

**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.  
May 2020

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

Work Activity

Working in the Schools during Covid19  
Pandemic

Workplace/Team: School

Date of Assessment: 21<sup>st</sup> May 2020

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.**

**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 →

**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.

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

**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.	<b>Insufficient staff ratios</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>• A staff audit has taken place and available staff have been assigned to the timetable.</li> <li>• Co-Headteacher &amp; Lead Teacher available at all times.</li> <li>• At least 1 Paediatric First Aider is available at all times in line with EYFS requirements.</li> <li>• At least 2 other First Aid Trained staff are available at all times.</li> <li>• All Designated Safeguarding Leads available</li> <li>• Keep staffing arrangements / timetables as consistent as possible.</li> <li>• Staff to report Sickness Absence to Co-headteachers as usual</li> <li>• If a member of the Teaching Staff is unavailable due to sickness absence, their cohort may have to be sent home as normal supply protocols / staff covering may not be put in place</li> <li>• Staff should not 'cover' for absent members of staff.</li> <li>• Supply will only be used if supply teacher has not worked in any other school/setting for 14 days</li> </ul>	Med/High	None	Low	JR/JP	By 31/5/20

2	<b>Catching or spreading Coronavirus – General considerations</b>	Staff, Pupils, Parents, carers, visitors	<ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>• where practicable keeping a social distance of 2 metres</li> <li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>• Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable.</li> <li>• Daily cleaning each day - All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day.</li> <li>• 11.45 Clean of touch points e.g. door handles, dinner tables, etc.</li> <li>• Hand Sanitiser station in foyer.</li> <li>• Children wash hands in toilets or other areas</li> </ul>	Med/High	None	Low	JR/JP	By 31/5/20
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			<p>identified below (no hot water plumbed into all classrooms at present).</p> <ul style="list-style-type: none"> <li>• Handwashing facilities with Soap and water are available in the following areas: <ul style="list-style-type: none"> <li>○ Class 1 Toilets</li> <li>○ Practical area between Class 2 &amp; 3</li> <li>○ Class 5</li> <li>○ Main Toilets</li> <li>○ Ford Room</li> </ul> </li> <li>• Each classroom to be provided with lidded bins and tissues.</li> <li>• Children cannot be expected to socially distance 2m apart.</li> </ul> <p>The school is implementing the DfE's 'hierarchy of measures' to implement protective measures. Control measures are below.</p> <p><b><u>Avoiding contact with anyone with symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Guidance will be provided to parents in relation to this.</li> <li>• School office hatch will remain closed at all times.</li> <li>• No visitor in the office at all unless with prior appointment. Only one parent/caller in the foyer at a time.</li> <li>• Appropriate signage around site</li> </ul> <p><b><u>Frequent handwashing and good respiratory practices</u></b></p> <ul style="list-style-type: none"> <li>• Children to wash hands on arrival, after play, before lunch, before home time.</li> </ul>					
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			<ul style="list-style-type: none"> <li>• Children to be taught about the need for good respiratory practice and of social distancing.</li> <li>• Handwashing facilities are limited in class bases due to design of site.</li> </ul> <p><b><u>Regular Cleaning of Setting</u></b></p> <ul style="list-style-type: none"> <li>• Setting to be subject to daily clean.</li> <li>• Contact points to be cleaned at lunchtimes</li> </ul> <p><b><u>Minimising contact and mixing</u></b></p> <ul style="list-style-type: none"> <li>• Children and attached adults to stay within cohort groups all day.</li> <li>• Staggered arrival, play, lunch and pick up times</li> </ul> <p><b><u>No playtime toys (KS1) will be shared.</u></b></p> <ul style="list-style-type: none"> <li>• A selection of playtime equipment will be available for each KS1 group. This will not be shared.</li> </ul> <p><b><u>Childcare</u></b></p> <ul style="list-style-type: none"> <li>• Due to the implementation of the DfE guidelines of the need to isolate cohorts of children and the need to clean thoroughly at the end of each day, we will be unable to operate Breakfast and After-School Club safely during this time.</li> </ul> <p><b><u>Social distancing for adults</u></b></p> <ul style="list-style-type: none"> <li>• Staff will not mix. Staff will have lunch with their teaching groups, supervise breaks etc. As a result, there is a need to ensure each group is staffed by two members of staff.</li> </ul> <p><b><u>Control of toys and soft furnishings</u></b></p> <ul style="list-style-type: none"> <li>• Toys (KS1) will be kept for that group alone and not</li> </ul>					
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shared between groups. Where this cannot be achieved, these will be removed.

