

RISK ASSESSMENT

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
Apr 22

Group/Service Area: **Trinity CE Primary School**

Work Activity

Working in the Schools during Covid-19 Pandemic

Workplace/Team: School

Date of Assessment: 17th August 2021

Date for Re-assessment Ongoing

Name of Assessors: John Rowe/Jack Pittaway

Signature:

Manager: Governing Body

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

This is a live document and will be updated according to Government, UKHSA, DfE, PHE or LA guidelines and guidance.

This will be used in conjunction with the '*Outbreak Management Plan*' if the school needs to seek advice from UKHSA.

Updates:

Updated 28th September (Covid Cases in Schools & Clubs – Updated Local Guidance)

Updated 28th November (Face Coverings & Omicron Variant – Updated Government & DfE Guidance)

Update 13th December (Contact Tracing – Updated Government & DfE Guidance)

Updated 2nd January & 17th January (Isolation Periods – Updated Government & DfE Guidance)

Updated 27th January (Face Coverings – Updated Government & DfE Guidance)

Updated 24th February (Operational Guidance – Updated Government & DfE Guidance)

Updated 1st April (Next Steps for Living with Covid-19 – Updated Government Guidance)

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1. Unprevented spread of Covid-19 through lack of current control measures	Staff, pupils	Schools should ensure that the following <u>Control Measures</u> are in place: <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of 	Med/High	Further actions will be determined through weekly review of Risk	Low	JR/JP	By 1/9/21

			<p>Covid-19</p> <p>All 4 Control Measures are detailed within the sections below.</p>		Assessment.			
2	Catching or Spreading Coronavirus – General Considerations	Staff, pupils Parents, carers, visitors	<p><u>Aesymptomatic Testing</u></p> <ul style="list-style-type: none"> From 21st February, staff in mainstream schools are no longer required to continue to take part in asymptomatic testing The local health team or director of public health may direct a school to undertake testing in the event of an outbreak - <i>Outbreak Management Plan</i> to include reintroduction of 'testing' if necessary <p><u>Mixing & Bubbles</u></p> <ul style="list-style-type: none"> Children no longer required to keep in strict 'bubbles' Whole School Assemblies will resume face-to-face in the hall No longer required to make alternative arrangements to avoid mixing at break/lunch times - <i>Outbreak Management Plan</i> to include reintroduction of 'bubbles' if necessary <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas (but staff may wish to continue 	Med/High	<p>Updates to parents via Weekly Newsletter and Website with reminders of procedures</p> <p>Regular reminders to staff.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JR/JP	By 1/9/21

to wear one)

- Public Health may advise face coverings all areas of the school site in the event of an outbreak – see *Outbreak Management Plan*
- Face visors should only be worn by those who are exempt from wearing masks

Hand & Respiratory Hygiene

- Hand Hygiene - Frequent and thorough hand washing will be regular practice, using water & soap or hand sanitiser:
 - On arrival at school
 - After play
 - Before food
 - After using shared equipment
 - At 2pm (or after afternoon play)
 - Before leaving for home
- Hand Sanitiser station in foyer, corridors and classrooms
- Children wash hands in toilets or other areas identified below (no hot water plumbed into all classrooms at present)
- Handwashing facilities with soap and water are available for designated classes in the following areas:

Venue	Users
Class 1 Toilets and Outdoor Unit	Class 1 and Childcare
Class 2/3 Practical	Class 2

Area	
Class 4	Class 4
KS2 Toilets	Class 3
Class 5	Class 5

- Respiratory Hygiene - 'The catch it, bin it, kill it' approach will be promoted and lidded bins & tissues will be provided in each room/area/space where required
- Children to be continued to be taught and reminded of good hygiene routines through various means e.g. PSHE lessons, Science lessons, Class assemblies, etc.
- Use of PPE - Most staff will not require PPE beyond what they normally require it for e.g. First Aid.

