

## Description Of Activity

**Schools Covid-19 Risk Assessment- Partial Re-opening of Primary Schools(Reception, Years 1&6)**

<b>Name of School</b>	<b>Camrose Primary School</b>
<b>Date Of Assessment</b>	<b>February 2021</b>
<b>Staff Consulted</b>	
<b>Shared with Governors</b>	<b>2<sup>nd</sup> March 2021</b>
<b>Up-dated: weekly</b>	

**All staff have been consulted during staff meeting  
All concerns have been given proper consideration**

**If you continue to have concerns staff may raise these with HSE (Health & Safety Executive).**

**All staff is expected to follow and adhere to the guidance within this RA**



**Guide to Determining Risk**

**1. Determine Severity** (You need to consider the potential of the hazard you have identified, has it the potential to kill or cause major injury, or will it just cause minor cuts or bruising?)

<b>High</b>	Death, major injury (broken bones etc.), or illness causing long-term disability.
<b>Medium</b>	Injuries or illness causing short-term disability.
<b>Low</b>	All other injuries and illnesses, cuts, bruises etc.

**2. Determine Likelihood of Occurrence** What is the chance that the hazard will result in an injury ( Is it near certain that it will happen or is it remote, taking into consideration duration and frequency of exposure and adequacy of existing precautions?)

<b>High</b>	Where it is certain or almost certain that harm will occur in the next year.
<b>Medium</b>	Unlikely for harm to occur in the next year, but possible.
<b>Low</b>	Where harm is very unlikely.

**3. Calculate Risk** (Once you have determined the severity and estimated the likelihood, weigh up the risk using the table below)

	Severity		
Likelihood	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	Medium
High	Medium	Medium	High

**4. Determine Appropriate Action**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
<b><u>Premises</u></b>							
<b>BEFORE RE-OPENING</b>							
Cleaning	Staff/Pupils exposed to corona virus due to contaminated surfaces	The school will be thoroughly cleaned prior to the wider opening of the school	Daily cleaning schedule in place	M	Kier	Before Opening Daily	✓
Bodily fluid spillage	Transmitting the virus	Office to notify Kier immediately. Area to be cordoned off and spillage cleaned.	Inform Kier that the need for appropriate PPE to be worn to clean spillages.	M	Kier	On going	✓
Maintenance/Statutory Inspections	Staff/Pupils exposed to failure of equipment that may result in injury	Review arrangements for building-related systems including gas, fire safety, kitchen equipment, security and access control, intruder alarms, ventilation?	Where pieces of equipment or machinery, such as lifts, fume cupboards etc. require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.	M	Mgt/Site Caretaker		✓
Health and Safety Checks	Staff/Pupils exposed to conditions may result in injury	Undertake a health and safety check of the building and school site	Visual inspection of the school building to identify issues that need remedying	M	Mgt/Site Caretaker		✓
Water Systems	Staff/Pupils exposed to legionella in water systems. Risk of contracting legionnaires disease	Review arrangements for building-related systems including hot and cold water  Flush little used outlets	<i>Records in Kier office</i>	M	Mgt/Site Caretaker		✓

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CLEANING							
Daily Cleaning	Staff/Pupils coming in contact with potentially contaminated surfaces increases risk of infection	Frequent cleaning of rooms and shared areas – see Kier cleaning schedule –2 times a day. Disinfectant spray / wipes in all classes	Kier / caretaker  Staff to regularly clean surfaces in classrooms / shared work areas.	M	Cleaners  All staff	Sept 202	✓
Cleaning of phones/IT Equipment	Staff/Pupils coming in contact with potentially contaminated surfaces increases risk of infection	IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day.	Staff should be encouraged to transfer calls from the desk phones to their mobiles(channel shifting)	M	Cleaners  All staff	On going	✓
		ICT room should be cleaned after each use by a group of pupils using disinfectant wipes	Staff to regularly clean surfaces in classrooms / shared work areas.		All staff	On going	✓
High touch items such as photocopiers/printers/whiteboard/toys/door handles	Staff/Pupils coming in contact with potentially contaminated surfaces increases risk of infection	Wipes are placed at each photocopying stand and in the offices. Wipes placed in staff toilets	Staff to regularly clean surfaces in classrooms / shared work areas. Staff to wipe toilet / taps before use. Staff made aware of their responsibility to notify their line manager when supplies are low.	M	Mgt/All staff	On going	✓
		Microwaves wiped down after use by individuals	Ensure wipes are available and sign reminding staff to wipes after use		Kier		✓
		More frequent/daily wipe down of high passage area door handles, including main entrance doors and commonly used doors	Kier / caretaker 6am and 12.30pm				✓