- Soft furnishings have been removed.
- Children will not sit on the floor

**School events (assemblies, etc)**

- There will not be any 'whole school' gatherings.
- No Open the Book assemblies until further notice.
- Sports' Day, Leavers' Day, and similar events are cancelled.

**Cashless System**

- Parents will have to make school purchases online via School Money.

**Marking**

- To reduce exchange of materials between children and adults, the school will operate a strict 'no marking' policy until the end of the Summer term.

**Uniform**

- School Uniform will not be worn and children must wear suitable clothes and trainers for outdoor activities.

**Taking books home**

- Children will not take books to and from school.
- The 'Links Book' system will be suspended with parents encouraged to communicate with school electronically or by phone.
  
- Based on an assessment of risk and available space, classes can accommodate no more than 15 children

			<p>(this is with desks in 'exam conditions' spread out as far as possible).</p> <ul style="list-style-type: none"> <li>• There will be a maximum of 60 children in school at any given time, separated into 4 cohort groups.</li> <li>• Children will be organised into groups of up to 15 which cannot mix</li> </ul>					
3	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>• organise small class groups, as described in the 'class or group sizes'</li> <li>• The following principles will guide the formulation of temporary teaching groups. <ul style="list-style-type: none"> <li>○ Survey of all parents to determine need. Removed those who have indicated they have to remain at home as stated above.</li> <li>○ Those key worker parents' children and vulnerable children will continue to use the provision on a full time basis as they have done since 23/3/20.</li> <li>○ Other children (Key Workers in Y2-5 and Reception, Y1 and Y6 children) will be grouped into KS1 and KS2 groups and divided again into 3 groups to maintain safe-sized cohorts of up to 15 (colour</li> </ul> </li> </ul>	Med/High	No further action at this point.  Further actions will be determined through weekly review of Risk Assessment.	Low	JR/JP	By 31/5/20

coded below). These pupils will return through a phased reintegration on a part-time basis.

- Siblings will remain together (but in separate KS groups).

Cohort numbers	Description	Division		
29	Regular key workers who have used service from 23/3/20 to 1/6/20 – ON FT basis with siblings	1 class of 15 (13xKS1+ 2xKS2) 1 class of 14 (All KS2)		
74	Rota for all other children of Key workers and children in Reception, Year1 and Year 6 with siblings	KS1	KS1	KS1
		10	9	10
		KS2	KS2	KS2
		15	15	14

- In the event of Covid-19 symptoms within any group, the whole group will follow the isolation guidelines in line with DfE advice.
- These numbers are taken from the parent intentions survey. We will be unable to operate this provision if parents, who have indicated that they are keeping their child at home for the foreseeable, change their mind and wish to send in their child. We have, however, planned for those Parents who have indicated 'undecided'.
- Office space try to minimise or prevent hot desking – designate separate spaces where practicable.
- The school office is closed to visitors. The school office door will be set to 'closed'.



