

**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.  
**Jan 22**

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

Work Activity

Working in the Schools during Covid-19 Pandemic

Workplace/Team: School

Date of Assessment: 17<sup>th</sup> 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 Risk Assessment has been informed by DfE Guidance – School Covid-19 Operational Guidance.

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

This will be used in conjunction with the ‘*Outbreak Management Plan*’ if the school has several positive cases confirmed within 14days.

Updates:

Updated 28<sup>th</sup> September (Covid Cases in Schools & Clubs – Updated Local Guidance)

Updated 28<sup>th</sup> November (Face Coverings & Omicron Variant – Updated Government & DfE Guidance)

Update 13<sup>th</sup> December (Contact Tracing – Updated Government & DfE Guidance)

Updated 2<sup>nd</sup> January & 17<sup>th</sup> January (Isolation Periods – Updated Government & DfE Guidance)

Updated 27<sup>th</sup> January (Face Coverings – Updated Government & DfE 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 <b><u>Control Measures</u></b> are in place: <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone</li> <li>2. Maintain appropriate cleaning regimes</li> <li>3. Keep occupied spaces well ventilated</li> <li>4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of</li> </ol>	Med/High	Further actions will be determined through weekly review of Risk	Low	JR/JP	By 1/9/21

			<p align="center">Covid-19</p> <p>All 4 Control Measures are detailed within the sections below.</p>		Assessment.			
2	<b>Catching or Spreading Coronavirus – General Considerations</b>	Staff, pupils Parents, carers, visitors	<p><b><u>Aesymptomatic Testing</u></b></p> <ul style="list-style-type: none"> <li>Promotion of aesymptomatic testing of staff, twice weekly. Staff, who opt-in, will participate in Rapid Testing using LFD tests, following the protocols in the guidance, to identify aesymptomatic cases</li> <li>This will be reviewed at the end of September</li> </ul> <p><b><u>Mixing &amp; Bubbles</u></b></p> <ul style="list-style-type: none"> <li>Children no longer required to keep in strict ‘bubbles’</li> <li>Assemblies will resume, but some collective worship will remain via Teams to begin with to reduce times as a whole school, and to save time to provide catch-up opportunities (Mon-Teams - JP, Tue-Teams - Picture News-on a rota, Wed -Hall - Open the Book, Thurs - Class, Fri - Hall- Achievement)</li> <li>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</li> </ul> <p><b><u>Face Coverings</u></b></p>	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

- From 27 January, **face coverings are no longer advised** for pupils, staff and visitors in communal areas (but staff may wish to continue 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
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Class 1 Toilets and Outdoor Unit	Class 1 and Childcare
Class 2/3 Practical Area	Class 2
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

**Ventilation**

- Rooms will be well ventilated while a comfortable teaching environment is maintained
- Areas of poor ventilation will be identified and steps taken to improve this, if possible
- 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 ventilation once DfE, SAGE and NHS have completed their work to improve ventilation systems in classrooms

**Reduce the use of shared resources**

- Chromebooks cleaned after use
- Play Equipment wiped down daily
- Follow AFPE guidelines in relation to decontamination of P.E equipment

			<p><a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a> and shared with key staff</p> <ul style="list-style-type: none"> <li>• Children use a clear, named pencil cases of individual everyday stationery items</li> <li>• Children will discouraged from bringing unnecessary items to school (toys and items from home, etc.)</li> <li>• Shared materials and surfaces cleaned and disinfected more frequently.</li> <li>• Tubs of resources for individuals if needed – e.g. maths cubes, etc</li> <li>• Items to be cleaned after use. Where this is not possible, they should be quarantined for 72 hours</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul>					
3	<b>Transmission through wider school events, activities &amp; visits</b>	Staff, Pupils, Parents, Visitors, Governor s	<p><b><u>Childcare</u></b></p> <ul style="list-style-type: none"> <li>• Before and After-School wraparound care can operate as normal</li> <li>• Numbers are limited to 30</li> <li>• Parents will book in via online form, ideally in advanced</li> <li>• Activities to be outdoors where possible</li> <li>• Food served in hall</li> <li>• Activities to take place in school hall and Ford room to maximise space</li> </ul>	Med/High	Further actions will be determined through weekly review of Risk Assessment and change in guidance.	Low	JR/JP	By 1/9/21