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Ventilation	Staff/Pupils can be exposed to a high viral load in poorly ventilated spaces	All spaces should be well ventilated using windows etc. where possible.  Opening some doors to limit touching of door handles and improve ventilation	Staff  Ensure Fire Risk Assessment is put into consideration when keeping doors open.	M	Mgt	Sept 2020	✓
Cleaning following a suspected or confirmed case of Coronavirus (COVID-19)	Staff/Pupils coming in contact with potentially contaminated surfaces increases risk of infection	Have a clear procedure in place which follows the DFE guidance on the principles of cleaning as set out in relevant DFE guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>		M	Cleaners/Mgt		
Cleaning supplies	Lack of cleaning supplies affects staff/pupils/cleaners fight to maintain good hygiene	Monitor use of sanitiser, tissues, hand soap, paper towels, disinfectant spray and wipes weekly	Make plans for how the supply will be maintained	L	Mgt	Sept 2020	✓
<b>WASTE DISPOSAL</b>							
Disposal of waste (used PPE, Tissues) where no Covid-19 symptoms observed.	Staff/Pupils improperly disposing of covid-19 waste	Waste is placed into a lidded, double bagged bin and disposed of as normal. Waste collection – from LA waste disposal – is weekly	TA empties bins daily Used face coverings <b>NOT</b> put into recycling bin. Bins to be used for higher risk waste such as tissues, waste food eg: apple cores, anything that has potential of transmitting virus.	M	Mgt		✓

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Special bins for covid-19 waste	Staff/Pupils improperly disposing of covid-19 waste	The bins should be lidded, double bagged – one in First Aid room and the other in the 'isolated' area for suspected covid-19 symptoms  The bins must be emptied at the end of each day	Double bagged waste to be stored beneath the stage for 72 hours before being placed into the normal refuse collection bin.	M	Mgt  Staff	Sept 2020	✓  ✓
Washroom(Urinals/WC)	Staff/Pupils cannot maintain 2metres apart	Limit the number of pupils who use toilet facilities at one time?	Staff to monitor toilets during break / lunch times	L	Staff		✓
Frequency of cleaning of toilets	Staff/Pupils can be exposed to the virus	Once in the morning and once after lunch break	Cleaning schedule from kier in place	L	Cleaners / Kier	Sept 2020	✓
Serving Area	Staff can be exposed to the virus	Limit number of people in area at any one time  Staff to disinfect surfaces regularly	Discuss with Kier <i>Admin team – 1 person, in the serving area only</i>	L	Catering Staff / Kier	Sept 2020	✓
<b>IINBOUND GOODS</b>							
Contact with contaminated goods	Staff coming in contact with potentially contaminated surfaces increases risk of infection	Identify pick up/drop off point for deliveries and clear signage placed  Goods entering the premises need to be wiped  Antibacterial wipes can be provided and kept securely at the pickup /drop off points.  Pupil mobile phones kept in the office in a box	Avoid delivery of personal items to the office – staff informed that NO personal deliveries will be accepted  Goods and post left for 2 days  Pupils to be informed about the 'mobile' drop box	M	Staff	Sept 2020  On going	✓  ✓

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Drivers Welfare	Drivers could have contacted contaminated surfaces/persons	Enable access to welfare facilities for drivers.	Encourage drivers to stay in the vehicles	L	Staff	March 21	✓
Frequency of delivery	Staff coming in contact with potentially contaminated surfaces increases risk of infection	Order in large quantities to reduce frequency of delivery		M	Staff	March 21	✓
<b>MOVEMENT AROUND SCHOOL</b>							
Break/Lunch times	Staff/Pupils coming in contact with different groups of people increases risk of infection	<p>Stagger Break/Lunch times</p> <p>Lunches for all pupils will be in the hall which has been split up into 3 sections so each bubble is seated apart.</p> <p>Staff to sanitise hands before entering the staffroom.</p> <p>Staff have use of the staffroom and the cooking room for breaks.</p> <p>Staff expected to social distance with other adults, during break times</p>	<p>School hot lunches provided by the catering company</p> <p>Hand sanitiser placed in shared rooms</p>	L	Mgt	March 21	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Use of Corridor / Lift	Staff/Pupils coming in contact with different groups of people increases risk of infection	<p>Use timetable to limit movement to certain groups at a particular time to avoid creating a busy corridor / stair well.</p> <p>Only 1 person to use the lift at any</p>	<p>Signs placed throughout building reminding everyone of social distancing rules.</p> <p>Sign outside of lift reminding that</p>	L	Mgt/Staff	March 21	✓