			<ul style="list-style-type: none"><li>• Visitors to the school will be appointment only and only where meetings cannot be held in other forms.</li><li>• Where visitors are in the foyer, only one person can be in the office at a time.</li><li>• The school office glass panel will remain closed at all times.</li><li>• The school will suspend the use of visitor badges and 'signing in' using touch screen panel.</li><li>• Availability of staff determined by:<ul style="list-style-type: none"><li>○ Audit staff to ascertain who is available to work in school from June 1st.</li><li>○ Staff who are 'Clinically extremely vulnerable' will work from home.</li><li>○ Staff who live with someone who is 'Clinically extremely vulnerable' are advised to only attend work if stringent social distancing measures can be adhered to - this is not possible within our school setting and therefore, they will stay at home.</li><li>○ Staff who are 'Clinically vulnerable' will work from home.</li><li>○ Staff who live with someone who are 'Clinically vulnerable' will attend work.</li></ul></li></ul>					
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- refreshing the timetable:

**Drop-off**

- Time - 8.30am - 9.00am.
- Parents will 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).
- Car park vehicle gate will be closed to vehicles from 8.30am to prevent the movement of cars to ensure safety of parents.
- 2 metre markings will be spray painted on the paths to enable parents to observe social distancing measures.
- Parents must drop their child off at the classroom door; not the playground.

**Signage**

- Signs will guide parents to drop-off and pick-up arrangements

**Breaktimes and Playtimes**

- Attached staff will supervise their own groups.
- Playtimes will be as follows. Each group will have playtime with their own group.
- 10.00 - 10.30 - Playtime for Class group 1 (KS1 regs) and 2 (KS1 non-regs)
- 10.30 - 11.00 - Playtime for Class group 3 (KS2 regs) and 4 (KS2 non-regs)

**Lunchtimes**

- Two lunch sittings will operate. Lunches will be

extended to enable cleaning of tables in between sittings.

**Hall time**

- 12.00 - 1.00
- Lunch and playtime for Class group 1 (KS1 regs) and 2 (KS1 non-regs)
- Playtime and lunchtime for Class group 3 (KS2 regs) and 4 (KS2 non-regs)
- (Supervised by staff. Children to only move when all are ready to go outside.)
- Separate play areas coned off on playground and field.

**End of Day**

- Parents to collect from 2.45pm to 3.15pm to stagger collection.
- Parents to move around outside of classrooms (as morning drop-off) to collect children from classrooms.

**Childcare**

- Due to the implementation of the DfE guidelines of the need to isolate cohorts of children and the need to clean thoroughly at the end of each day, we will be unable to operate Breakfast and After-School Club safely during this time.

**Transport**

- The school will liaise with Passenger Transport

			<p>and school transport providers in relation to transport</p> <ul style="list-style-type: none"> <li>• Where possible, parents will be encouraged to drive their children to school.</li> </ul> <p><b><u>Working with Children</u></b></p> <ul style="list-style-type: none"> <li>• Staff can undertake 1:1 reading with children in the same cohort only.</li> <li>• No small group work and 1:1 SENDCO support</li> </ul> <p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• All governors meetings will be held online until further notice.</li> <li>• Staff meetings will now take place in the school hall each week.</li> <li>• The school council will not meet.</li> </ul> <p><b><u>Individual Music Lessons</u></b></p> <ul style="list-style-type: none"> <li>• No peripatetic music lessons will operate. The remote 'Zoom' lessons provided by the Shropshire Music Service and Jane Hadwick will continue</li> </ul>					
4	<b>Reduce mixing within education or childcare setting by:</b>	Staff, pupils, visitors	<p><b>Controlling movement around the school</b></p> <ul style="list-style-type: none"> <li>• School cannot operate the suggested 'one way system' in corridors. The space limits the possibility of physical barriers as implementing these would create further hazards. (e.g. fire escape routes).</li> <li>• To reduce corridor traffic, group times to be staggered in relation to <ul style="list-style-type: none"> <li>○ Drop-off time</li> <li>○ Breaktime</li> <li>○ Lunchtime</li> <li>○ Home time</li> </ul> </li> </ul>	Med/High	No further action at this point.  Further actions will be determined through weekly review of Risk	Low	JR/JP	By 31/5/20