		<p><b><u>Assemblies/Collective Worship &amp; Services</u></b></p> <ul style="list-style-type: none"> <li>Assemblies/Collective Worship &amp; Services can return to normal</li> </ul> <p><b><u>Trips and Visits</u></b></p> <ul style="list-style-type: none"> <li>School visits and residentials can resume providing a full and thorough risk assessment has been undertaken against current guidance and schools have adequate financial protection</li> </ul> <p><b><u>Extra-Curricular Activity</u></b></p> <ul style="list-style-type: none"> <li>Extra-curricular clubs can resume between classes</li> </ul> <p><b><u>Sports Competitions</u></b></p> <ul style="list-style-type: none"> <li>Indoor and outdoor competition between different schools can take place</li> <li>We must refer to the following: <ol style="list-style-type: none"> <li>Guidance on grassroot sports for public and sport providers, safe provision and facilities  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></li> <li>Guidance from Sport England  <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>,</li> <li>Advice from organisations such as the Association for Physical Education and the</li> </ol> </li> </ul>		<p>Updates to parents via Weekly Newsletter with reminders of procedures.</p>			
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Youth Sport Trust

4. Guidance from Swim England on school swimming and water safety lessons available 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

			<p><b><u>Individual Music Lessons</u></b></p> <ul style="list-style-type: none"> <li>• Peripetetic Techers can engage with school</li> <li>• Music Heroes will operate peripatetic lessons</li> <li>• The remote 'Zoom' lessons can continue as an alternative, if necessary</li> </ul> <p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Governors meetings can resume face-to-face (but maybe held online to ensure full attendance)</li> <li>• Link Governor meetings and visits can resume</li> <li>• Staff meetings can take place face-to-face</li> <li>• The School Council can meet face-to-face</li> <li>• Parents' evenings and meetings can resume face-to-face, but ideally parents are to make an appointment to see Teachers beforehand – in order to not congest site and one way system at drop-off and collection times</li> </ul>					
4	<b>Lack of management of suspected and confirmed cases through non-compliance of Public Health advice</b>	Staff, Pupils, Parents, Visitors	<p><b><u>Individuals with Symptoms or Positive Cases</u></b></p> <ul style="list-style-type: none"> <li>• Folllow the latest Guidance and Flow Chart</li> <li>• Staff and pupils should not come into school if they display Covid-19 symptoms, have had a positive test or any other reason to remain at home e.g. quarantine</li> <li>• 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</li> <li>• Staff and pupils to be sent home if they display symptoms, however mild, and follow public health advice (Siblings can remain in school)</li> </ul>	Med/High	Further actions will be determined through weekly review of Risk Assessment.  Updates to parents via Weekly	Low	JR/JP	By 1/9/21

			<ul style="list-style-type: none"> <li>• Whilst awaiting collection, pupils will be moved to an isolated room (Wattlesborough Room, if safe to do so) and a window should be left open for natural ventilation</li> <li>• If close contact is necessary with the pupil displaying symptoms, PPE should be worn.</li> <li>• The isolation room should be cleaned afterwards</li> <li>• The household, including siblings, should follow PHE advice (if not fully vaccinated and over 18 years 6 months)</li> <li>• 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</li> </ul> <p><b><u>Asymptomatic Testing</u></b></p> <ul style="list-style-type: none"> <li>• Staff to be encouraged to continue to test twice weekly with LFD Tests provided by school (until review at the end of September)</li> </ul> <p><b><u>Confirmatory PCR Tests</u></b></p> <ul style="list-style-type: none"> <li>• Staff, or pupils, with a positive LFD test will have to isolate immediately and book a PCR Test</li> <li>• If the PCR Test is undertaken within 2 days of the LFD test, and comes back negative, this overrides the LFD result and the staff or pupil can return to school</li> <li>• If the PCR Test is positive, the staff or pupil must continue to isolate following the advice of public health</li> </ul>		<p>Newsletter with reminders of procedures.</p>			
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**Contact Tracing**

- From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). **All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.** Daily testing by close contacts will help to slow the spread of COVID-19.
- Once notified by NHS Test and Trace as a close contact, **all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting.** If they test negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the Sunday 12 December press release. **This approach should also be adopted over the winter break and on return in January.**
- **If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for up to 10 days\* (see Isolation rules below).** If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to

isolate if it is positive.