Cleaning Regimes

- Cleaning schedule will be maintained
- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day, using standard products such as detergents and bleach
- Daily clean of touch points e.g. door handles, dinner tables, etc. at 11.35am
- Spot cleaning at lunchtime
- Spot cleaning of shared rooms after each use (Alberbury, Wattlesborough, Yockleton, Ford Room)
- Shared IT equipment cleaned after each use
- Baccoban used weekly to provide protective

layer upon overused surfaces e.g. classroom chairs/tables

- The school will follow further cleaning guidance issued by the UKHSA:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Ventilation

- Rooms will be well ventilated while a comfortable teaching environment is maintained
- Areas of poor ventilation will be identified, using CO2 monitors provide by the DfE, and steps taken to improve this, if possible
- CO2 monitors to be used in classrooms to help identify when vetilation needs to be improved
- If/When available, mechanical ventilation systems to be used, providing that they are checked to confirm normal operation meets current guidance, adjusted to full fresh air (if possible) and maintained according to the manufacturer's recommendations
- Windows to be open and doors (but not fire doors) to improve natural ventilation; however, this should be balanced to maintain and comfortable room temperature
- Review vetilation once DfE, SAGE and NHS have completed their work to improve ventilation systems in classrooms

			<p><u>Reduce the use of shared resources</u></p> <ul style="list-style-type: none"> • Chromebooks cleaned after each use • Play Equipment wiped down daily • Follow AFPE guidelines in relation to decontamination of P.E equipment https://www.afpe.org.uk/ and shared with key staff • Children use a clear, named pencil cases of individual everyday stationery items • Children will discouraged from bringing unnecessary items to school (toys and items from home, etc.) • Shared materials, equipment and surfaces cleaned and disinfected more frequently, where and when possible 					
3	Transmission through wider school events, activities & visits	Staff, Pupils, Parents, Visitors, Governors	<p><u>Childcare</u></p> <ul style="list-style-type: none"> • Before and After-School wraparound care can operate as normal • Numbers are limited to 30 • Parents will book in via online form, ideally in advanced • Activities to be outdoors where possible • Food can be served in the hall, if necessary • Activities can take place in school hall and Ford room to maximise space, if necessary <p><u>Assemblies/Collective Worship & Services</u></p> <ul style="list-style-type: none"> • Assemblies/Collective Worship & Services can 	Med/High	Further actions will be determined through weekly review of Risk Assessment and change in guidance. Updates to parents via Weekly	Low	JR/JP	By 1/9/21

			<p>return to normal</p> <p><u>Trips and Visits</u></p> <ul style="list-style-type: none"> School visits and residential can resume providing a full and thorough risk assessment has been undertaken against current guidance and schools have adequate financial protection <p><u>Extra-Curricular Activity</u></p> <ul style="list-style-type: none"> Extra-curricular clubs can resume between classes <p><u>Sports Competitions</u></p> <ul style="list-style-type: none"> Indoor and outdoor competition between different schools can take place We must refer to the following: <ol style="list-style-type: none"> Guidance on grassroots sports for public and sport providers, safe provision and facilities https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers Guidance from Sport England https://www.sportengland.org/how-we-can-help/coronavirus, Advice from organisations such as the Association for Physical Education and the Youth Sport Trust Guidance from Swim England on school swimming and water safety lessons available 		<p>Newsletter with reminders of procedures.</p>			
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at returning to pools guidance documents using changing rooms safely

- We can work with external coaches, clubs and organisations for curricular and extra-curricular activities
- But, we must be satisfied that it is safe to carry out sporting competitions between schools

Live Indoor & Outdoor Performances

- The following guidance will be taken into consideration for indoor/outdoor performances when the government roadmap, DfE guidance and school's risk assessment deems it safe to hold live audience events e.g. Nativity, Concerts, Year 6 leavers, etc:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

and

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

Music Lessons

- DCMS/Music Mark/Safer Singing guidance to be followed when music lessons are delivered and taught

Individual Music Lessons

			<ul style="list-style-type: none"> • Peripatetic Teachers can engage with school • Music Heroes will operate peripatetic lessons • The remote 'Zoom' lessons can continue as an alternative, if necessary <p>Meetings</p> <ul style="list-style-type: none"> • Governors meetings can resume face-to-face (but maybe held online to ensure full attendance) • Link Governor meetings and visits can resume • Staff meetings can take place face-to-face • The School Council can meet face-to-face • Parents' evenings and meetings can resume face-to-face, but ideally parents are to make an appointment to see Teachers beforehand 					
4	Lack of management of suspected and confirmed cases through non-compliance of Public Health advice	Staff, Pupils, Parents, Visitors	<p><u>Individuals with Symptoms or Positive Cases</u></p> <ul style="list-style-type: none"> • Follow the latest Guidance: People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) • Staff and pupils are advised not come into school if they display Covid-19 symptoms, have a high temperature, had a positive test or any other reason to remain at home e.g. quarantine • The school reserves the right to refuse a child's attendance if we have reasonable judgement to protect staff and pupils from the risk of infection • Pupils will await in the isolation room if they develop symptoms or fall unwell at school prior to pick-up • If close contact is necessary with the pupil displaying symptoms, PPE should be worn. 	Med/High	Further actions will be determined through weekly review of Risk Assessment. Updates to parents via Weekly Newsletter with reminders of procedures.	Low	JR/JP	By 1/9/21

