Jeanne Fairbrother ASSOCIATES

RA 029 Full Opening of school v9.2 April 2021

MODEL RISK ASSESSMENT RECORDING FORM

Location or School Address: St Peter's Catholic Primary School	Date assessment Undertaken 12.04.2021	Assessment undertaken by : Jeanne Fairbrother & Sarah Parry
Activity or situation: **Schools /Settings – operations**	Review date: Weekly review or as appropriate for the activity	Signature: SJParry

Step 2 COVID Road Map 12th April 2021

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this. Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls. Schools must regularly review and update their risk assessments, treating them as living documents which are updated as guidance changes.

The risk assessment is for

- early years settings
- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- independent schools

This risk assessment is based on the **system of controls** outlined in the DfE's Schools coronavirus (COVID-19) operational guidance & Actions for schools during the coronavirus outbreak . It covers the following schools:

- early years settings
- primary schools
- secondary schools (including sixth forms)

- special schools, special post-16 providers and alternative provision
- independent schools

Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'

Legislation and guidance

Health and Safety At Work Act etc. 1974
Management of H&S at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
DfE Actions for schools plus associated COVID 19 Guidance
Public Health England Guidance

1) Hazard / Activity	**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**
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA 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 via school website.	**3X2=6**	

		• Regular staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • **RA 029 Full Opening School 8th March** 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)	• All control measures are adequately resourced, circulated to employees. • All training needs have been checked to ensure compliance. e.g. First aid, evac chairs, medicines etc • 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 DfE, Gov.uk and public health advice. • School follows advice from HS advisers. • Risk assessment revised and shared with staff • Staff and pupils –follow Hands, Space, Face	**3X2=6**	
Opening after reduced occupancy	Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.	• The headteacher ensures all usual building checks are undertaken by the site manager/caretaker to make the school building safe.	**3X2=6**	
Heating & Ventilation	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	• The school is kept well ventilated, & a comfortable teaching environment is maintained • School has identified all poorly ventilated areas: ▪ with no widows or mechanical ventilation (One internal office) ▪ Rooms with ventilation that is recirculating only and do not have an outdoor air supply, ▪ areas that feel stuffy or smell • **mechanical ventilation systems** – • Mechanical ventilation has been checked to ensure it conforms to current guidance. • School can continue using most types of mechanical ventilation as normal and these are set to full fresh air • Ventilation within single rooms can be operated as normal and supplemented by an outdoor air supply.		

		• in the event of loss of heating school can use recirculation units for heating that do not draw in a supply of fresh air provided there is a supply of outdoor air e.g. windows and doors left open. • Ventilation to chemical stores remain operational. • All mechanical systems are maintained in line with manufacturers' instructions. • **Natural ventilation** – ▪ 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) ▪ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ▪ If fire doors are required to be held open DorGuards will be installed • **Thermal comfort** ▪ To balance the need for increased ventilation while maintaining a comfortable temperature, school will , if appropriate to the area: • 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. 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		
Fire safety– failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	• The fire alarm and emergency lighting has been serviced in according to guidance. • Alarm checked weekly. • Emergency lighting tested monthly. • The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. • Fire drills are held twice a term • 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. • All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. • The school fire risk assessment is kept up-to-date to changes in the building.	**3X2=6**	
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	• Before 8th March school will ensure every tap, shower, and toilet are fully run or flushed for 2 mins. Records kept in water logbook. • All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • Monthly water checks take place.	**3X2=6**	
Equipment – failure of equipment due to lack of inspection, maintenance, servicing & statutory inspection.		• All staff reminded to carry out pre-use visual checks of their areas, playground, equipmen.t • Caretaker carries out daily visual whole site checks. • All areas and equipment that have been taken out of use are checked	**3X2=6**	

		• 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. • All annual servicing, maintenance and any statutory checks have taken place ensure safety and compliance with legislation. e.g. water checks, fire alarms, gas, boilers, lifts, stair lifts, automatic doors		
Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	• 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 is enhanced & disinfecting kits in place. • Dining areas are cleaned between use by different pupil 'bubbles'. Where possible pupils are eating lunch within classrooms – delivered by staff. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys • Toilets are cleaned regularly. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed e.g. aerosol fogger/disinfectants • If suspected case of COVID 19 follow the COVID-19: cleaning of non-healthcare settings guidance • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely.	**3X2=6**	