			<ul style="list-style-type: none"> <li>• Staff room limited to 2 adults maximum at one time. Adults will remain with child groups to limit contact between adults.</li> </ul> <p><b>Separation of groups</b></p> <ul style="list-style-type: none"> <li>• There is a maximum of 6 classroom bases but only 4 FTE class teachers who are able to teach. There are a limited number of Full-time TAs to have more than 4 classes. There are also limited handwashing facilities for each cohort.</li> <li>• Based on an assessment of risk and available space, classes can accommodate no more than 15 children (this is with desks in 'exam conditions' spread out as far as possible).</li> <li>• Given these issues, there will be a maximum of 60 children in school at any given time.</li> <li>• Children will be organised into groups of up to 15 which cannot mix.</li> <li>• Resources that are not easily washable or wipeable will be removed.</li> <li>• Posters (from annex c in the DfE Guidance) should be displayed in every classroom</li> <li>• Children to remain within their cohort/contact group: <ul style="list-style-type: none"> <li>○ KS1 - Regular Key Workers from 23.03.20</li> <li>○ KS2 - Regular Key Workers from 23.03.20</li> <li>○ KS1 - R, Y1, Y6 + Key Workers in Y2-5 (3 week Rota)</li> <li>○ KS2 - R, Y1, Y6 + Key Workers in Y2-5 (3 week Rota)</li> </ul> </li> </ul>		Assessment.			
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- accessing rooms directly from outside (see drop off and pick up)
- supervised toilet breaks as corridor is not suitable for one-way and too small for screens.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time (see timetable arrangements above)
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)

**Controlling access to the school**

- The school office is closed. The school office door will be set to 'closed'
- Visitors to the school will be appointment only and only where meetings cannot be held in

			<p>other forms.</p> <ul style="list-style-type: none"><li>• Where visitors are in the foyer, only one person can be in the office at a time.</li><li>• The school office glass panel will remain closed at all times</li><li>• The school will suspend the use of visitor badges and 'signing in'</li></ul> <p><b>Use outside space:</b></p> <ul style="list-style-type: none"><li>• for exercise and breaks as much as possible</li><li>• for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li><li>• staff will book areas with sign up sheet to prevent overcrowding</li><li>• although outdoor equipment should not be used (this will be hazard taped)</li><li>• 2 zones on KS1 playground with 2m exclusion zone of tape</li></ul> <p><b>For shared rooms:</b></p> <ul style="list-style-type: none"><li>• use halls, dining areas and internal and external sports facilities for lunch and exercise at ¼ capacity.</li><li>• If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare</a></li></ul>					
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[settings guidance](#)

- staffroom to relocate to Class5 to provide sufficient distancing
- Staff meetings to be held in hall on online.

**Reduce the use of shared resources:**

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- Children will not take books to and from school.
- The 'Links Book' system will be suspended with parents encouraged to communicate with school electronically or by phone.
- Chromebooks will be cleaned after use.
- PE Equipment to be limited to each cohort. Follow AFPE guidelines in relation to decontamination <https://www.afpe.org.uk/>
- Children will use a poly-pocket of individual stationery items that will be returned to a tray after use.
- Children will be discouraged from bringing items to school (toys and items from home etc.)
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
  
- Tubs of resources for individuals if needed – e.g. maths cubes, etc
- although practical lessons can go ahead if



			<p>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</p> <p>N.B. 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 school.</p>					
5	<b>Managing Customers, Contractors and visitors</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Encouraging visits via remote connection/working where this is an option.</li> <li>• Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>• Limiting the number of visitors at any one time.</li> <li>• Limiting visitor times to a specific time window and restricting access to required visitors only.</li> <li>• Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>• Maintaining a paper record of all visitors, however use of signing in screen is suspended</li> <li>• Use of visitor badges is suspended.</li> </ul> <p><b>Parents, Visitors and Meetings</b></p> <ul style="list-style-type: none"> <li>• Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for</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>	Low	JR/JP	By 31/5/20