- **For primary aged children, LFD test kits are available through the usual routes (community test sites, local pharmacies or online).**
- **Children under five years old do not need to take part in daily testing** for contacts of COVID-19 and do not need to isolate.
- Schools to work with Health Protection Teams in the event of an outbreak and introduce control measures if advised
- Schools should seek support from the dedicated service through the DfE Helpline (0800 046 8687) to determine next steps
- Schools should also seek advice from the Self-Isolation Service Hub (020 3243 6715) in the event of cases related to staff
- 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

**Isolation Period\***

- From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on

day 6.

- The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.
- If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.
- Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.

#### **Stepping Measures Up and Down**

- An *Outbreak Management Plan* has been created in line with the latest [Contingency Framework: Education and Childcare Settings](#) in the event of an outbreak in school or local area which meets one of two thresholds described in the Contingency Framework
- Central Government may offer local areas of concern an Enhanced Response Package
- If the school has several confirmed cases in 10 days, we may have 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	<b>Maintaining social distancing at school and avoidance of congested areas which could lead to mass contacts or transmission (if required)</b>	Staff Pupils, Parents	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>From Step 4, social distancing is not required and staff/children do not need to be maintained in strict 'bubbles'</li> <li>However, it is necessary, for the time being in this transitional phase, to reduce and avoid congestion at particular times of the day which could lead to mass transmission (see measures below)</li> </ul> <p><b><u>Drop-off</u></b></p> <ul style="list-style-type: none"> <li>Time – between 8.35am - 8.50am</li> <li>Parents to continue to observe the one-way system around the school site (clockwise around the back and out through the gate next to the pond into car park) to avoid congestion at pinch points e.g. entrance and side of the school</li> <li>Car park vehicle gate closed to vehicles from 8.35am to prevent the movement of cars to ensure safety of parents</li> <li>Parents to drop their child off on the respective playground (Class 1 &amp; 2 on the Rear playground and Class 3, 4 &amp; 5 on the Front Playground)</li> <li>Member of staff to supervise children on each Playground and line-up children at 8.50am</li> </ul>	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> <p>Review of one way system in term time.</p>	Low	JR/JP	By 1/9/21

			<p><b><u>Signage</u></b></p> <ul style="list-style-type: none"> <li>• Signs installed to guide parents to drop-off and pick-up arrangements</li> </ul> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><b><u>End of Day Pick-up</u></b></p> <ul style="list-style-type: none"> <li>• Parents move around outside of classrooms via the one-way system to avoid congestion at pinch points (as morning drop-off) and collect children from classrooms.</li> <li>• Order of release from Classrooms: <ol style="list-style-type: none"> <li>1. Bus children to the Hall</li> <li>2. Pupils being picked up by parents/carers from classroom via one way system</li> <li>3. Children in Duskbusters</li> <li>4. Children participating in an Extra-curricular club</li> </ol> </li> </ul>					
6	<b>Attendance &amp; loss of education</b>	Staff, Parents, Pupils	<p><b><u>Attendance</u></b></p> <ul style="list-style-type: none"> <li>• Attendance is mandatory</li> <li>• Pupils isolating or quarantining should be marked with an X code</li> </ul>	Med/High	Further actions will be determined	Low	JR/JP	By 1/9/21



