

## COVID-19 RISK ASSESSMENT

Area of the hazards, who is at risk	What are the hazards	What we are doing to control this risk	Further Considerations
<p><b>Policies and Procedures</b></p> <p><b>Whole School Community</b></p>	<p>Risk of infections due to lack of knowledge of current policies and procedures.</p>	<p>All staff, pupils and parents made aware of policies and procedures, including but not limited to the following:-</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid Policy</li> <li>• Safeguarding Policy</li> <li>• Behaviour policy</li> </ul> <p>Ensuring CPD for all staff where required.</p> <p>The Senior Team keeps up-to-date with advice issues, which includes but not limited to the following:</p> <ul style="list-style-type: none"> <li>• DfE</li> <li>• Government</li> <li>• NHS</li> <li>• PHE</li> <li>• Local Authority</li> </ul> <p>Governors, Staff, Parents and Pupils are made aware of all arrangements for when the school re-opens, which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• PPE</li> </ul>	<p>Policies updated where required.</p> <p>Addendum for Safeguarding and Behaviour Policy</p>

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<p><b>Infection Control</b></p> <p><b>Whole School community</b></p>	<p>Spread of infection</p>	<p>Infection control adhered to as much as possible in accordance with guidance.</p> <p>Social distancing measures put in place</p> <p>It is compulsory for all staff to wear a face covering when travelling around the school, unless you have a medical condition that prevents you from doing so. Headteacher to discuss this with these individuals. Face shields are also provided for all staff.</p> <p>Visual aids are used to display social distancing measures e.g. Notice board signs, external footprint markers at entrances.</p> <p>Adequate amount of soap, hand sanitiser, tissues, lidded bins and bin liners available.</p> <p>Staggered start times – gates open at 8.30 and close at 8.45. We rejected staggered times for year groups due to multiple entrances, one-way flow of foot traffic will be sufficient. Many families have children in different year groups etc.</p> <p>Staggered finish times – KS1 3.00 KS2 3.10 to avoid crowding at home time.</p>	

		<p>Class bubbles throughout the school day wherever possible.</p> <p>Communal staff areas monitored to avoid unnecessary group gatherings.</p> <p>It is strongly advised that all staff take part in the lateral flow testing twice weekly.</p> <p>Avoid certain activities if the above cannot be achieved.</p>	
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<p><b>Buildings/ Facilities</b></p> <p><b>Whole School Community</b></p>	<p>Current health and safety compliance checks of the premises/facilities and building, not current, due to school closure i.e.</p> <ul style="list-style-type: none"> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> </ul>	<p>Appropriate staff available to ensure the buildings and facilities are still compliant.</p> <p>Health and Safety checks being carried out, Repairs carried out when required.</p> <p>All safety compliance procedures and cleaning carried out as normal throughout.</p> <p>Premises staff have ensured that sites are cleaned regularly in line with guidance. Enhanced Cleaning schedule has been created.</p> <p>Ensuring capacity of cleaning staff is adequate to enable enhanced cleaning</p>	<p>When occupation of the buildings returns the Premises Team will be re-deployed to ensure continuous cleaning.</p> <p>The Business Manager and Site Agent will ensure they are on site at all times to ensure continuous running of services.</p> <p>Regular stock takes will be</p>