			<p>example, by phone, on the website or by email.</p> <ul style="list-style-type: none"> <li>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</li> <li>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> <li>One way system around site at drop off and collection with 2m markings to avoid pinch point at Class3.</li> <li>All governors meetings will be held online until further notice.</li> <li>Staff meetings will now take place in the school hall each week.</li> <li>The school council will not meet.</li> </ul>					
6	<b>Workplace and furniture contamination</b>	Staff including cleaning and catering staff, pupils, Visitors, contractors	<ul style="list-style-type: none"> <li>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>Using signs and posters to maintain personal</li> </ul>	Med/High	No further action at this point.  Further actions will be determined through weekly review of Risk Assessment.	Low	JR/JP	By 31/5/20

			<p>hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</p> <ul style="list-style-type: none"><li>• ensure that all adults and children:<ul style="list-style-type: none"><li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li><li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li><li>○ are encouraged not to touch their mouth, eyes and nose</li><li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li></ul></li><li>• ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li><li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li><li>• Enhancing cleaning for busy areas.</li><li>• Providing more waste facilities and more frequent rubbish collection.</li><li>• follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li><li>• clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal</li><li>• ensure that help is available for children and</li></ul>					
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			<p>young people who have trouble cleaning their hands independently</p> <ul style="list-style-type: none"> <li>• consider how to encourage young children to learn and practice these habits through games, songs and repetition</li> <li>• ensure that bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Caretaker to monitor supplies of soap, hand san etc.</li> </ul> <p><b>Changing rooms and showers</b></p> <ul style="list-style-type: none"> <li>• Children will not change for PE.</li> </ul> <p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p> <ul style="list-style-type: none"> <li>• Cleaning procedures for goods and merchandise entering the school site.</li> <li>• Cleaning procedures for vehicles if appropriate e.g. Minibuses, lawn mowers.</li> </ul> <p>Social distancing will be a problem in vehicles. Only one person to use at a time and vehicle cleaned thoroughly before and after each use.</p>					
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7	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is <b>not recommended</b>.</li> <li>Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>Staff will not be preventing from wearing PPE</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li><b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</b> <ul style="list-style-type: none"> <li>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul> </li> </ul> <p>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal</p>	Med/High	<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 31/5/20
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			<p>care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>School to liaise with LA in relation to procurement of replacement PPE.</p>					
8	<b>Catering facilities</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Social distancing can be achieved in the kitchen</li> <li>• Sittings separated for reduced numbers (no more than 30 children in the hall at a time)</li> <li>• Lunchtime supervisor to clean between sittings</li> <li>• Further risk assessment (Kitchen specific) completed by Catering Manager.</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>	Low	VP with JR/JP	By 31/5/20
9	<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• School has 1 Paediatric First Aider and at least 2 FAW First Aiders on site at all times.</li> <li>• PPE available for those administering First Aid</li> <li>• Yockleton Room designated as isolation space</li> </ul>	Low/Med	No further action at this point.	Low	JR/JP	By 31/5/20

			<p>for pupils exhibiting Covid19 symptoms</p> <ul style="list-style-type: none"> <li>• Children with other illnesses requiring transfer to home will wait in foyer.</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> </ul>		Further actions will be determined through weekly review of Risk Assessment.			
10	<b>Accidents\ incidents</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <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 reporting)</li> <li>• School visits will not take place until further notice.</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 31/5/20
11	<b>Emotional distress of the staff - including anxiety</b>  <b>Emotional distress of the</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>• At least one SLT member of staff on site every day for staff to share concerns with</li> <li>• Staff to be including with the decision making, review of risk assessments.</li> <li>• Review staff work and rest rooms to ensure social distancing can be adhered to</li> <li>• Have details of counselling available (EPS service)</li> <li>• Pupils to be supported by staff</li> </ul>	Med	<p>No further action at this point.</p> <p>Further actions will be determined through weekly</p>	Low	JR/JP	By 31/5/20