			<ul style="list-style-type: none"> <li>• Pupils with a confirmed positive case should be marked with an I code</li> </ul> <p><b><u>Holiday in Term Time &amp; Potential Quarantine</u></b></p> <ul style="list-style-type: none"> <li>• The school’s Attendance Policy remains in place and parents should plan holidays outside of term time</li> <li>• 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</li> <li>• Parents to adhere to legal requirements if/when returning from green, amber or red list countries – and to inform the school of the need to test/isolate/quarantine if necessary</li> </ul> <p><b><u>Remote Education</u></b></p> <ul style="list-style-type: none"> <li>• See Remote Education Policy for full details</li> <li>• 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</li> <li>• Remote education will be the same length in time as the core teaching pupils would receive</li> <li>• Reasonable adjustments made to support SEND pupils</li> </ul> <p><b><u>Catch-Up</u></b></p> <ul style="list-style-type: none"> <li>• Catch-up Premium to be continued to be utilised</li> </ul>		<p>through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly Newsletter with reminders of procedures</p>			
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			against recommendations from EEF and suggested DfE programmes					
7	<b>Vulnerable staff or pupils</b>	Staff, Pupils	<p><b><u>CV / CEV Staff</u></b></p> <ul style="list-style-type: none"> <li>• CEV staff members are no longer required to Shield</li> <li>• CEV staff may consider to implement further protective measures through a Risk Assessment with the Line Manager</li> <li>• Continue to encourage the vaccination take-up of our workforce</li> </ul> <p><b><u>Pregnant Staff</u></b></p> <ul style="list-style-type: none"> <li>• Alert staff to current advice in relation to pregnancy</li> <li>• A separate risk assessment should be completed for all these staff</li> <li>• OH referral will also be made to seek advice</li> </ul> <p><b><u>CV/ CEV Pupils</u></b></p> <ul style="list-style-type: none"> <li>• CEV children are expected to attend unless advised by GP not to, but this is a very small proportion of the population</li> </ul>	Low/ Med/ High	<p>Review and check updates to CEV guidance.</p> <p>Complete RA for staff who are clinically extremely vulnerable / clinically vulnerable pregnant.</p>	Low	JR/JP	By 1/9/21
6	<b>Managing Customers, Contractors and Visitors</b>	Staff, Parents, Visitors, Contractors	<p><b><u>Customers, Contractors &amp; Visitor Protocols</u></b></p> <ul style="list-style-type: none"> <li>• Where site visits are required, site guidance will be explained to visitors on or before arrival</li> <li>• Hand Sanitiser is available in school office</li> <li>• School maintains record of all visitors via Swiped</li> </ul>	Med/ High	Further actions will be determined through weekly review of	Low	JR/JP	By 1/9/21

			<p>on (wipes provided to clean screen after each use).</p> <ul style="list-style-type: none"> <li>• Electronic entry system to record contact details, etc for purposes of track and trace</li> <li>• Use of visitor badges will resume</li> <li>• Visitors to the school can continue, ideally, by appointment only</li> </ul>		Risk Assessment.			
9	<b>Catering facilities disruption and FSM support</b>	Staff, Pupils, Parents	<p><b><u>Catering Protocols</u></b></p> <ul style="list-style-type: none"> <li>• Contingency plan created in the event of Kitchen Staff having to self-isolate</li> <li>• Dinner Registers to be put on Class doors for collection by kitchen staff to limit contact and congestion in the corridor</li> <li>• Sittings staggered (on a class rota which will change weekly/daily) for reduced numbers</li> <li>• Lunchtime supervisor can spot clean between sittings</li> <li>• Further risk assessment (Kitchen specific) completed by Catering Manager.</li> <li>• Two hot trolleys provided during serving time.</li> <li>• Compliance with 'Guidance for Food Business' by liaising with WL&amp;P.</li> <li>• School meals support to be provided to pupils eligible for FSM during the term time</li> <li>• Parents can now be invited for school lunch</li> </ul>	Med/High	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Communication of RA to kitchen team.</p>	Low	VP with JR/JP	By 1/9/21
10	<b>First Aid</b>	Staff, pupils, visitors	<p><b><u>First Aid Protocols</u></b></p> <ul style="list-style-type: none"> <li>• First Aid to be carried out outside as much as</li> </ul>	Low/Med	No further action at this point.	Low	JR/JP	By 1/9/21