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		one time.  Disinfectant wipes to be used to wipe touch surfaces after use.	only one person is permitted at a time.  Wipes in lift Inform Kier				✓  ✓
WORKPLACE/WOKRSTATION							
Number of Pupils in a classroom	Staff/Pupils cannot maintain 2metres distancing	Consistent, distinct groups of 30 / full class of pupils  <i>It is acceptable for pupils NOT to social distance within their distinct group</i>  Letters going home will be placed in the mounted wall trays outside of classroom doors to avoid admin staff mixing with various 'bubbles	Interventions remain within distinct group   Ensure all classes have a mounted tray available – purchase and install any needed.	M	Mgt/Staff  All staff  Admin	March 21	✓   ✓
Desk/Chairs layout in place	Staff/Pupils cannot maintain 2metres distancing	Extra Furniture should be removed Soft furnishings should be removed Desks positioned in rows, facing front of class.	Teachers are responsible for ensuring compliance with seating arrangements	M	Mgt/Staff	March 21	✓
Classroom resources	Staff/Pupils sharing equipment within distinct group	Staff / pupils have their own items that are not shared Limited number of items to be brought in to school each day to lunch box, hat, coat, book stationary and bag. No lunch trolley use – pupils keep lunch boxes in class, under their table Any resources that must be shared – eg: books and games – will be cleaned regularly	Teachers are responsible for ensuring compliance to using resources within classes   Inform parents in writing, on website and through app of these processes	M	Mgt/Staff	March 21	✓   ✓  ✓

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Shared resources	Staff/Pupils sharing equipment outside of distinct group	Sports, art and science equipment: cleaned frequently and meticulously between use by distinct groups OR Equipment rotated to be left out of use for 48 hours (72 hours for plastics) Topic boxes containing resources for science, art etc.	Teachers are responsible for ensuring compliance when using resources outside classes  PE TA to prepare resources for classes and ensure cleaning regime is adhered to	M	Mgt/Staff	March 21	✓  ✓
Teachers assigned to pupils	Staff/Pupils coming in contact with different teachers increases risk of infection	All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Teachers moving between groups should: <ul style="list-style-type: none"> <li>• Avoid close face to face contact</li> <li>• Minimise the time spent within 1 metre of anyone</li> <li>• Not touch staff / peers where possible</li> </ul>	Staff who need to move around must try to keep their distance from pupils and ideally remain 2 metres apart from other adults  Share with peripatetic / visiting teachers / EP / therapists	M	All staff	March 21	✓
SHARED SPACES							
Dining halls, Staff rooms, Assembly halls	Staff/Pupils can be exposed to the virus	Use halls, dining areas and sports facilities at reduced capacity ensuring distancing guidelines adhered to.  No large gathering  Assemblies limited to ensure distancing guidelines are adhered to.	If class groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together  Year group, socially distanced assemblies – review termly	M	Staff/Mgt	March 21  On going	✓  ✓

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		<p>Stagger the use of staff rooms, work rooms and offices to maintain social distancing</p> <p>Staff are advised to bring in their own food supplies and not to leave items in the fridge overnight</p> <p>Communal cutlery, cups and plates will be removed from the staffroom.</p> <p>Advise staff to clean surfaces in the staffroom, before touching, and to wash hands on entrance and exit to kitchen area.</p> <p>Hand sanitiser must be used before entering the staffroom</p>	<p>Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group.</p> <p>Sign in staff reminding staff to take fridge items home.</p> <p>Staff told to bring in own items as required and to remove from the staffroom when finished using them.</p> <p>Visitors to be given disposable cups</p> <p>Inform staff – signs in place to remind</p> <p>Remind staff to hand sanitise</p>		Mgt   Staff  Staff		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
OUTDOORS AREA							
Outside Space	Staff/Pupils can be exposed to the virus	Can be used for exercises and breaks	Outdoor play equipment should not be used unless it can be ensured that appropriate cleaning takes	L	Staff	March 21	✓

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		Outdoor education can limit transmission and allow easier distancing between children and staff  Water fountains isolated to limit cross contamination	place, groups do not use it at the same time and there is cleaning in between groups using the equipment.  Block off water fountains				✓
<b>Safety / Safeguarding</b>							
Safeguarding							
Increased level of need	Staff/pupils	Initial increased monitoring for vulnerable persons Staff training up-date focused on staff awareness of signs of harm and abuse Communication with social services / school nurses as they have been in contact with families who have not been in school	Ensure DSL has additional time in September  Arrange staff training session <i>Teacher inset: 14-9-20</i> <i>Support staff: 15-09-20</i>  DSL to maintain contact with external agencies.	L	DSL	March 21	✓  ✓
Safeguarding pupils and teachers online	Staff/pupils	Teachers delivering remote education online understand that the same principles set out in the school's staff behaviour policy will apply.	Complete remote learning policy  Create 'home school agreement' for on line learning – share with parents	M	HT	March 21	
Free School Meals							
Increased level of need	Pupils	Normal free school meal provision resumed. Food parcels for pupils who are eligible for benefits-related free school meals and who are not in	When food parcels used – families to organise weekly collection – if unable to collect them, family to organise a friend / relative to collect.	L	SLT / Kier	On going	