- The isolation room should be cleaned afterwards
- The household, including siblings, should follow PHE advice (link above)
- Schools to seek advice from the DfE helpline (0800 046 8687, option 1) if a pupil or staff member is admitted to hospital with Covid-19

LFD/PCR Tests

- There is no longer a requirement for staff or pupils to carry out asymptomatic testing (LFD test are no longer free to the education sector)
- Staff, and/or pupils, maybe directed to test in the event of an outbreak – see *Outbreak Management Plan*

Isolation Advice

- Schools must ensure that any children and young people who have a high temperature and are unwell do not attend the education or childcare setting until they no longer have a high temperature and are well enough to attend.
- Encourage all children with respiratory symptoms to cover their mouth and nose with a disposable tissue when coughing and sneezing and to wash their hands after using or disposing of tissues.
- Advise children or young people with a positive COVID-19 test result try to stay at home for 3 days after the day they took their test.
- Any staff who have a positive COVID-19 test

result should try to stay at home for 5 days after the day they took the test (however, SAS Insurance will provide 10days cover if necessary).

- Advise all staff and students to follow the 'Living safely with COVID-19' and other respiratory infections guidance:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-3-public-health-management-of-specific-infectious-diseases#respiratory-infections-including-coronavirus-covid-19>

- Full details of the current isolation advice is contained within the Public Health guidance: [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/people-with-symptoms-of-a-respiratory-infection-including-covid-19)

Contact Tracing

- From 24th February, contacts are no longer required to take daily tests
- From 24th February, contact tracing has ended
- Schools to work with Health Protection Teams in the event of an 'outbreak' and re-introduce control measures if advised
- Schools to make contact with UKHSA HPT in the event of an Outbreak via the following link: [Find your local health protection team in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/find-your-local-health-protection-team-in-england)
- Schools should seek support from the dedicated service through the DfE Helpline (0800 046 8687) to determine next steps if necessary

			<ul style="list-style-type: none"> • Schools should also seek advice from the Self-Isolation Service Hub (020 3243 6715) in the event of cases related to staff if necessary • Schools maybe contacted in exceptional cases and will be expected to work alongside local health protection teams in the event of an outbreak to step measures up <p><u>Stepping Measures Up and Down</u></p> <ul style="list-style-type: none"> • An <i>Outbreak Management Plan</i> has been created in line with the latest guidance in the event of an outbreak in school or local area which meets one of the thresholds: <ul style="list-style-type: none"> - a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection - evidence of severe disease due to respiratory infection, for example if a pupil, student, child or staff member is admitted to hospital • Central Government may offer local areas of concern an Enhanced Response Package • In the event of an outbreak, the School should then call the dedicated advice service who will escalate it to the local health protection team (DfE helpline: 0800 046 8687) • The School will then be advised on which steps to take and work alongside the health protection team to step measures up if required. 					
5	Maintaining social	Staff Pupils,	<u>Social Distancing</u>	Med/High	Further actions will	Low	JR/JP	By 1/9/21

	<p>distancing at school and avoidance of congested areas which could lead to mass contacts or transmission (if required)</p>	<p>Parents</p>	<ul style="list-style-type: none"> From Step 4, social distancing is not required and staff/children do not need to be maintained in strict 'bubbles' <p><u>Drop-off</u></p> <ul style="list-style-type: none"> Time – between 8.35am - 8.50am No longer a requirement for the one-way system Parents to drop their child off on the respective playgrounds (Class 1 on the Rear playground and Class 2, 3, 4 & 5 on the Front Playground) Member of staff to supervise children on each Playground and line-up children at 8.50am The one-way system for drop-off and collection maybe re-introduced in the event of an outbreak <p><u>Signage</u></p> <ul style="list-style-type: none"> Signs installed to guide parents to drop-off and pick-up arrangements <p><u>Toilets</u></p> <ul style="list-style-type: none"> A system (if required) to be put in place by individual classes e.g. coloured bands / flip cards to limit the use and congestion of toilets between cohorts at the same time <p><u>End of Day Pick-up</u></p> <ul style="list-style-type: none"> No longer a requirement for the one-way system for parents to collect their children: 		<p>be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures.</p> <p>Review of one way system in term time.</p>			
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			<ul style="list-style-type: none"> - Class 1 & 2 from their external classroom doors at the rear of the school - Class 3 from the main reception door at the front of the school - Class 4 & 5 from their external classroom doors at the front of the school <ul style="list-style-type: none"> • Order of release from Classrooms: <ol style="list-style-type: none"> 1. Bus children to the Hall 2. Pupils being picked up by parents/carers 3. Children in Duskbusters 4. Children participating in an Extra-curricular club 					
6	Attendance & loss of education	Staff, Parents, Pupils	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Attendance is mandatory • Pupils isolating or quarantining should be marked with an X code • Pupils with a confirmed positive case should be marked with an I code <p><u>Holiday in Term Time & Potential Quarantine</u></p> <ul style="list-style-type: none"> • The school's Attendance Policy remains in place and parents should plan holidays outside of term time • Parents need to consider the impact of traveling abroad and bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return • Parents to adhere to legal requirements if/when returning from green, amber or red list countries 	Med/High	<p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures</p>	Low	JR/JP	By 1/9/21

