


St Chad's CofE Nursery and Infant School – COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	COVID-19 whole school reopening	Location(s) affected:	Whole school	
Person(s) completing assessment:	K Leach (Head Teacher) A Thomas (SEND/Inclusion HLTA) K Gilsenan (FS Lead)	Date original assessment completed:	20.05.20	
Date of review:	15.06.20	Review completed by:	K Leach	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</i></p> <p><i>Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</i></p> <p><i>Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough and loss of smell or taste) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return</i></p>	<p><i>Updated safety measures safety training to staff (02.06.20)</i></p> <p><i>Re-send clear guidance to all staff and parents/carers of pupils</i></p> <p><i>Have a procedure in place to isolate pupils that appear symptomatic on site until collected – (Learning Zone).</i></p> <p><i>Write and share guidelines: What to do if you think you/someone in school has suspected COVID-19.</i></p> <p><i>Write COVID-19 addendum to First Aid Policy.</i></p> <p><i>Staff act in line with the Infection Control Policy and COVID-19 addendum and ensure that any unwell pupils are moved to the isolation room and are supervised from a distance (more than 2 metres) until they can be collected from school.</i></p> <p><i>If unwell members of staff are waiting to go home, they should self-isolate within isolation room.</i></p> <p><i>Areas used by unwell pupils/staff who need to go home are appropriately cleaned once vacated. A thorough</i></p>	<p>SLT</p> <p>SL</p>	Y

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		<p>home.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</p> <p>Government self-isolation guidance</p>	<p>clean of the area will be completed by the cleaning team.</p> <p>If unwell pupils/staff need the toilet while waiting to go home, they are use the disabled toilet. A sign will be placed on this toilet door so staff know not to use.</p> <p>Write up clear guidance for staff –. Display in staffroom, Learning Zone, staff toilets</p> <p>Sufficient first aid provision are in place in line with the school's first aid risk assessment (see COVID-19 addendum to First Aid Policy)</p> <p>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</p> <p>Where it is considered necessary due to the close proximity of care required, disposable surgical face masks and aprons are available and should be worn by staff delivering first aid or providing care.</p> <p>Volunteers are not permitted on the school site.</p> <p>Parents and *visitors are not permitted on the school site without pre-authorisation from a member of the senior leadership team.</p> <p>*Postman and food delivery are permitted to enter through the gate but must not loiter and maintain 2m social distancing. Restricted access to office glass screen and kitchen door only.</p>	<p>NR</p> <p>AT</p>	
Congestion or inability to adequately socially distance when accessing or leaving school grounds	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Start and finish times staggered to reduce congestion.</p> <p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about</p>	Updated gate rota and whole school timetable to support social distancing. A one way system will be created along Gordon Road for school drops off and collections. Parents will queue on the pavement at intervals 2m apart, adhering to the markings on the ground. At the front of the queue, parents will say good-bye to their child and their child will enter through the gate. Staff stewards will be in operation along Gordon Road to support movement of parents. Staff will be	SLT	Y