Unaware of steps to take in the event of suspected or confirmed case in school - infection control	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	• Pupils, staff and other adults do not enter the school premises if: o displays symptoms of coronavirus o who has tested positive in the last 10 days, o are in a household (including in their support bubble) does not enter the school premises. o They are required to quarantine having recently visited countries outside the Common Travel Area. • Parents are informed not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed. • 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 households with possible or confirmed coronavirus (COVID-19) infection'. • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms. • School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the NHS test and trace process • If staff or pupils have any of the wider symptoms below, they are advised to get a test at a testing sites and then self-isolate if the result is positive. o Diarrhoea o A persistent headache o Fever and chills o Shortness of breath or difficulty breathing o Fatigue o Muscle or body aches o Sore throat	**3X2=6**	

		○ Congestion or runny nose ○ Nausea or vomiting • Pupils with some of the common winter symptoms above (eg congestion or runny nose), can wait until the end of the day and then school will advise parents to take their child for a symptomatic test • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. • 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** ○ **Cheshire & Merseyside PHE contact 0344 225 0562** ○ **Wirral schools contact** email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) ○ PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.		
Failure to manage a confirmed case in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	• 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 ○ 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 ○ 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 : ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre	**3X2=6**	

		○ 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. • **Early years settings -** Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. • **Early years settings -** Changes to the setting's operating circumstances are communicated to Ofsted via email.		
Suspected case in school.	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• Pupils or staff are isolated in the medical room – which is hard floored, ventilated, ideally with a closed door or minimum 2m away from people. If this is not available the staff member or pupil will be isolated within the Headteacher's office. • If a child is awaiting collection, they will be moved, to the medical isolation room or the Headteacher's office if the medical room is unavailable. • Contact will be made with pupils parents in line with school policy	**3X2=6**	

		• 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 home. If this is not possible, the school makes alternative arrangements. • 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 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.		

Primary schools only - Rapid-result testing **LFT**	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. • See **RA 043 LFD Mass Testing of Staff & students – Early Years & Primary Schools** • Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. • If the PCR test is negative, it overrides the self-test LFD test and the member of staff can return to work. Those with a negative LFD test result can continue to attend work and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days..	**2X2=4**	
Promote and engage in asymptomatic testing **Early years only/wraparound provision** Actions for early years https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-in-early-years-settings	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	• As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing . ▪ Staff are encouraged: ○ to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check your local council website ○ attend a collection site to collect tests to do at home - find your nearest collection site online ○ order a test online ▪ The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. **Booking a polymerase chain reaction (PCR) test** • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online	**2X2=4**	

		through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet. • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. •		
Test & Trace **staff & pupils unaware of school procedures in place**	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	• 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: - 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).	**3X2=6**	

		• 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: - 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. • 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. • School ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept.		
Hand & Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	• 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. • Following the guidance on hand cleaning pupils & staff ▪ clean their hands: ▪ 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. • 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. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. encourage young children to learn	**3X2=6**	

		and practise these habits through games, songs, and repetition. • 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.		
Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. **Groups of pupils and 'bubbles'** • School will implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. • 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. • Where possible the integrity of the bubble is maintained. • All groups or 'bubbles' will be kept apart from other groups where possible. • Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. • All pupils will be in class bubbles. • **Primary schools** Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble. • Older children will be told to maintain 2m distance within the group • Pupils will stay in their class groups for the majority of the classroom time except where they need to access a different working space for interventions.	**3X2=6 Review this score as the more measures in place will reduce it**	If you identify any actions to complete, transfer them to the action plan below (5)

		• **Early years settings** The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Teachers & staff can operate across groups or 'bubbles' but they must keep 2m away from other staff & pupils to preserve 'bubble' integrity. • Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff **must** maintain 2m social distancing • Staff spaces are set up and used to help staff to distance from each other. • Staffrooms – The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staff have use of designated Breakout areas close to their own classrooms and will use these for non-contact time and breaktimes. • School will use available space to maximise distance between pupils and between staff & other adults on site. • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible. **Reduce mixing within education or childcare setting by:** **General Measures in the classroom:** • Staff & older pupils maintain 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. Teachers to try and maintain social		

		distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils. • Keep 2 m from colleagues. • 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 where possible. • Classrooms have been adapted and furniture removed to make space. • Teachers stay at the front of the class where possible. **Measures elsewhere:** • Timetables adjusted to keep groups apart and movement around school kept to a minimum • School has planned routes to avoid creating busy corridors, entrances and exits. • No large assemblies or gatherings involving more than one bubble. • Breaks are staggered • Lunch breaks staggered, pupils will clean their hands beforehand • Groups kept apart as much as possible. • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. Year groups have been assigned designated toilet facilities. • School will maximise the use of outdoor space for exercise, breaks outdoor education. • 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.		

Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• 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) and maintain 2 m social distancing. • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. • 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. • School encourages walking or cycling to school where possible.	**3X2=6**	1. Parents and carers will be advised via social media and direct email of the measures including the requirement for face coverings to be worn at drop off and pick up times.
Resources – increased risk of transmission	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• 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 shared within the bubble and are cleaned regularly, along with all frequently touched surfaces. • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit containing viracidal spray, wipes and sanitising equipment. It is the responsibility of the	**3X2=6**	

		classroom staff to advise SLT if this needs replacing or replenishing. • 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. • No unnecessary sharing. • 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. **Outdoor equipment** • Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. • Outdoor playground equipment & resources will be cleaned more frequently by cleaning high traffic touch points frequently. This includes cleaning regimes for: o playground equipment for all children such as monkey bars and climbing frames. o semi enclosed playhouses or huts for small children o entry and exit points such as gates. o seating areas such as benches and picnic tables o refuse areas/bins. • Breakfast & After school clubs' clean indoor & outdoor equipment between groups and after use. • Site manages/caretaker visually inspects play equipment daily. • Caretaker carries out formal recorded inspection. • An annual service and maintenance identified has been carried out prior to reinstatement.		

		• 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 staff supervising. • Site manager/caretaker has attended Routine Inspectors Course • Pupils reminded of playground rules .		
Face coverings		**Primary schools** • Visitors and staff are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms. • 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. • 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. • Face visors or shields are not worn as an alternative to face coverings. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to: o Clean hands before and after touching a face covering. o Store face coverings in individual, sealable plastic bags. o Avoid wearing damp face coverings. • Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • **Optional** School staff wear medical face masks not cloth face coverings for greater protection. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or	**3X2=6**	

		soiled, is provided with one from the school's contingency supply.		
PPE - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• 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. • School does not have 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.	**3X2=6**	
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 remains in place for clinically extremely vulnerable individuals.	**3X2=6**	

		• Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare. • Relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.		
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)	• Clinically extremely vulnerable staff are advised not to attend work until 31st March 2021 & should follow shielding guidance • School has carried out a risk assessment for these staff. • School has completed risk assessments for staff who are working from home shielding. • Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.	**3X2=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)	• School has completed a risk assessment on each member of staff identified as clinically vulnerable. • Staff should **stringently** follow all measures in place in school for their safety. • 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.	**3X2=6**	
Pregnant employees at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• 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	**3X2=6**	

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. **NB this would apply for pregnant students**		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 separate 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, should 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. • Pregnant women are not advised to be vaccinated against COVID-19.		
Staff who may otherwise be at increased risk from coronavirus (COVID-19) including **BAME staff & pupils** Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Work continues to build our understanding of what these baseline factors are and the increased risks they pose.	Staff or pupils - contracting Coronavirus (COVID 19)	• 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. • 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	**3X2=6**	

Staff mental health - Anxiety and stress Employee's with potential stress / anxiety caused by COVID-19 lockdown	Staff – anxiety and stress	• EAP available for staff as required. • Review individual staff /pupil risk assessments and monitor. • Regular one-to ones with staff • Reasonable adjustments if required.	**3X2=6**	
Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	• Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. • See Wellbeing for Education Return programme. • School has practices in place to assist pupils who are exhibiting effects relating to remote learning & Lockdown. All pupils will spend time within PHSE and EWB sessions exploring the effects and contributors to poor mental health and time has been allocated within the timetable to promote well-being and support good mental health. • Pupils will be referred to SLT where teachers have concerns regarding mental health.	**3X2=6**	

First aid – increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	**First aid**
		• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.
		• **No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.**
		• **If not possible to keep 2m separation**, the following PPE must be worn. Wash hands prior to donning:
		  • a fluid-repellent surgical mask
		  • disposable gloves
		  • apron or other suitable covering
		  • 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.
			3X2=6	