			<p>– and to inform the school of the need to test/isolate/quarantine if necessary</p> <p><u>Remote Education</u></p> <ul style="list-style-type: none"> • See Remote Education Policy for full details • We will continue to provide remote education to pupils who have been required to self-isolate, including those who have tested positive but are well enough to work at home • Remote education will be the same length in time as the core teaching pupils would receive • Reasonable adjustments made to support SEND pupils <p><u>Catch-Up</u></p> <ul style="list-style-type: none"> • Catch-up Premium to be continued to be utilised against recommendations from EEF and suggested DfE programmes 					
7	Vulnerable staff or pupils	Staff, Pupils	<p><u>CV / CEV Staff</u></p> <ul style="list-style-type: none"> • CEV staff members are no longer required to Shield • CEV staff may consider to implement further protective measures through a Risk Assessment with the Line Manager • Continue to encourage the vaccination take-up of our workforce <p><u>Pregnant Staff</u></p> <ul style="list-style-type: none"> • Alert staff to current advice in relation to 	Low/ Med/ High	Review and check updates to CEV guidance. Complete RA for staff who are clinically extremely	Low	JR/JP	By 1/9/21

			<p>pregnancy</p> <ul style="list-style-type: none"> • A separate risk assessment should be completed for all these staff • OH referral will also be made to seek advice <p><u>CV/ CEV Pupils</u></p> <ul style="list-style-type: none"> • CEV children are expected to attend unless advised by GP not to, but this is a very small proportion of the population 		vulnerable / clinically vulnerable pregnant.			
6	Managing Customers, Contractors and Visitors	Staff, Parents, Visitors, Contractors	<p><u>Customers, Contractors & Visitor Protocols</u></p> <ul style="list-style-type: none"> • Where site visits are required, site guidance will be explained to visitors on or before arrival • Hand Sanitser is available in school office • School maintains record of all visitors via Swiped on (wipes provided to clean screen after each use). • Electronic entry system to record contact details, etc for purposes of track and trace • Use of visitor badges will resume • Visitors to the school can continue, ideally, by appointment only 	Med/High	Further actions will be determined through weekly review of Risk Assessment.	Low	JR/JP	By 1/9/21
9	Catering facilities disruption and FSM support	Staff, Pupils, Parents	<p><u>Catering Protocols</u></p> <ul style="list-style-type: none"> • Contingency plan created in the event of Kitchen Staff having to self-isolate • Dinner Registers to be put on Class doors for collection by kitchen staff to limit contact and 	Med/High	No further action at this point. Further	Low	VP with JR/JP	By 1/9/21

			<p>congestion in the corridor</p> <ul style="list-style-type: none"> • Sittings staggered (on a class rota which will change weekly/daily) for reduced numbers • Lunchtime supervisor can spot clean between sittings • Further risk assessment (Kitchen specific) completed by Catering Manager • Two hot trolleys provided during serving time • Compliance with 'Guidance for Food Business' by liaising with Bidfood • School meals support to be provided to pupils eligible for FSM during the term time • Parents can now be invited for school lunch 		<p>actions will be determined through weekly review of Risk Assessment.</p> <p>Communication of RA to kitchen team.</p>			
10	First Aid	Staff, pupils, visitors	<p><u>First Aid Protocols</u></p> <ul style="list-style-type: none"> • First Aid to be carried out outside as much as possible. However, incidents requiring close contact and close attention will occur at the staffroom and treated with the staff member (on duty – on rota) wearing PPE, if required. • First Aid guidance issued in the staffroom • Designated first aider (not on supervising rota) to remain 'on call' in staffroom during Lunchtimes with PPE available. • HSE Guidance available in staffroom and adhered to when administering first aid https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm • Adequate PPE is provided and available for use of staff in all emergencies, including 	Low/Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Further training for staff on use of PPE is</p>	Low	JR/JP	By 1/9/21