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		<p><i>gates/times for drop off and collection.</i></p> <p><i>Line up points with social distancing measures to be put in place on playground.</i></p> <p><i>*Pupils to line up on playground supervised by their teacher, parents to be encouraged to drop off and leave as quickly as possible.</i></p> <p><i>For collection, parents to wait on playground at line up points and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</i></p> <p><i>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</i></p> <p><i>All staff to enter and exit by the main school entrance.</i></p>	<p><i>positioned under the bus shelter/by the front door to help navigate children into school. There will be signs with instructions to parents outside the gate and at the bottom of Gordon Road.</i></p> <p><i>Routines and expectations communicated to parents in advance via a video recording and photo pack uploaded to Class Dojo and the website.</i></p> <p><i>Updated Home-School Agreement with routines, all parents to sign.</i></p> <p><i>At the end of the day, children will sit in bubble groups on the field, maintaining 2m, social distancing. In the event of heavy rain, children will sit in the hall and will be called via staff walkie-talkies (staff member on front of gate, main door and hall door to help alert and 'pass on' name of child. Parents will be reminded and thanked for waiting patiently. (If groups of children are small, the bus shelter will be used instead of the hall).</i></p> <p><i>School has arranged the day around a staggered start, finish, break times and lunchtimes.</i></p>	<p>HW KG</p> <p>SLT</p>	
Congestion or inability to adequately socially distance when pupils accessing or leaving school building	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner.</i></p> <p><i>Teachers to walk their designated group in a controlled manner directly from their classroom to the playground line up points to be reunited with their parents/carers for collection at the end of the day.</i></p>	<p><i>Updated start of day/end of day procedures, including where staff and children are to position themselves.</i></p> <p><i>Staff rota for the gate. Clear signs in operation. Parents are not permitted to enter through the main gate. One way system in operation along Gordon Road</i></p> <p><i>Use of cloakrooms is not permitted. Parents will be asked not to bring book bags or coats. In the event of rain, coats will be stored on the back of individual pupil chairs.</i></p> <p><i>Clear markings throughout the building and field.</i></p> <p><i>Introduce 'Safe Promise' for children e.g. how to line up, how to walk through the building, what the markings</i></p>	<p>SLT</p> <p>RT</p>	Y

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			mean. Purposeful staggered start dates to support practising of new routines. FS1, followed by FS2, followed by Y1.		
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, Kill it, Bin it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p>	<p>Pupils are made aware of safety measures and procedures through our 'SAFE Promise': daily briefings and reminders throughout the day. Resources shared with parents via Dojo to help reinforce at home. Children are informed that they must tell a staff member if they feel unwell (explicitly included in SAFE Promise).</p> <p>Discrete teaching sessions and daily reminders of good hand hygiene. Display handwashing posters by all sinks. Whole school song to support with 20 second rule. Song and resources shared with parents for home use/additional reinforcement. Staff to supervise hand washing.</p> <p>Temporarily suspend uniform policy. Staff and children to wear clean clothes daily. Relaxed, but appropriate, attire: clothing that can be easily washed/dried.</p> <p>Rota for toilet breaks. Allocated 'bubble' staff member for incidental toileting. All children are supervised in the toilets.</p> <p>Ensure sufficient soap, hand towels and disposable tissues are available in school.</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser is available. All staff to be provided with pocket sized hand sanitizer bottles.</p> <p>Dispenser outside disabled toilet and in reception area.</p>	<p>Teachers SLT</p> <p>Teachers</p> <p>SLT</p> <p>SL, RT</p> <p>NR</p>	Y

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			<i>Light in disabled toilet to remain on – signage by pull cord to say keep on.</i>	NR	
<i>Possible contamination in reception areas and office</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception one at a time (unless residing in same house).</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</i></p>	<p><i>Clear signage on the gate and main door – staff and children entry only. Visitors and parents on site must be pre-authorised by a member of SLT.</i></p> <p><i>In the event that visitors on site have been authorised, issue visitor sticker (not lanyard).</i></p> <p><i>All staff to carry their own signing-in pen (remove main pen on desk). All staff to use hand sanitiser on arrival – clear signage in place.</i></p> <p><i>Signs on photocopier – please wipe after each use.</i></p> <p><i>Bubble groups to be provided with their own guillotine and laminator.</i></p> <p><i>Main internal school door must remain closed - additional cleaning in offices has been arranged with caretaker, particularly door handle.</i></p> <p><i>Office door to be kept open. Partition off photocopier. Staff must knock prior to entering. NR + 1 staff member only.</i></p> <p><i>Upstairs offices must only be accessed by staff members based in them (KL, KG, SL, AT). Staff and children are not permitted to come up the stairs and enter offices. Alert staff member from the bottom of the stairs for their attention or ask office to call up via telephone.</i></p> <p><i>HT office has adequate space for a meeting (maximum of 3). Meetings over 3 people will need to take place in the hall (partition off).</i></p>	<p>SLT All staff</p> <p>All staff</p> <p>NR</p> <p>NR SL, RT</p> <p>NR</p> <p>SLT</p>	Y