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		<p>attendance because they:</p> <ul style="list-style-type: none"> <li>are self-isolating</li> <li>have had symptoms or a positive test result themselves</li> <li>are a close contact of someone who has coronavirus (COVID-19)</li> <li>are not attending as a result of local lockdown arrangements</li> </ul> <p>A 'shopping list' for a food parcel is located in the main office. Staff to ensure they wear a face mask and social distance whilst shopping for food.</p>	<p><i>During local lockdowns, families are able to continue collecting parcels where the appropriate social distancing measures are in place.</i></p> <p><b><i>There is no requirement to provide universal infant free school meals to infant pupils who are not in school</i></b></p> <p>Call FSM families, if isolating, asking them to arrange collection of lunch from the school office.</p>				
<p>11<sup>th</sup> September 2020: temporary extension of free school meals eligibility to NRPF groups</p> <ul style="list-style-type: none"> <li>children of Zambrano carers</li> <li>children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights</li> <li>children of families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction</li> <li>These groups are subject to a maximum household income threshold of £31,500 per year for London</li> </ul> <p>See details guidance for specifics</p>							
HYGIENE/WELFARE							
Poor hygiene/ Handwashing	Staff/Pupils can transfer the virus	<p>Pupils and staff wash their hands - on arrival, when they return from breaks, if they change rooms, before and after eating, after using the toilet and after sneezing and coughing?</p> <p>Teachers wash their hands and surfaces before and after handling pupils' books?</p>	<p>Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available.</p> <p>Skin friendly, skin cleaning wipes can be used as an alternative to sanitiser</p>	M	Staff	March 21	✓
				M	Staff	On going	✓

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		<p>Posters should be placed in classrooms, wash rooms to encourage handwashing</p> <p>Staff to train pupils to wash their hands correctly.</p> <p>Promote catch-it, bin-it, kill-it' approach</p> <ul style="list-style-type: none"> <li>• Tissues available in all rooms</li> <li>• Lidded bins through the school</li> </ul> <p>Face covering required on public transport for over 11's. If staff / pupils arrive wearing a mask they are advised not to touch the front of the mask whilst removing it. They must wash their hands after removing before entering school / class and dispose of disposal face covering in a lidded bin. If it is a reusable face covering, place in a plastic bag that pupil/staff take home.</p>	<p>Posters explaining face covering removal procedures placed at parent gates.</p>	M	Staff		✓
				L	Pupils / parents		✓
Resuscitation procedures	First aiders performing CPR/defibrillation in an out-of-hospital setting.	<ul style="list-style-type: none"> <li>• Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth.</li> <li>• If there is a perceived risk of infection, rescuers should attempt compression only CPR and early defibrillation until the ambulance</li> </ul>		M	First Aiders	On going	

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		<p>(or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.</p> <ul style="list-style-type: none"> <li>• Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.</li> <li>• If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.</li> <li>• After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</li> </ul> <p>Further information, including an instructional video, can be found at <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p>					
<b>WORKING SAFELY</b>							
Mental Health and Safe guarding issues	Staff may have problems with mental health	<p>Have sessions/one-on-one with staff to discuss challenges if requested (HT or LM)</p> <p>Staff Employee Assistant Pro available to all staff</p> <p>Free helpline for all staff: <a href="http://www.educationsupport.org.uk">http://www.educationsupport.org.uk</a> Displayed on staff wellbeing board</p>	<p>Ensure staff are involved in the planning processes</p> <p>SLT mindful that workload is carefully managed and balanced</p>	L	Mgt	<p>March 21</p> <p>As necessary</p>	✓
Using and monitoring new practices to reduce risk of Covid-19 transmission	Staff/Pupils infecting others	Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes,	Email RA, up-dated policies to all staff	L	Mgt	<p>Feb 2021</p> <p>Update as</p>	✓

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		<p>use of PPE, cleaning arrangements, and location of designated room for suspected cases.</p> <p>Daily morning briefings for teachers only – teachers to pass information on to other staff. Managers must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19).</p>	<p>Minutes written into book and left in staffroom for staff arriving later than 8.15am due to staggered start.</p> <p>Check emails – up-date RA as necessary and relay any changes to all staff</p>	L	HT  Mgt	needed  Feb 2021  Feb 2021	✓  ✓
Prevention	Staff not returning	<p>Clinically extremely vulnerable staff, having received a letter from the NHS or a specialist doctor, will isolate until 31<sup>st</sup> March – work from home.</p> <p>Those living with someone who is CEV will still attend work.</p> <p>Where quarantine during term time is unavoidable, temporary working arrangements will be made whilst they self-isolate – work from home.</p> <p>If reinstatement of lockdown whilst they are away this will be recorded as exceptional circumstance and will not affect attendance rate.</p>	Relay information to all staff	M	Mgt All staff	Feb 2021	✓  ✓