			<p>administering first aid</p> <ul style="list-style-type: none"> • First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19. • PPE is clearly signed • Necessary means of cleaning equipment following any type of emergency is available • All occasions when CPR is required is carried out in accordance with current protocols from the Resuscitation Council the First Aid needs assessment will identify any additional equipment and training needs • Where there is a possible risk of infection, all necessary precautions are to be followed: Face protection, Eye protection, Contact with the casualties airway must be avoided, Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care • For a Paediatric casualty, there is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival • Yockleton Room (and Music Storage Space off the Hall – as back-up) will be designated as 		<p>required.</p> <p>Regular updates required</p> <p>Caretaker to monitor stocks of PPE each day.</p>			
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			<p>isolation space for pupils exhibiting Covid-19 symptoms</p> <ul style="list-style-type: none"> • Children with other illnesses requiring transfer to home wait in foyer. 					
11	Accidents\ incidents	Staff, pupils, visitors	<ul style="list-style-type: none"> • School will act swiftly with respect to children/staff exhibiting symptoms and/or positive tests and/or contact from NHS Test and Trace • Flowcharts used by all staff to follow procedures clearly and easily • Attendance register, isolation record and illness record kept for Test and Trace and Health Protection Teams. (See appendix) • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) 	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment. Regular communication with staff.</p>	Low	JR/JP	By 1/9/21
12	Emotional distress of the staff & pupils - including anxiety, stress or low mood caused by the pandemic	Staff, Pupils	<p><u>Staff Wellbeing</u></p> <ul style="list-style-type: none"> • At least one SLT member of staff is on site every day for staff to share concerns with • Staff are included with the decision making, review of risk assessments and procedures. • Details of employee counselling service is available in staffroom and other contacts/sources of information, such as MIND • Mental health, including anxiety, is a recognised medical health need and should be treated in the 	Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly</p>	Low	JR/JP	By 1/9/21

			<p>same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced</p> <ul style="list-style-type: none"> • Referral to Occupational Health for clarity on circumstances someone in school should be working under depending on health • Staff have access to a designated member of staff (Teaching and Non-teaching staff governor) to address concerns with. Where possible work place adaptations should be considered to support staff member • Staff break and lunchtimes are rotated into the school day • Staff are provided with an allocated space (Staff Room or Yockleton Room) where they can go for break times - a safe space for staff to relax and rest between sessions should be made available. <p><u>Pupil Wellbeing</u></p> <ul style="list-style-type: none"> • Mental health to be intergrated throughout the curriculum, included within PSHE/RSE lessons • Pupils are continually supported by staff • ELSA support provided to identified pupils • School to liaise with external agencies, such as the school nursing team, BEAM, Parenting Team, etc, where appropriate • Extra-curricular activities to resume to promote physical and mental wellbeing 		review of Risk Assessment.			
13	Lack of communicatio	Staff, pupils,	<u>Following Latetst Guidance</u>	Med/High	Further actions will	Low	JR/JP/LA	By 1/9/21