			<p>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.</p> <ul style="list-style-type: none"> <li>• First Aid guidance issued in the staffroom</li> <li>• Designated first aider (not on supervising rota) to remain ‘on call’ in staffroom during Lunchtimes with PPE available.</li> <li>• HSE Guidance available in staffroom and adhered to when administering first aid <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> <li>• Adequate PPE is provided and available for use of staff in all emergencies, including administering first aid</li> <li>• 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.</li> <li>• PPE is clearly signed</li> <li>• Necessary means of cleaning equipment following any type of emergency is available</li> <li>• 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</li> <li>• 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</li> </ul>		<p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Further training for staff on use of PPE is required.</p> <p>Regular updates required</p> <p>Caretaker to monitor stocks of PPE each day.</p>			
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			<p>while waiting for the ambulance and advance lifesaving care</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Yockleton Room (and Music Storage Space off the Hall – as back-up) will be designated as isolation space for pupils exhibiting Covid-19 symptoms</li> <li>• Children with other illnesses requiring transfer to home wait in foyer.</li> </ul>					
11	<b>Accidents\ incidents</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• School will act swiftly with respect to children/staff exhibiting symptoms and/or positive tests and/or contact from NHS Test and Trace</li> <li>• Flowcharts used by all staff to follow procedures clearly and easily</li> <li>• Attendance register, isolation record and illness record kept for Test and Trace and Health Protection Teams. (See appendix)</li> <li>• Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>• Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE</li> </ul>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JR/JP	By 1/9/21

			reporting)		Regular communication with staff.			
12	<b>Emotional distress of the staff &amp; pupils - including anxiety, stress or low mood caused by the pandemic</b>	Staff, Pupils	<p><b><u>Staff Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• At least one SLT member of staff is on site every day for staff to share concerns with</li> <li>• Staff are included with the decision making, review of risk assessments and procedures.</li> <li>• Details of employee counselling service is available in staffroom and other contacts/sources of information, such as MIND</li> <li>• Mental health, including anxiety, is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced</li> <li>• Referral to Occupational Health for clarity on circumstances someone in school should be working under depending on health</li> <li>• 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</li> <li>• Staff break and lunchtimes are rotated into the school day</li> <li>• 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.</li> </ul>	Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JR/JP	By 1/9/21

			<p><b><u>Pupil Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• Mental health to be intergrated throughout the curriculum, included within PSHE/RSE lessons</li> <li>• Pupils are continually supported by staff</li> <li>• ELSA support provided to identified pupils</li> <li>• School to liaise with external agencies, such as the school nursing team, BEAM, Parenting Team, etc, where appropriate</li> <li>• Extra-curricular activities to resume to promote physical and mental wellbeing</li> </ul>					
13	<b>Lack of communication between School Transport and School</b>	Staff, pupils, parents, carers, Transport Operators	<p><b><u>Following Latest Guidance</u></b></p> <ul style="list-style-type: none"> <li>• Latest Transport Guidance to be adhered to</li> </ul> <p><b><u>Clear Communication with Transport Operators</u></b></p> <ul style="list-style-type: none"> <li>• School has liaised with passenger transport to ensure that transport arrangements cater for any changes to start and finish times</li> <li>• 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</li> <li>• School will liaise with passenger transport if there is a confirmed positive case who usually uses school transport</li> <li>• School has liaised with passenger transport operator to ensure that transport providers, as far as possible, follow hygiene rules</li> </ul>	Med/High	Further actions will be determined through weekly review of Risk Assessment involving transport operator.	Low	JR/JP/LA	By 1/9/21