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	<ul style="list-style-type: none"> <li>• Internet services</li> </ul> <p>Cleaning not adequate</p> <p>Cleaning supplies and PPE not available.</p> <p>Reduction of cleaning staff due to illness.</p>	<p>schedule</p> <p>Ensuring adequate cleaning supplies and PPE in place.</p> <p>Additional cleaning staff for regular disinfecting of shared facilities (KS2 Girls &amp; Boys WC, Staff WC,s, Earth playground equipment).</p> <p>Staff who will be required to carry out cleaning regimes have received COSHH training.</p> <p>Flushing the water system in accordance with the school's legionella risk assessment and policy - LPS.</p> <p>Disposal of PPE, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Separate storage bin to ensure adherence.</p> <p>After removing all PPE, wash hands with soap and water for 20 seconds.</p> <p>Waste removal guidance followed for positive cases of COVID-19.</p>	<p>carried out to ensure availability of cleaning equipment and PPE.</p> <p>Contact outside agency regarding supply premises staff if required.</p>
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<p><b>First Aid</b></p> <p><b>Staff and Pupils</b></p>	<p>Lack of first aid arrangements in place</p> <p>Lack of PPE for first aid purposes</p> <p>Possible COVID19 cases during the school day</p> <p>Children need collecting during the school day due to illness</p> <p>Children need hospital treatment for non-COVID 19 emergencies</p>	<p>Medical Staff on site daily as normal.</p> <p>Regular stock takes will be carried out to ensure availability of cleaning equipment and PPE.</p> <p>First aiders to wear PPE at all times</p> <p>All children presenting to the medical room will have their temperature taken using an Infrared Forehead thermometer.</p> <p>Potential COVID cases. Sick person isolated in a different room to those who have general first aid issues.</p> <p>Contacts requested to collect children immediately.</p> <p>If confirmed positive, entire group must self-isolate for 10 days. Including the sick person to enable them to return with their group.</p> <p>If child requires hospital treatment contact parent immediately and arrange for them to meet at hospital.</p> <p>Ensure social distancing is achievable in the reception area – Parents asked to wait outside only 1 visitor in reception at a time, signs to explain this.</p>	<p>If staff numbers fall and we can't sustain the ratios, pupil numbers will need to be reduced.</p> <p>Signpost to testing arrangements</p> <p>In the absence of a parent, If a staff member needs to accompany the sick person to hospital, PPA must be worn at all times</p>



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		Communicate to children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.	
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<p><b>Social Distancing</b></p> <p><b>Whole Community</b></p>	<p>Unable to maintain social distancing</p> <p>Social distancing rules not being upheld</p>	<p>Social distancing for children within the classroom will not be possible.</p> <p>If any children wish to wear a face covering, this will be permitted. They must however, take responsibility for keeping it safe etc.</p> <p>Limit the amount of movement around the school</p> <p>It is compulsory for all staff to wear a face covering when travelling around the school, unless you have a medical condition that prevents you from doing so. Headteacher to discuss this with these individuals</p> <p>Remove all excess furniture from classrooms and corridors.</p> <p>All staff and children to walk around the school on the left-hand side.</p> <p>Breaks and lunch times to be staggered – SLT staff available at pinch points to control the flow of foot traffic</p> <p>Social distances markers in place when queuing may occur</p> <p>Ensure children have been to toilet at the start of the day, at the end of break, at the start and finish of lunch. All other toilet breaks need to be monitored. Most year groups have designated toilets for sole use. KS2 girls used by years 4/5&amp;6 – enhanced cleaning throughout the day.</p>	



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	<p>Breach of social distancing arrangements</p>	<p>Cloakrooms are now in use. Children to come to school with as little as possible(book bag, water bottle, lunchbox, coat)</p> <p>PE kits to be brought to school on Mondays and return home on Friday. If required, children can bring a pencil case to school as long as it is clearly labelled and remains in school for the term.</p> <p>Home school agreement in place where appropriate. If children are struggling to apply the social distancing regulations, set out then they will be reminded. If this continues it may require a conversation with parents.</p> <p>If adults do not apply the social distancing regulations, they will be approached by a member of staff. On a second occasion they will be asked to leave the premises.</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, to avoid overcrowding</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site other than to drop off or pick up. Welcome back letter has been sent home detailing all changes. Additional staff on duty at drop off and pick up times to ensure crowding doesn't occur.</p> <p>Behavior policy comes into place</p>	
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<p><b>Access and Egress At drop off and collection</b></p> <p><b>Whole Community</b></p>	<p>Large groups congregating during drop off and collection</p>	<p>Parents given drop off times</p> <p>Social distancing markers on entrance to classrooms where necessary</p> <p>No bikes or scooters will be allowed on the school site</p> <p>If parents miss drop off time they must report to reception – will be asked to wait outside, social distance markers on the path. Attendance officer (in PPE) will wait outside and mark each late child into school. The same procedure will be enforced at the end of the day. Children will wait in lower school hall until they are called for.</p> <p>Staggered finish of the school day – KS1 3.00 KS2 3.10</p> <p>All internal doors (except fire doors) to remain open to reduce need for touching.</p> <p>Children can only be collected by their parent or named contact</p> <p>One adult to collect one child unless they live in the same household.</p>	