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			<p><i>Classrooms and offices have been provided with cleaning products for incidental cleaning.</i></p> <p><i>Everybody in school has their own designated work station. Part-time staff are responsible for cleaning prior/after hand-overs.</i></p> <p><i>Offsite PPA will continue – rota Friday PM</i></p>	<p><i>SL</i></p> <p><i>All staff</i></p> <p><i>SLT</i></p>	
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>Classrooms with external door direct to the outside to be used where possible.</i></p> <p><i>Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate social distancing (SFAIRP).</i></p> <p><i>Outdoor learning to be considered and undertaken maintaining social distancing.</i></p> <p><i>Desks and chairs positioned at suitable distances apart or marked as not to be used.</i></p> <p><i>Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag)</i></p> <p><i>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</i></p> <p><i>Soft toys removed from all classroom and learning areas.</i></p> <p><i>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and</i></p>	<p><i>Create a list of rooms with maximum occupancy levels</i></p> <p><i>Formation of bubble groups – children to be taught/supported by the same two staff members as much as possible.</i></p> <p><i>Staff to bring own cutlery and cup.</i></p> <p><i>Daily disposable water bottles for all children.</i></p> <p><i>Home dinners, book bags, lunchboxes not permitted.</i></p> <p><i>Home Reading books given out to children on site every Monday. Books are returned on the Friday and remain in individual classroom boxes over the weekend.</i></p> <p><i>Children are not permitted to bring in items from home. If a child is distressed before coming into school, parents can settle at the gate. In extreme separation anxiety, consider reduced timetable.</i></p> <p><i>Deep Clean of resources daily 2:30pm-3:30pm (rota in place). Spray disinfectants, diluted Milton solution, anti-bac wipes, dishwasher</i></p> <p><i>SAFE Promise and Line-Up Code introduced and</i></p>	<p><i>SLT</i></p> <p><i>All staff</i></p> <p><i>SL</i></p> <p><i>Teachers TAs</i></p> <p><i>SLT SL, RT</i></p>	Y

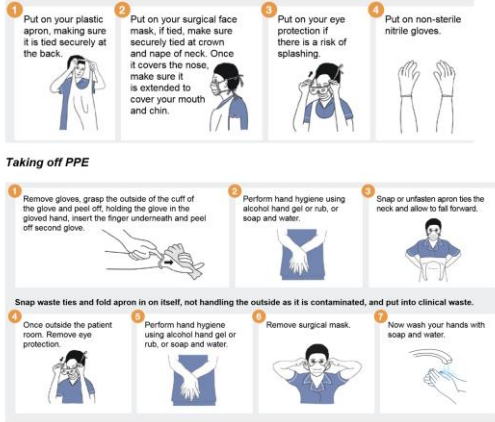
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>after use.</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>	<p>reinforced daily. Include instructions how to line up, physical contact use of toilet, moving around the classroom etc). SAFE Promise linked to school behaviour system – lots of praise for adherence through Class Dojo!</p> <p>Fans made available in all classrooms, staffroom and office area to reduce heat/perspiration. Fans only to be used when doors and windows propped open to ensure circulation of fresh air.</p>	<p>SLT</p> <p>NR</p>	
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff to only access toilet areas one at a time, red and green card system on outside door to show whether occupied or not.</p> <p>Pupil classes will have set toilets designated for their use.</p> <p>Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>Staff and pupils must wash hands thoroughly before (in classrooms) after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently</p>	<p>Designated rota for toilet breaks in operation – supervised visits at all times by sink area.</p> <p>Staff ‘bubble’ rota in the event that children need the toilet outside of rota time.</p> <p>Each bubble group assigned specific toilet cubicles. Signs on door.</p> <p>Markers in toilets. Only 2 end sinks are to be used (middle sinks switched off/taped off). Boys’ urinals closed off.</p> <p>All children are to wash hands prior to using the toilets.</p> <p>Ensure that there are sufficient stocks of soap and paper towels available.</p> <p>Designated staff toilet for critically vulnerable staff in operation. Additional cleaning materials available inside the cubicle.</p>	<p>SLT</p> <p>All staff</p> <p>RT</p> <p>Teachers TAs RT, SL</p> <p>SLT</p>	Y