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Prevention - Testing for primary, school-based nursery and maintained nursery school staff	Staff/Pupils coming in contact with potentially contaminated surfaces/persons	<p>Twice weekly LFD testing programme is in place for all staff.</p> <p>All staff have had training using Government training materials. Staff have been given a data privacy notice Staff have opted in to self-testing</p> <p>All staff will notify the school, upon arrival, the result of their test and the QR number of the test taken. In addition staff will log this information onto the NHS self-testing results website.</p> <p>In the event of a positive LFD test, staff will self-isolate in line with the 'stay at home' guidance. They will arrange a PCR test to confirm the result.</p>	<p>Testing to be carried out Sunday and Wednesday evenings at home or the evening before attending school if part time or have been absent.</p> <p>Any staff who do not opt in will be required to wear gloves and a face mask whilst on the school site.</p> <p>Arrange training with Kier / catering staff before issues self-testing kits</p> <p>If PCR result is negative, staff can return to school.</p>	M	HT	Jan 21	✓
<b>SUSPECTED CASE OF CORONA -VIRUS</b>							
Prevention	Staff/Pupils coming in contact with potentially contaminated surfaces/persons	<p>If staff / pupils /displaying any level of Covid-19 symptoms they DO NOT attend school.</p> <p>If a parent / guardian of a child, showing symptoms, insists on the child attending school; the school will take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect the pupils and</p>	<p>Brief staff on procedures and expectations</p> <p>Staff to follow guidelines</p> <p>Relay this information to parents via newsletter and the school app.</p>	M	All	March 21	✓  ✓

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		<p>staff from possible infection with Covid-19.</p> <p>Good hygiene and the 'catch-it, bin-it, kill-it' approach (see hygiene section)</p> <p>Enhanced cleaning regime</p> <p>Minimise contact between individuals and maintain social distancing whenever possible.</p> <p>Staff will remain on site during lunch break and bring in their own food</p> <p>If staff must leave the school during the school day eg: doctor's appointment, they are asked to ensure they social distance and wear a face covering whilst off site.</p>	Inform staff. Set up cooking room to staff to eat in.				✓
Prevention – travelling from abroad	Staff/Pupils coming in contact with potentially contaminated surfaces/persons	Staff and pupils who have travelled from or through a 'red list' country in the previous 10 days, must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support	Inform parents	M	HT	March 21	✓



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		<p>awaiting collection, the toilet should be cleaned and disinfected before being used by anyone else.</p> <p>Parents advised to follow 'stay at home' guidance for households:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <ul style="list-style-type: none"> <li>• Self-isolate for 10 days</li> <li>• Arrange a test</li> </ul> <p><a href="https://www.gov.uk/guidance-coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance-coronavirus-covid-19-getting-tested</a></p> <ul style="list-style-type: none"> <li>• Other members of household, including any siblings, need to isolate for 10 days</li> </ul>	<p>contact with someone who is unwell.</p> <p>Share guidance with parent including advising NOT to visit GP, chemist, urgent care centre or hospital.</p> <p>Send siblings home to isolate for 10 days</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	M			
Suspected case: Continued....	Pupils & Staff	<p>Home testing kits available for exceptional circumstances</p> <p>We will order additional test kits if we have run out or are running out of test kits.</p> <p>We can order additional tests kits online.</p> <p><a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p>	<p>Coronavirus (COVID-19) test kits should only be offered in the exceptional circumstance an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.</p> <p>Kits will be supplied in boxes of 10, with one box provided per 1,000 pupils or students.</p>	L	HT	On going	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Engagement with the NHS test and trace process	Staff/Pupils infecting others	<p>Link NHS test and trace information onto website.</p> <p>Clearly displayed NHS test and trace contact details on main entrances / staffroom</p> <p>Whenever possible provide parent, carer or staff with home testing kit</p>	<p>Communicate to parents and staff the NHS test and trace process via app / website</p> <p>Requests for tests results from staff, carers, parents.</p>	M	All	March 21	✓
CONFIRMED CASE OF COVID-19							
	Staff/Pupils infecting others	<p>If staff/pupils test positive, they must self-isolate for at least 10 days from the onset of their symptoms, then return to school only if they do not have symptoms other than cough or loss of sense of smell / taste.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group within the school should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</p> <p>Record of pupils and staff in each distinct group kept including any close contact that takes place</p>	<p>If they still have a high temperature, they should remain in isolation until their temperature returns to normal.</p> <p>If isolating for 10 days, if you develop symptoms, individual must be tested.</p> <p>Self-isolation is required for 10 days from the day symptoms began.</p> <p>If they test negative – if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating</p> <p><i>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus</i></p>	<p>M</p> <p>M</p>	Staff/Pupils Parents / carers	March 21	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		between pupils and others outside of group.	<i>(COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</i>  Send Health Protection Team parent letter out when necessary				
Confirmed Covid case	Staff & pupils	Negative result Where a member of staff or student has a negative result, it means the test did not find coronavirus (COVID-19). At that point, they no longer need to self-isolate and can return to work or education, as long as: <ul style="list-style-type: none"> <li>everyone they live with who has symptoms tests negative</li> <li>everyone in their support bubble who has symptoms tests negative</li> <li>they were not told to self-isolate for 10 days by NHS Test and Trace</li> <li>they feel well – if they feel unwell, stay at home until they're feeling better, if they have diarrhoea or are being sick, they should stay at home until 48 hours after they've stopped</li> </ul> Regardless of any test result, members of staff and students should continue to isolate if: <ul style="list-style-type: none"> <li>they have been in close contact with a confirmed positive case, or have been told to isolate by NHS Test and Trace</li> <li>a member of the household or support bubble is symptomatic</li> </ul>				March 21	
Managing confirmed cases	Staff/Pupils infecting others	Swift action will be taken when someone who has attended has tested positive for covid. <ul style="list-style-type: none"> <li>Contact the local health protection team</li> <li>The Health Protection Team will carry out a rapid risk assessment to confirm close</li> </ul>	Ask parents and staff to inform them immediately of the results of a test.  Local health protection team will contact the school if they have identified someone who attended to school through the test and trace system		All	March 21	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		<p>contacts during infectious period and ensure they self-isolate</p> <ul style="list-style-type: none"> <li>Send home those who have been in close contact with the infected person – they must then self-isolate for 14 days</li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical and / or public health advise, school will immediately offer them access to remote education</p>	<p>Follow guidance given by the Health Protection team</p> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>Direct close contact – face to face for any length of time, within 1 metre including being coughed on, face to face conversation or skin to skin contact</li> <li>Proximity contact – extended close contact within 1 – 2 metres for more than 15 minutes with infected individual</li> <li>Travelling in a small vehicle (car) with an infected person</li> </ul> <p>Monitor engagement with remote education</p>				
Containing outbreak	Staff/Pupils infecting others	<p>If 2 or more confirmed cases within 14 days:</p> <ul style="list-style-type: none"> <li>Contact Health Protection Team</li> <li>Follow advise given</li> </ul> <p>Confirmed outbreak:</p> <ul style="list-style-type: none"> <li>Mobile testing unit on site</li> <li>Testing for contacts of positive individual</li> <li>Provide contact list to Health</li> </ul>	<p>Testing carried out on class, year group and whole school if necessary</p>	M	Mgt	March 21	