	<b>pupils</b>		<ul style="list-style-type: none"> <li>• ELSA to share resources from EPS.</li> <li>• Look at ways of being able to support a child if in need of comfort.</li> <li>• SEN pupils - review assessments to be able to further assist pupils who will not understand the changes</li> </ul>		<b>review of Risk Assessment.</b>			
12	<b>Transport arrangements</b>	Staff, pupils, parents, carers, Transport Operators	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>• ensuring that transport arrangements cater for any changes to start and finish times</li> <li>• making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>• taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> <li>• Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each</li> </ul>	Med/High	<p><b>No further action at this point.</b></p> <p><b>Further actions will be determined through weekly review of Risk Assessment.</b></p>	Low	JR/JP	By 31/5/20



			<p>use.</p> <ul style="list-style-type: none"> <li>• <b>communicating</b> revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul>					
13	<b>Use of Car park for cars, and other forms of transport</b>	Staff, Parents, Carers, Visitors	<ul style="list-style-type: none"> <li>• Car park to be closed at 8.30 and from 2.45 until 3.15 to facilitate parent access to site.</li> <li>• No need to adjust layout of car park.</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 31/5/20
14	<b>When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks</b>	SLT, Caretaker, All	<ul style="list-style-type: none"> <li>• Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</li> <li>• School already has very clear system of routine maintenance, inspections etc.</li> <li>• School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures.</li> </ul>	Low	<p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk</p>	Low	JR/JP	By 31/5/20

	<b>Legionella, etc.</b>		<ul style="list-style-type: none"> <li>• Fire Risk Assessment was last updated and approved by Premises, H&amp;S Governors in February 2020.</li> </ul>		<b>Assessment.</b>			
15	<b>Consideration of the Equality of Opportunity and the school's responsibilities under the Equalities Act 2010.</b>	All	<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>• In ensuring the equality of opportunity, the school has applied filters to determine the groupings of children. This has been</li> <li>• Key Workers who has used our provision since 23/3/20</li> <li>• All other key workers</li> <li>• Children in YR, Y1, Y6</li> <li>• Groupings have been formed appreciative of friendship groupings.</li> <li>• Home Learning will continue for all year groups.</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 31/5/20

#### **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 maintain the 2m distancing protocol.
- 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 Premise 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](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to 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
John Rowe	Co-Headteacher		
Jack Pittaway	Co-Headteacher		
Ruth Aspin	Teacher		
Heather Davies	Teacher		
Claire James	Teacher		
Heather Rapley	Teacher		
Andrea Dunn	Teacher		
Georgina Allen-Brown	Teacher		

Liz Kitcher	Teacher		
Jane Hadwick	Teacher		
Zoe Anderson	Teacher (SENDCO)		
Sara Davies	Teaching Assistant		
Deborah Cockerham-Barker	Teaching Assistant		
Pam Kinrade	Teaching Assistant		
Helen Lowrie-Herz	Teaching Assistant		
Sue Griffiths	Teaching Assistant		
Anthony Price	Teaching Assistant		
Kate Coutts	Teaching Assistant		
Vikki Kinsey	Teaching Assistant		
Maria Pullen	Teaching Assistant		
Donna Molloy	Teaching Assistant		
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.

<b>Building / Infrastructure / Systems</b>	<b>Action</b>	<b>Checked</b>	<b>Comments / Defects / Damage</b>
<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><li>• Paths</li><li>• Roads, car park, gates / barriers</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><li>• Slip or trip hazards (uneven, holes etc.)</li><li>•</li></ul>		
<b>Interior:</b> <ul style="list-style-type: none"><li>• Ceilings</li><li>• Walls</li></ul>	<ul style="list-style-type: none"><li>• No defects or damage likely to affect building users</li></ul>		

<ul style="list-style-type: none"> <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>• Fire Doors checked for fit and opening</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>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food</li> </ul>		



<ul style="list-style-type: none"> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>• 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> <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>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <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</li> </ul>		

	completed according to schedule		
<b>Maintenance, testing and servicing:</b> <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 Other IN THIS CASE.</li> </ul>		
<b>Other Areas:</b> <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 school.</li> </ul>		