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<p><b>In the Classroom</b></p> <p><b>Pupils/Staff</b></p>	<p><b>Unable to maintain social distancing</b></p>	<p>30 children in a class bubble. All tables will be side by side facing the front. A 2metre area will be marked out for the teacher.</p> <p>Children advised to remain in their seats and put up their hand when assistance required.</p> <p>If children require the toilet during a lesson they will be monitored.</p> <p>Staff and parents must remind children about the importance of social distancing.</p> <p>If particular children are having difficulty, socially distancing a conversation will be had with parents.</p> <p>Whenever possible groups access outdoor education, as this can limit transmission and more easily allow for distance between children and staff</p> <p>Hand washing facilities available in each classroom</p> <p>Children's equipment not shared. Stationery pack for each child.</p> <p>Resources for disinfecting available in each classroom.</p>	

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	<p style="text-align: center;"><b>Cleanliness in classroom</b></p>	<p>Children to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly when they enter the classroom and before they go home.</p> <p>Hand sanitiser is available in all rooms</p> <p>Classrooms deep cleaned at the end/start of the day.</p> <p>Tissues to be available in every classroom.</p> <p>promoting the 'catch it, bin it, kill it' approach</p> <p>Tissues used only once and then put in the bin that must be placed by the child/adult into the bin (lined with a plastic bag.) Adult in the classroom will regularly disinfect the bin lid. The rubbish will be removed twice daily, double bagged and stored securely for 72 hours.</p> <p>Disposal of PPE, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>After removing all PPE, wash hands with soap and water for 20 seconds.</p> <p>Waste removal guidance followed for positive cases of COVID-19.</p>	
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<p><b>Moving around the school</b></p> <p><b>Staff and Pupils</b></p>	<p>Unable to maintain social distancing</p>	<p>Movement around the school will be minimised where possible.</p> <p>Excess furniture to be removed from corridors.</p> <p>Breaks and lunch times to be staggered – SLT staff available at pinch points to control the flow of foot traffic</p> <p>All children and staff to walk on the left-hand side when moving around the school.</p> <p>Staggered collection times at the end of the day.</p> <p>Each bubble will be brought to the dining hall , children will collect their main meal and sit at their “regular table”. Groups collected will be staggered. The assigned MDSA will give each child their dessert. Children will remain seated with their bubble for 20 minutes then will be taken to their playground..</p>	

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<p><b>On the Playground</b></p> <p><b>Pupils and Staff</b></p>	<p><b>Unable to maintain social distancing</b></p>	<p>All groups will have a specified time to spend time on their designated playground.</p> <p>Any shared playground equipment will be cleaned in between each use. Children encouraged to carry out a planned activity rather than just running around.</p> <p>In the event of injury on the playground the child is accompanied to the first aider in the school office. Who will wear PPE to deal with the injury.</p> <p>The member of staff who has accompanied the children will wait outside the medical room for the child and then escort them back to either the playground or the classroom.</p>	

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<b>Administration</b>  <b>Whole School Community</b>	Bottleneck of visitors to school office	All enquiries to the school office via email or telephone where possible. Visitors will be asked to wait outside until called into reception.	

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