What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		Staff on parent gates during the morning or afternoon to wear a clear face shield					
EVACUATION							
Evacuation	Staff/Pupils not prepared for an emergency	<p>Up-date emergency evacuation procedures</p> <p>A full fire drill may not be appropriate but ensure staff is familiar with any changes to arrangements. Make sure any external staff is aware as well.</p>	<p>No need to maintain 2metres distancing in an evacuation</p> <p>Share procedures with staff and pupils – <i>walk through of fire drill was carried out by each class during their first week in school.</i></p>	L	All	March 21	✓
First-aid provision	Staff/Pupils/First aider coming in contact with potentially contaminated surfaces/person.	<p>Ensure appropriate numbers of first aiders including pediatric first aiders and staff with a 'first aid at work' certificate</p> <p>Limit numbers in first aid rooms to 1 pupil</p> <p>Clean areas after any treatments Through hand washing</p> <p>First aiders should use the necessary ppe(disposable gloves, aprons, face mask) while treating suspected Covid-19 cases and unable to maintain 2 metre distance.</p>	If there is a risk of splashing, for example from coughing, spitting, or vomiting, then eye protection (face shield/goggles) should also be worn.	M	First aider/pupils	March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Fire Warden	Staff coming in contact with potentially contaminated surfaces/persons	Fire Wardens have access to hand sanitizers  Fire Wardens reminded not to touch their face	Ensure there is a sufficient number of fire wardens on site	L	Mgt	March 21	
<b>Teaching &amp; Learning</b>							
<b>STAFFING LEVELS</b>							
Clinically Extremely vulnerable staff	Staff may become infected	Staff survey completed to identify level of vulnerability All shielding staff can return to work from 31 <sup>st</sup> March	Meeting to brief staff During National Lockdown - meet with any staff who has received a GP letter (CEV). Plan to be put into place for them working from home.	L	Mgt	March 21	✓
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	Staff	Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.	If appropriate, seek GP or occupational health advice.	L	Mgt	March 21	✓
Staff Absence	Staff may become over-worked	Put arrangements in place to cater for unexpected staff absences  Supply teachers can be engaged as normal	Regulate how long each teacher/teaching assistant has to work Ensure the workload is balanced  Minimise number of visitors to school where possible	L	Mgt	March 21	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Staff to pupil ratio	Staff/Pupil may have larger groups thus increasing infection rates	Have appropriate levels of staffing throughout the day to ensure pupils' safety and well-being	Inform the Local Authority if the school does not have the capacity for more pupils	L	Mgt	March 21	
Pupil Attendance							
	Pupils not returning	Clear communication with families prior summer break, of expectations: <ul style="list-style-type: none"> <li>Attendance is compulsory from 8<sup>th</sup> March 2021 for all pupils</li> <li>Non-attendance will initiate normal school procedures</li> </ul>	Letters to parents clearly stating procedures and processes	L	Mgt	March 21	✓
	Pupil / parent anxiety	Identification of anxious / reluctant returners LM to contact families identified directly and answer questions  The school will work closely with other professionals across the education and health systems, where appropriate, to support school attendance  Vulnerable pupils – see definition: <a href="http://www.gov.uk">Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</a>	Where appropriate, contact outside agencies.  <i>Catch-up funding can be used for attendance initiatives if necessary</i>  Where appropriate the school will notify a pupil's social worker, if they have one, of non-attendance.  We shall offer support to access remote learning as far as possible and will regularly check that remote learning is being accessed.	L	LM	March 21	
Clinically Extremely vulnerable Pupils	Pupils may become infected	Clinically Extremely vulnerable Pupils have been advised to shield. We do not expect these children to be	<i>We have no Clinically Extremely vulnerable Pupils who have been advised to shield</i>	L	Mgt	March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		attending school or college, and they should continue to be supported at home as much as possible. Any pupil who is clinically, extremely vulnerable will receive a letter confirming this.	Request copy of letter from parents.				
Clinically vulnerable Pupils	Pupils may become infected	All pupils, including those who are clinically extremely vulnerable, can continue to attend school at all Local COVID Alert Levels unless they are one of the very small numbers of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school	<i>We have no Clinically Extremely vulnerable Pupils who have been advised to shield</i>	L	Mgt	March 21	
Pupils self-isolating	Pupil education	Pupils unable to attend school due to self-isolating or having a letter stating that they are clinically extremely vulnerable will be provided with remote learning. See Remote Education Temporary Continuity Direction. <a href="#">Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)</a> The school will also offer self-isolating pupils pastoral support.	Teachers and support staff to provide remote learning in line with the normal school practice  Learning Mentor / SENCO to call families weekly to 'check in'			March 21	
SHARED RESOURCES							