	<p>n between School Transport and School</p>	<p>parents, carers, Transport Operators</p>	<ul style="list-style-type: none"> • Latest Transport Guidance to be adhered to <p><u>Clear Communication with Transport Operators</u></p> <ul style="list-style-type: none"> • School has liaised with passenger transport to ensure that transport arrangements cater for any changes to start and finish times • School has liaised with passenger transport operator to ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • School will liaise with passenger transport if there is a confirmed positive case who usually uses school transport • School has liaised with passenger transport operator to ensure that transport providers, as far as possible, follow hygiene rules <p><u>Arrival at school</u></p> <ul style="list-style-type: none"> • Bus drivers will supervise children from the bus to the playground. • Children will follow one another through the main entrance onto the front/back playground. <p><u>Departure from school</u></p> <ul style="list-style-type: none"> • Children travelling on a bus will meet in the school hall • Children will line up in class order against each 'bus stop' 		<p>be determined through weekly review of Risk Assessment involving transport operator.</p>			
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			<ul style="list-style-type: none"> • Three members of staff will accompany each bus through the the main door to the buses. 					
14	Oversight of other health & safety checks e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks , Legionella, etc.		<p><u>Other Health & Safety Checks</u></p> <ul style="list-style-type: none"> • See appendix A for a separate risk assessment for Premise building related issues for inspections, maintenance checks, etc. required. • School has very clear system of routine maintenance, inspections, etc, working alongside the LA. • School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures. • Fire Risk Assessment was last updated and approved by Premises, H&S Governors in February 2021 (and this is scheduled to be reviewed by Unicorn – a ‘competent person’ – in March / April 2022 in line with latest H&S requirements) 	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Weekly/daily checks by Caretaker.</p>	Low	JR/JP	By 1/9/21
15	Consideration of the Equality of Opportunity and the school’s responsibilities under the Equalities Act	All	<p><u>Equality Act</u></p> <ul style="list-style-type: none"> • The school is mindful of its responsibilities under the Equalities Act 2010. • HSE Ref: https://www.hse.gov.uk/diversity/index.htm • The school has had regard to the requirements of this legislation in the completion of this risk assessment. 	Low	<p>No further action at this point.</p> <p>Further actions will be determined</p>	Low	JR/JP	By 1/9/21

	2010.		<ul style="list-style-type: none"> • Home Learning continues for all year groups and can be accessed by all abilities. • Home Learning, where required, will be integrated into school curriculum planning • The school will plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. • Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, the schools will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading and writing (e.g. Foundation subject will be biased towards literacy and numeracy based activity). • The school may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. In this case, the school should be able to show that this is in the best interests of these pupils and be subject to discussion with parents during the autumn term. • The school will develop a well-considered catch-up plan to 'close the gaps' in identified pupils' knowledge after potential loss of learning from previous 'lockdowns' or 'isolation periods' 		through weekly review of Risk Assessment.			
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E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Jack Pittaway	Headteacher		
John Rowe	Co-Headteacher		
Ruth Aspin	Deputy Headteacher		
Heather Davies	Teacher		
Claire James	Teacher		
Heather Rapley	Teacher		
Andrea Dunn	Teacher		
Georgina Allen-Brown	Teacher		
Lisa Owen	SENDCo		
Sara Davies	Teaching Assistant		
Deborah Cockerham-Barker	Teaching Assistant		
Pam Kinrade	Teaching Assistant		

Sue Griffiths	Teaching Assistant		
Anthony Price	Teaching Assistant		
Kate Coutts	Teaching Assistant		
Vikki Kinsey	Teaching Assistant		
Maria Pullen	Teaching Assistant		
Helen Roberts	Teaching Assistant		
Lindsey Newton	Teaching Assistant		
Clara Vasey	Teaching Assistant		
Julie Price	Administrator		
Sue Franklin	Business Manager		
Vikki Price	Catering Manager		
Caroline Watkin	Childcare Leader		
Sue Pugh	Childcare Leader		
Alex Salisbury	Kitchen Assistant		
Pauline Middleton	Kitchen Assistant		

John Cole	Caretaker		
Sally Bennett	Cleaner		
Hayley Clifford	Cleaner		

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> • Perimeter fencing, hedges, gates etc. • Trees • Waste storage areas and waste bins 	<ul style="list-style-type: none"> • Boundary integrity • Risk assessments up-to-date; no damage • Secure – waste collection still occurring 		
Building: <ul style="list-style-type: none"> • Roof (inc. chimneys) • Facias, gutters, downpipes • Walls • Windows • Exterior doors • Door canopies • Paths • Roads, car park, gates / barriers 	<ul style="list-style-type: none"> • Defects or damage • Doors opening properly with no restrictions • No defects or damage; in working order • Slip or trip hazards (uneven, holes etc.) • 		
Interior: <ul style="list-style-type: none"> • Ceilings • Walls 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users 		

<ul style="list-style-type: none"> • • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • Fire Doors checked for fit and opening • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Ensure rooms are ventilated as much as possible. • Check system operation; change filters 		

<ul style="list-style-type: none"> • Toilets / showers • Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance 		
<p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) • Security • Communications - telephony • IT – WiFi • Pressure systems 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting operational • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules 		
<p>Equipment:</p> <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if 		

<p>microwaves etc.</p> <ul style="list-style-type: none"> • Lifts (see below) / lifting equipment 	<p>required</p> <ul style="list-style-type: none"> • Statutory examination, maintenance and testing completed according to schedule 		
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE. 		
<p>Other Areas:</p> <ul style="list-style-type: none"> • Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<ul style="list-style-type: none"> • Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 		