacher	Ongoing	

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		Please review the New and Expectant Mother’s guidance https://www.hse.gov.uk/mothers/index.htm	they start chemotherapy or are pregnant			
Stress & Wellbeing	Staff members could suffer from stress related conditions due to not being informed about certain developments or worry about the general situation or being isolated	<ul style="list-style-type: none"> ▪ Reassurance made to staff that measures are taken seriously to protect their safety and wellbeing ▪ For most people Covid-19 results in a mild illness. Transmission of the virus is more likely if in contact with someone with symptoms at less than two metres for 15 minutes or more. Therefore, it is paramount that if possible social distancing is maintained at all times ▪ Staff are consulted at every opportunity as to changing developments ▪ Regular contact with staff to ensure that they are ok ▪ Regular breaks and refreshments ▪ Try to encourage people to go outside – especially when it is dry and sunny ▪ Publicise Education Support 08000 562 561 helpline counselling service ▪ Look for the tell-tale signs of stress in the workplace; <ul style="list-style-type: none"> ▪ High absenteeism ▪ Low mood ▪ Poor judgement ▪ Inability to focus ▪ Being pessimistic ▪ Depression ▪ Coping with alcohol 	As with all stress-related issues, proactive engagement is the best remedy. Finding the root cause is often a case of changing work environment, giving people a better chance to make decisions or to stagger workload. Covid-19 has affected us all so it is important that stress is monitored HT & SMT to remain alert to worries/anxiety of staff	Headteacher SMT	Continuous	

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		https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers				
Staff ratios	Staff and pupils	<ul style="list-style-type: none"> ▪ Each class of 30 will have two adults allocated to it ▪ Each pupil with an EHCP plan to have the correct level of support ▪ Supply agencies will be used to cover staff absence 	Continue to monitor action identified as the situation changes	Headteacher SMT		
Contractors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> ▪ Vast majority of essential compliance checks have been completed for this academic year ▪ Legionella still need monthly access 	All contractors will fall under the visitor tag so will be required to sanitise before and after entering the building.			
Accidents, security and other incidents		<ul style="list-style-type: none"> ▪ In an emergency, for example, an accident or fire, people do not have to stay two metres apart if it would be unsafe ▪ Particular attention would be given to sanitation measures immediately afterwards including washing hands ▪ In the event of a fire, all usual procedures to go to the junior playground are maintained 				