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Ratino Risk	Who needs to carry out the action?	When is the action needed by?	Done
Shared resources (Pens, books etc)	Staff/Pupils can be exposed to the virus	<p>Limit what shared resources are required and, particularly any that are taken home</p> <p>Any shared materials and surfaces are cleaned and disinfected frequently</p> <p>Pupils own personal stationery is not to be shared.</p>	<p>Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them</p> <p>Pupils to keep all personal belonging, including lunch boxes with them</p> <p>Antibacterial wipes provided in all classrooms</p>	M	Staff/Pupils	March 21	<p>✓</p> <p>✓</p> <p>✓</p>
Curriculum / supporting learning							
Curriculum – KS1 & 2	Pupils learning	<p>Ensure that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the support needed to make good progress.</p> <p>Teach an ambitious and broad curriculum in all subjects</p> <p>KS1 &amp; 2:</p> <p>Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which may deprive pupils of the knowledge and cultural capital they need to succeed in life.</p>	<p>Identify gaps in learning and focus catch-up on filling these</p> <p>To achieve this, we may need to make substantial modifications to your curriculum and should make effective use of regular formative assessment.</p> <ul style="list-style-type: none"> <li>Identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics),</li> <li>Identifying opportunities across the curriculum so they read widely, and developing</li> </ul>			March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			<p>their knowledge and vocabulary.</p> <ul style="list-style-type: none"> <li>ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.</li> </ul>				
Curriculum - EYFS	Pupils learning	For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Reception, consider how all groups of children can be given equal opportunities for outdoor education.	Teachers to identify gaps in learning and focus catch-up on filling these			March 21	✓
Missed learning	Pupils	Provide broad and balanced curriculum of all subjects Provide time to cover the most important missed content	Teachers to plan using previous year groups 'summer term' curriculum	M	Staff		✓
Increased risk of spreading virus	Pupils / staff <b>Music / Drama</b>	<p>Singing, should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space.</p> <p>Singing can only be carried in in groups of up to 15 pupils at once. No singing in assemblies</p>	<p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer.</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-</p>	M	Staff	March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	<p><b>Avoiding sharing instruments</b></p> <p><b>Swimming</b></p> <p><b>Library</b></p>	<p>No concerts The EYFS / KS1 Music curriculum is heavily singing based during autumn term. Split class into two. KS2 Music – no singing</p> <p>Increased handwashing before and after handling equipment, especially if being used by more than one person.</p> <p>Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.</p> <p>Swimming lessons cancelled during Summer term</p> <p>Library closed to avoid cross contamination</p>	<p>to-face) whenever possible.</p> <p>Encourage singing quietly</p> <p>15 pupils carry out music with an adult whilst 15 do outdoor learning – then swap.</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users</p> <p>Swimming to resume for both Year 3 &amp; 4 in Spring term – for 2 terms</p> <p>Refresher pupil training during first week back on using Junior Librarian online. Re-issue passwords Pupils to pre-order books using online system from home. Librarian to organise pupil selection and deliver to class. Upon return, books quarantined for 3 days before re-issue</p>		<p>Staff</p> <p>Librarian</p>		<p>✓</p> <p>✓</p> <p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Local lock down / self-isolation	Pupils	<p>google classrooms set up:</p> <ul style="list-style-type: none"> <li>Planned and well sequenced curriculum – all areas</li> <li>assessment opportunities planned for</li> <li>Feedback option for pupils work</li> <li>Option of parent printing work</li> <li>Differentiated work</li> <li>Teacher explanations available</li> <li>Parent support email address</li> <li>Ability to monitor pupil up-take / work ratio</li> </ul> <p>If pupil absence due to local lockdown / class outbreak:</p> <ul style="list-style-type: none"> <li>Immediate remote learning provided</li> <li>Paper packs provided upon request via home door drop by staff.</li> </ul>	<p>teachers to create classroom area</p> <p>Train pupils to use GC. Upload work as necessary</p> <p>Remote Learning policy Create home school agreement Share 'online learning safeguarding' concerns procedures with parents</p>	L	Staff	March 21	✓  ✓
Spreading virus	Pupils	<p>See separate PE / Sport risk assessment:</p> <p>Where you are considering team sports you should only consider those sports whose national governing bodies have developed</p>	RA shared with all pupils and staff	M	Staff	March 21	✓