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		<i>if required.</i>			
Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</p> <p>Fixed external play equipment to be taken out of use,</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Activities considered to promote social distancing during break periods.</p> <p>Staffing ratios assessed and determined – see plan</p> <p>If pupils are eating, hands to be washed (<i>see handwashing</i>).</p> <p>After external activities – staff and pupils to wash hands (<i>see handwashing</i>).</p>	<p>Playtime and lunchtime rota in operation.</p> <p>Markers on playground and field.</p> <p>Deep Clean of resources daily 2:30pm-3:30pm (rota in place). Spray disinfectants, diluted Milton solution, anti-bac wipes, dishwasher</p> <p>PE lead to plan and resource outdoor classroom play box/activity cards. Set up daily refresher activities e.g. skipping ropes, trampettes – high engagement to minimise feeling bored!</p> <p>Reduced playtime equipment – hard surfaces and can be easily cleaned. Climbing frames, water play, malleable not permitted.</p> <p>Games discussed which encourage social distancing e.g. hoola hooping, hurdles.</p> <p>Staff supervision throughout – actively encouraging social distancing</p>	<p>SLT</p> <p>RT</p> <p>SLT, TAs</p> <p>RH</p> <p>Teachers TAs</p>	Y
Possible contamination from inadequate social distancing or cross contamination of equipment	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>Pupils supervised to lunch areas, one “class” group at a time.</p> <p>If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings.</p>	<p>Lunchtime and playtime rota with teaching staff.</p> <p>Staggred staff lunch breaks to reduce crowding in staffroom. Maximum capacity of 3 staff members at any one time – signage on door.</p> <p>Reduced lunchtime (30 minutes with earlier end day finish)</p> <p>Children to eat in classrooms with allocated midday/bubble staff member.</p>	SLT	Y

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		<p><i>Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to classroom</i></p> <p><i>Fixed external play equipment to be taken out of use,</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Supervised hand washing of pupils prior to lunch (see handwashing).</i></p>	<p><i>Snacks/water bottles from home not permitted – to be provided by school.</i></p> <p><i>Climbing frame taped off.</i></p>	RT	
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>If assemblies take place adequate social distancing measures will be adhered to in the hall with classes brought in separately and seated under the supervision of their teacher/lead staff member.</i></p> <p><i>Classes to be dismissed one at a time and led back to classrooms by teacher/lead staff member.</i></p> <p><i>If there are a large number of pupils in school, assemblies will be split to ensure social distancing can be met (SFAIRP).</i></p>	<p><i>Daily Class Collective Worship.</i></p> <p><i>Weekly whole school Collective Worship via Zoom.</i></p> <p><i>Investment in field to improve outdoor communal spaces e.g large reading spaces</i></p>	SLT Teachers	Y
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<p><i>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</i></p>	<p><i>Review first aid risk assessment – with nursery, reception, and yr. 1 pupils in school their must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)</i></p> <p><i>Each bubble group to have own First Aid bum-bag and record/reporting sheets. Staff members to notify AT when items have been used for replenishment.</i></p> <p><i>Additional Emergency First Aid Paediatric training for Headteacher and 3 teachers.</i></p>	AT SLT	Y