		After delivering any first aid • Ensure staff safely discard disposable items and clean reusable ones thoroughly • Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. **First aid provision with suspected symptoms of coronavirus:** • 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. **CPR guidance:** • 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. • Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths (see specific guidance from the Resuscitation Council UK		
Transport	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• Children, young people and staff can continue to use public transport where necessary. • School will everyone to walk, cycle or scoot wherever possible and safe. • Where children, young people and staff need to use public transport, they should follow the safer travel guidance. • This does not apply to people who are exempt from wearing a face covering on public transport	**3X2=6**	
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'	• 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.	**3X2=6**	

		• 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 that this is provided as soon as possible after the booking is confirmed. • 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.		
Staff visiting families in their own homes	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	• School may need to send a member of staff to make face to face visits. Decided on a case by case basis. • A separate risk assessment must be undertaken each time. • An initial assessment by telephone if possible, is carried out. • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the children's social care services guidance and make a judgement about visiting which balances considerations of the: o risks to children and young people o risks to families o risks to the workforce	**3X2=6**	

		○ national guidance on social distancing and hygiene ○ statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: ○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants. • taking PPE & sanitiser as a precautionary measure		
Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	• Ahead of full opening, the school's Child Protection and Safeguarding Policy is reviewed to reflect the return of more pupils. • School ensures training is up to date • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance.	**3X2=6**	
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	• The school's Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately.	**3X2=6**	

		• A Challenging Behaviour risk assessment is carried out for identified pupils and shared with parents.		
Recruitment – risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	• The school continues its recruitment processes, but offers alternatives to face-to-face interviews 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	**3X2=6**	
Educational visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	• In line with the roadmap, schools can resume educational day visits no earlier than 12 April. **Educational day visits** • 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 • School will consult the health and safety guidance on educational visits when considering visits. **Domestic residential educational visits** • In line with the Government roadmap, school will not undertake domestic residential educational visits until at least step 3, no earlier than 17 May.	**0X0=0**	

		• Any domestic residential educational visits will be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. **New bookings** • School may begin planning for new domestic residential educational visits to take place from no earlier than 17 May and will follow latest guidance at that point. • International travel – update after 12 April 2021..		
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)	• From 29 March, all parents will also be able to access provision for one of these additional purposes: ➢ where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances ➢ their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme • As part of step 2 (no earlier than 12 April) of the roadmap, all parents may access wraparound and extra-curricular provision, 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. • Children will be kept in the same school day bubble or in consistent groups. • In indoor provision and it is not possible to group children in the same bubble as they are in during the school day, providers will try to keep them in consistent groups of no more than 15 children and at least one staff member. • From 29 March, activities taking place outdoors can happen in groups of any number. • See providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children • School advises parents using external childcare providers or out of school extra-curricular activities for	**3X2=6**	

		their children to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible School encourages parents to check such providers have put in place their own protective measures • School has sent them the link to the guidance for parents and carers • 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,		
Lettings - increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• 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 • If school hires out premises for use by external wraparound childcare providers, such as after-school or holiday clubs, it will ensure hirers : o have considered the relevant government guidance for their sector o 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.	**3X2=6**	

Curriculum – Music, Drama, performing arts & PE	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• The Music Subject leader ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • The Music lead conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. **(See RA 023 Music -COVID 19)** • The English Lead conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. • The headteacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) return to recreational team sport framework. • Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. • Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.	**3X2=6**	

		• Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. • The headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. • Competition between different schools does not take place.		

Physical activity in schools	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	**From 12th April**
		• 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:
		  ○ 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
			3X2=6	