			<p><b><u>Arrival at school</u></b></p> <ul style="list-style-type: none"> <li>• Bus drivers will supervise children from the bus to the playground.</li> <li>• Children will follow the one way system to their respective playgrounds.</li> </ul> <p><b><u>Departure from school</u></b></p> <ul style="list-style-type: none"> <li>• Children travelling on a bus will meet in the school hall</li> <li>• Children will line up in class order against each 'bus stop' - socially distanced with buses separated.</li> <li>• Three members of staff will accompany each bus through the door next to the hall (adjacent to the pond) to the buses.</li> </ul>					
14	<b>Use of Car park for cars, and other forms of transport during drop-off and pick-up times</b>	Staff, Parents, Carers, Visitors	<p><b><u>One Way System</u></b></p> <ul style="list-style-type: none"> <li>• Car park is closed/closely monitored at 8.35am and from 3.15pm to facilitate parent access to site at drop-off and pick-up times via the one way system.</li> </ul>	Low	Review one-way system during term time.	Low	JR/JP	By 1/9/21
15	<b>Oversight of other health &amp; safety checks e.g. building related hazards -e.g. fire safety</b>		<p><b><u>Other Health &amp; Safety Checks</u></b></p> <ul style="list-style-type: none"> <li>• See appendix A for a separate risk assessment for Premise building related issues for inspections, maintenance checks, etc. required.</li> </ul>	Low	No further action at this point.  Further actions will	Low	JR/JP	By 1/9/21



	management, building evacuation, equipment checks , Legionella, etc.		<ul style="list-style-type: none"> <li>• School has very clear system of routine maintenance, inspections, etc, working alongside the LA.</li> <li>• School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures.</li> <li>• Fire Risk Assessment was last updated and approved by Premises, H&amp;S Governors in February 2021.</li> </ul>		<p>be determined through weekly review of Risk Assessment.</p> <p>Weekly/daily checks by Caretaker.</p>			
16	Consideration of the Equality of Opportunity and the school's responsibilities under the Equalities Act 2010.	All	<p><b><u>Equality Act</u></b></p> <ul style="list-style-type: none"> <li>• The school is mindful of its responsibilities under the Equalities Act 2010.</li> <li>• HSE Ref: <a href="https://www.hse.gov.uk/diversity/index.htm">https://www.hse.gov.uk/diversity/index.htm</a></li> <li>• The school has had regard to the requirements of this legislation in the completion of this risk assessment.</li> <li>• Home Learning continues for all year groups and can be accessed by all abilities.</li> <li>• Home Learning, where required, will be integrated into school curriculum planning</li> <li>• 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.</li> <li>• Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which</li> </ul>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low	JR/JP	By 1/9/21

			<p>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).</p> <ul style="list-style-type: none"> <li>• 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 the interests of these pupils and be subject to discussion with parents during the autumn term.</li> <li>• 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'</li> </ul>					
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**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premises checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related

equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.

- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

**Communication to all parties is essential:**

- Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- Encourage parents, that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- Encourage parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- Also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

### 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 Assisstant		
Julie Price	Administrator		
Sue Franklin	Administrator		
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
<b>Site:</b> <ul style="list-style-type: none"> <li>Perimeter fencing, hedges, gates etc.</li> <li>Trees</li> <li>Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>Boundary integrity</li> <li>Risk assessments up-to-date; no damage</li> <li>Secure – waste collection still occurring</li> </ul>		
<b>Building:</b> <ul style="list-style-type: none"> <li>Roof (inc. chimneys)</li> <li>Facias, gutters, downpipes</li> <li>Walls</li> <li>Windows</li> <li>Exterior doors</li> <li>Door canopies</li> </ul>	<ul style="list-style-type: none"> <li>Defects or damage</li> <li>Doors opening properly with no restrictions</li> <li>No defects or damage; in working order</li> </ul>		

<ul style="list-style-type: none"> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>		
<p><b>Interior:</b></p> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> <li>•</li> <li>• No slip or trip hazards</li> </ul>		
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>•</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>•</li> <li>• Water system</li> <li>•</li> <li>• Heating (boiler etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>•</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>•</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>•</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> </ul>		

<ul style="list-style-type: none"> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure rooms are ventilated as much as possible.</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and</li> </ul>		



<ul style="list-style-type: none"> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<p>without faults</p> <ul style="list-style-type: none"> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> <li>• 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.</li> </ul>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened</li> </ul>		

	school.		