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Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.	<p>Updated arrangements for first aid are detailed in the COVID-19 addendum First Aid Policy. When administering first aid, the relevant staff are advised to:</p> <ul style="list-style-type: none"> • Always wear gloves and an apron when dealing with First aid incidents. • Wash hands before and after administering first aid, using soap and water or alcohol- based hand sanitiser. • Keep at least two metres away from others, where practicable. • If possible interact side-by-side when administering first aid. e.g. under normal circumstances it will be sufficient to use a cold compress and hand it to the child to hold to their wound while you sit 2 metres away. • If a plaster is needed to a small cut then this can be applied. • Dispose of any waste in a suitable bin. • Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use. • If an ice pack is used, discard after use. • Limit the number of people administering first aid to an adult within each 'class bubble' • Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients <p>Under normal circumstances the use of gloves is adequate PPE to administer first aid. For prolonged periods when the 2 metres rule cannot be followed, school recommend the wearing of aprons, gloves and a</p>		Y

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			<p>mask. For more serious wounds, gashes, sprains, nose bleeds or a bumped head when a prolonged period needs to be spent with the child and the 2 metre rule cannot be followed, wear gloves, apron and a face mask. Once removed, PPE must be double-bagged and put into the clinical waste outside.</p> <p>In more serious cases of first aid where there is bodily fluid, staff members who are considered critically vulnerable will not be asked to administer first aid. The other 'non-critically vulnerable' bubble staff member will carry out first aid in these incidents.</p>		
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Symptomatic person should not be on site – see first section.</p> <p>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</p> <p>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</p> <p>Government guidance will then be followed</p>	<p>Learning Zone is dedicated COVID-19 medical room.</p> <p>COVID-19 guidelines to explain what to do in the event of suspected COVID-19</p> <p>All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be reached.</p>	<p>SLT AT</p> <p>SL NR</p>	Y
Insufficient or	Pupils,	Disposable gloves and aprons and masks, and	Correct use of PPE poster displayed in COVID room, staff	AT	Y

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inappropriate PPE available or misuse of PPE	staff, visitors, and the general public becoming infected with COVID-19:	aprons available for use as identified required. Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff will be shown how to put on a face mask. Staff will be shown how to safely remove apron and gloves.	toilets, staffroom and there is a copy in First Aid bumbags. <small>Before putting on the PPE, perform hand hygiene. Use alcohol hand sanitiser or soap and water.</small>  <small>Once removed, PPE must be double-bagged and put into the clinical waste outside.</small>		
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.	One-way system, clear marking and signs throughout school. SAFE Promise shared with all children and reinforced daily. Visual of promise displayed in school. Teachers responsible for classroom fire doors to be closed when room is empty. CleanSlate responsible for end of day.	RT KL	Y
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Social distancing measures of 2 meters (SFAIRP) must be observed at all times. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moves to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and		All staff	Y