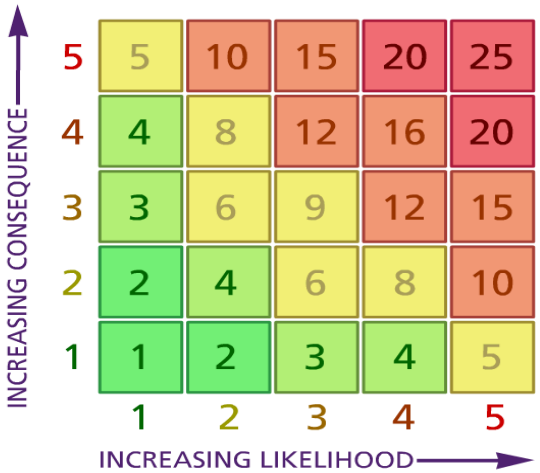
		and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • From 29 March, outdoor competition between different schools can take place. • Indoor competition between different schools will be no earlier than 12 April • Refer to: 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 guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely • 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.		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	• Where visits can happen outside of school hours, this will be arranged. • A record is kept of all visitors. • Request risk assessments from contractors which include their social distancing protocols. • Zero tolerance with contractors found to be not following PHE social distancing guidelines. • 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**	**3X2=6**	
Remote Learning	Staff, pupils, parents – experience harm or abuse, eg emotional harm	• 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.	**3X2=6**	

		• 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.		
Uniform	Pupils – thermal discomfort due to increased ventilation	• The governing board decides whether full school uniform is required. • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.	**3X2=6**	
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	• Any staff who have not been in school for some time should carry out the Display Screen Self-Assessment on return to school. • Make sure their workstation is set up correctly. Adjust chairs, monitor heights all to suit the individual. • If some staff are still home-working check with them that there are no issues with their set-up at home. **(See RA 028 Home working RA COVID 19**)	**3X2=6**	
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	• Kitchen follows: guidance for food businesses on coronavirus (COVID-19) • The school's kitchen is fully open and all servicing and maintenance of equipment up-to-date.	**3X2=6**	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	• The school emergency plan has been revised to cover COVID 19 issues. • Contingency plans for an outbreak are in place. • The school has a contingency plan that can be implemented if restrictions need to be implemented due to coronavirus. • Shared with staff and relevant parties e.g. Governors	**3X2=6**	

		• Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support.		
NEW Additional protective measures for early years settings only] **Protective measures in early years settings**	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	**Early years settings only** • The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible. • Parents are encouraged to limit the number of settings their child attends. • Social distancing between groups of children and staff is implemented as far as possible. • The use of communal spaces is managed to limit the level of mixing between groups. • The use of private outdoor space is maximised to ensure social distancing measures can be adhered to. • Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. • An enhanced cleaning schedule is put in place. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH Policy. • Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. • All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes.	**3X2=6**	

		• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • In line with PHE advice, supervised tooth brushing programmes are re-established using the dry brushing method. • If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.		
Use of Common equipment - photocopiers, sign-in screens, etc	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• Photocopying, where possible will be completed by staff during PPA time and the machine wiped down following use. • Photocopying for that day can be requested to be completed by SLT to avoid congestion in the staff areas and use of the machine by multiple people. • Where possible worksheets will not be used to reduce the time spent at photocopiers and pupils will return to using their books within the classroom. • The sign-in screen will not be in use for staff to reduce congestion in the small foyer. Staff will ensure the office are made aware of their entry and exit from the building so admin can update the sign in data base in line with H&S. • ipads and laptops can be booked out with the office and it is the class teacher's responsibility to sanitise after use and before returning to the charging stations (at a time when no other bubble/staff are in that room.	**3X2=6 Review this score as the more measures in place will reduce it**	If you identify any actions to complete, transfer them to the action plan below (5)
Staff contact	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	• Staff will communicate issues to parents via telephone conversations or email using schooloffice@stpeters-noctorum.wirral.sch.uk. Classroom staff should not be engaging with parents in face to face situations on the playground unless absolutely necessary. • Staff should not enter another bubble, including before and after school.	**3X2=6**	

		• Where staff members have to conduct meetings with visitors or parents face to face on school premises they are advised to wear a face covering if they wish.		



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

(1) List hazards ***something with the potential to cause harm*** here
(2) List groups of people who are especially at risk from the significant hazards which you have identified
(3) 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
1. All social media will be updated with information regarding the re-opening of schools and the measures that are in place to prevent the spread of Covid – these will include the requirement to wear face coverings on school premises unless medically exempt and the arrangements for drop off and collection (One way system). This will be followed up by an email to all parents, increased signage and reminders that Teachers are unable to hold face to face meetings on the playground at the end of a school day.	Admin Staff	05.03.2021

Action plan agreed with (signature) SJParry, LGorry, CSmith Date 02.03.2021