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		<p>guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.</p>					
Out of hours provision							
Potential spread of virus – wrap around care	Staff/ pupil/parents	<p>Breakfast and after school clubs will take place daily from 8am</p> <p>Will work closely with external providers of extra-curricular activities to ensure any provision, as far as possible, keeps pupils within their normal bubble..</p>	<p>Inform parents</p> <p>Complete RA for Breakfast Club</p> <p>We will advise parents that where they are accessing this provision for their children, that they should only be using this, where:</p> <ul style="list-style-type: none"> <li>the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul>	L	HT	Feb 2021	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
<b>Other</b>							
<b>WORK/SCHOOL RELATED TRAVEL</b>							
Transport to work	Staff/Pupils coming in contact with different groups of people increases risk of infection	Discourage taking of trains, buses to work. Encourage the use of private vehicle, cycling, walking or running.	Stagger arrival times	M	Mgt Staff/pupils/ parents	March 21	✓
Drop off/Pick up	Staff/Pupils/Parents coming in contact with different groups of people increases risk of infection	Stagger start and finish times to limit numbers at any one time.  Inform parents that if their child needs to be accompanied to setting only one parent should attend.  Mark drop and pick up areas including with social distancing markers. Different areas / times for different year groups.	Communicate to parents and remind them about the process that has been agreed for drop off and collection including that gathering at the gates / coming onto the site without an appointment is NOT allowed.	M	Mgt	March 21	✓
Transport to and from trips	Staff/ pupils	Overnight visits (UK and International) will not take place during Autumn term  All other day visits will take place following Covid-19 related guideline <ul style="list-style-type: none"> <li>• Consistent group</li> <li>• Check Covid-19 secure measures at place of destination</li> <li>• Undertake RA following</li> </ul>	PGL rescheduled until June 2021 Will review in May	M	Staff / /pupils	March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		'Educational visits policy / guidance'					
CONTRACTORS/ VISITORS							
Contractors(Caterers, Cleaners)	Staff/Pupils coming in contact with potentially contaminated persons/ surfaces increases risk of infection	Contractors should be given proper guidance on applicable rules before coming on site.  A record of all visitors is kept.  Where visits can happen outside of school hours, they should  Confirm with catering /cleaning contractors that all relevant safety procedures are in place and that they are adhering to government guidelines	Re-view sign in arrangements Share RA with Kier <i>Obtain Kier RA's</i>  Office / Kier  Kier  Kier RA from catering company received beginning of October	L	Mgt Kier	March 21	✓
Visitors	Staff/Pupils coming in contact with potentially contaminated surfaces increases risk of infection	Limit visitors and encourage remote communications.  Advise on site guidance before attendance  All visitors – including governors, to follow social distancing and hygiene protocols as described in this RA.	Parents, visitors and contractors are not to enter the premises if they have COVID-19 symptoms Place signage in front of school gate and send letters to this effect.  Give visitors information cards outlining protocols Up-date visitors in School Policy  <b>Up-dated: 21-10-20</b> A record should be kept of all	L	Mgt	March 21	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.”				
Catering	Pupils	All FSM / universal infant free school meals reinstated	Catering provide packed lunch style meals to pupils	L	HT / Kier	March 21	✓