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		<i>used before touching any communal equipment such as kettle, fridge cupboards dishwasher. Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use. Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i>			
<i>Insufficient or ineffective cleaning</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes. Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily. Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along. Areas not in use are closed and locked off so cleaning can be concentrated where required. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use. Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails). All internal bins will be emptied daily to external bins. In the event of a confirmed or suspected COVID-19</i>	<i>Cleaners for the school are contacted through CleanSlate. SL monitors the cleaning standards of school cleaning contact and discusses any additional measures required with regards to managing the spread of COVID. Staff issued with 'bubble' cleaning sets so that high traffic areas can be cleaned more frequently. Additional cleaning items provided and available in communal spaces e.g. staffroom and toilets. DDAT minimum cleaning standards shared with CleanSlate</i>	<i>SL, RT, PC</i>	<i>Y</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>case in the school, government guidelines of additional cleaning will be followed.</i>			
<i>Ineffective management of potentially contaminated waste</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i>		<i>SL, PC</i>	<i>Y</i>
<i>Social distancing on school transport services</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>If any schools manage their own school transport - please get in touch or insert your control measures here.</i>	<i>N/A There are no planned visits or trips for the foreseeable future.</i>	<i>N/A</i>	<i>N/A</i>
<i>Ineffective safeguarding measures</i>	<i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i>	<i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately</i>	<i>Updated COVID Safeguarding Addendum shared with staff and parents. DSL or deputy DSL or member of SLT available in school. If the DSL or deputy cannot be school, arrangements are in place to contact them remotely. Updated signage to include DSL or Deputy DSL for DDAT cluster schools and members of the central team contact numbers. Individual risk assessments for vulnerable children to be reviewed to ensure most appropriate provision, including at home or in school. Weekly welfare calls to</i>	<i>AT SLT</i>	<i>Y</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<i>all vulnerable children.</i>		
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Review procedures and support available to staff Display Mental Health Week Poster	SLT, SL NR	Y
Stress and anxiety of pupil/parent due to return to school (separation anxiety on arrival), uncertainty, concern about COVID-19	Pupils and parents may experience higher levels of staff and anxiety. Pupils, staff, visitors, and the general public becoming infected with COVID-19 – distressed child running off, needing	Social distancing measures to be communicated to both parents and children prior to starting back to school via Class Dojo: <ul style="list-style-type: none"> Personalised letter to children from SLT Photographs of measures in place ('child friendly') information booklet Video tour of school – 'through the eyes of the child' Social distancing markings displayed using the school symbol – heart. Hazard tape lines to be avoided wherever possible. 'Rainbow' hazard tape used so environment appears less sterile and frightening. Social Story explaining social distancing made available to children and parents prior to return to school. Bubble machine and music to be played at main gate to encourage positive environment. Slide available for Nursery children to support saying good-bye at the gate to parent.	Wellbeing curriculum focus on return to school (Augustus and his Smile) Curriculum work on 'bubbles'. Social story, Coming back to school in a bubble!, shared with parents and pupils. Audio recorded video by head teacher posted on Dojo. 'We can still say hello to our friends' initiative – exploring different ways of showing kindness and love without physical contact e.g. waving, making the heart shape with hands. Complete Risk Assessments of known children with separation anxiety. Gradual timetable may be needed e.g. walking to and from school and saying hello to the staff members at the gate.	SLT LH Teachers KG SLT AT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p>chargers, to be charged as needed. Kids Youtube to be used to play music.</p> <p>Chalk markings drawn onto the playground to share 2m distancing, boxes, spots of lines drawn for children to see where to play.</p>	RT	
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>All home visits must be pre-authorised by SLT.</p> <p>Home visits are only to be used where targeted/specialist parental support or engagement is needed (contact with parents via the school telephone and Class Dojo continue to be the main/preferred methods of communication). Home visits should only be considered when these primary methods of communication are not working.</p> <p>Staff continue to conduct home visits in pairs, ensuring 2 social distancing from themselves and their colleague when walking to the property/returning to school.</p> <p>Staff must wear PPE (disposable face mask and gloves) when carrying out a home visit. Staff are to ensure they have individual 'pocket bottle; of hand sanitizer on them.</p> <p>Staff are instructed to go straight to the property then return to school: staff do not loiter outside or engage in conversations with the general public.</p> <p>Staff must ensure that they wait 2m from the</p>		SLT AT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>doorstep after knocking.</i></p> <p><i>Staff must not enter the property.</i></p> <p><i>When the door is answered, staff introduce themselves and are to ask if anybody in the household is unwell or showing signs of COVID. If yes, then staff members must immediately terminate the home visit, return to school and notify a member of the senior leadership team.</i></p> <p><i>Staff ensure that they put on/dispose of PPE, as outlined in the above guidance.</i></p> <p><i>Staff ensure good hand washing hygiene prior to leaving school and upon return, as outlined in the above guidance.</i></p>			
Signature of Senior Leadership Team: <i>K. Leach</i> <i>K. Gilsenan</i>			Date: 15.06.20		
Date review required: 22.06.20		Date review required:	Date review required:	Date review required:	