


## Broom Leys Primary School – COVID-19 Primary School Full Opening Autumn 2020

Activity being assessed:	Re-opening of the school	Location(s) affected:	Whole site	
Person(s) completing assessment:	Robert Prior	Date original assessment completed:	Partial re-opening RA completed June 20	
Date of review:	21.08.20 27.10.20 26.02.21	Review completed by:	Robert Prior  Robert Prior  Robert Prior	

**This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.**

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[https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm\\_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#schools](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>Re-opening after a lengthy closure/ Summer Holiday.</i></p>	<p><b>Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises</b></p>	<p>Servicing of equipment completed in accordance with manufacturers requirements.  Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.  Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment.  Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.  Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required.  Clean and disinfect all areas and surfaces prior to reopening and if</p>	<p>Flushing of hot and cold-water outlets that have not been in use.</p>	<p>PN 24.08.20</p>	<p>✓</p>

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		<p>necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use. (School Food Support Service)</p> <p>Update key holder information.</p>			
<p><i>Contracting COVID-19 from being in the school environment by contact with an infected person</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have symptoms, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and put on school website.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected. See section '<i>Possible contamination from a symptomatic person on site</i>' for procedure.</p> <p>Communicate information regarding how to obtain a COVID-19 test.</p>	<p><i>RP</i> <i>26.02.21</i></p> <p><i>RP</i> <i>26.02.21</i></p> <p><i>RP</i> <i>26.02.21</i></p>	<p>✓</p> <p>✓</p> <p>✓</p>

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		<p>If a staff member or pupil has a positive COVID-19 test the school must contact the DfE Helpline on 0800 046 8687 and selecting option 1 for advice.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they should continue to stay at home until they have recovered from their illness until they can safely return.</p> <p><a href="#">Government self-isolation guidance</a></p>			
<p><i>Vulnerable staff or pupils contracting COVID-19 from being in school</i></p>	<p><b><i>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</i></b></p>	<p>Staff and pupil medical records reviewed to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p>	<p>Seek medical advice where needed.</p>	<p><i>RP Named First Aiders SENDCo All Staff</i></p> <p><i>08.03.21</i></p>	

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		<p>Where a pupil's health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>Staff and pupils who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice.</p> <p>Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Bubbles must be established to ensure that pupils do not mix with the whole school population. These will be the same bubbles as the autumn term.</p>	<p><b>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees:</b>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p>	<p>RP 08.03.21</p>	
Congestion when accessing or leaving	<b>Pupils, staff, visitors, and</b>	Start and finish times for Bubbles staggered to reduce congestion.	Clear plan to be documented detailing different bubbles	RP 24.08.20	✓

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<p><i>school grounds/controlling mixing of bubbles.</i></p>	<p><b><i>the general public becoming infected with COVID-19:</i></b></p>	<p>Different entrances and exits used where possible.</p> <p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about gates/times for drop off and collection.</p> <p>Designated areas for each Bubble to be put in place on playground to avoid mixing of bubbles.</p> <p>Parents to be encouraged to drop off and leave as quickly as possible.</p> <p>For collection, staff to bring out children for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Staff advised to arrive by main school entrance and within</p>	<p>start and finish times and entry exit points and communicated with parents, carers, and pupils. See the school website: <a href="http://www.broom-leys.leics.sch.uk/home/opening">www.broom-leys.leics.sch.uk/home/opening</a></p> <p>System to be in place to manage pupils who arrive late or are not collected on time.</p> <p><i>*This may have to be adjusted if heavy rain on arrival</i></p>	<p>RP 26.08.20</p>	

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		designated timeframe prior to pupils' arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.			
<i>Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner. See website for entry / exit arrangements: <a href="http://www.broom-leys.leics.sch.uk/home/opening">www.broom-leys.leics.sch.uk/home/opening</a> Staff to walk their bubble in a controlled manner directly from their classroom to the playground to be reunited with their parents/carers for collection at the end of the day. Minimal movement of pupils around the school building. Social distancing signage displayed.			
<i>Ineffective personal hygiene measures</i>	<b><i>Pupils, staff, visitors, and the general public becoming</i></b>	Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.	(Suggest NHS video for handwashing) <a href="#">NHS video</a>		✓

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	<i>infected with COVID-19:</i>	<p>All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with soap and water or sanitiser on arrival at school. Following use of toilet facilities hands <b>must</b> be washed with soap and water.</p> <p>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands <b>must</b> be washed with soap and water or hand sanitiser.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p>	<p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser is available.</p>	<p><i>PN</i> <i>26.08.20</i></p> <p><i>PN</i> <i>26.08.20</i></p> <p><i>PN</i> <i>26.08.20</i></p> <p><i>PN</i> <i>26.08.20</i></p> <p><i>PN</i> <i>26.08.20</i></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



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		<p>Catch it, kill it, Bin it posters displayed around the school.</p> <p><b>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</b></p> <p>Where pupils are to use hand sanitiser this should be done under adult supervision.</p> <p><b>Hand sanitiser is available but should only be used where handwashing is not accessible rather than a general alternative to handwashing.</b></p> <p>Non-essential items not to be brought into school by pupils or staff.</p>			
<p><i>Possible contamination in reception areas and office</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Parents are not currently allowed into reception area without an appointment.</p> <p>Where face to face meetings with parents or visitors have been arranged, social distancing must be maintained. Where social distancing between adults is not possible, face coverings should be</p>	<p>Consider which rooms should be used for meetings with easy access and sufficient space.</p> <p>Provide information / guidance for visitors detailing expectations.</p>	<p><i>RP / NY / AR</i></p> <p><i>Ongoing</i></p> <p><i>RP</i></p> <p><i>09.09.20</i></p>	

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		<p>worn, for example when moving around in corridors and communal areas.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through reception maintaining appropriate social distancing.</p> <p>Ventilation in the office area is to be maintained by natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during</p>			

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		<p>the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increased ventilation.</p> <p>Due to office size, layout and limited space, <b>non-office-based staff are not to enter the office area</b>, requests to be made from the doorway.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p> <p>Hand sanitiser to be made available at visitors signing in area. If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</p>	<p>Where the fire door to the office is to be kept open, this will only be done when the room is occupied and <b>AR</b> will be responsible for closing it when leaving the area.</p>	<p><i>AR</i> <i>Ongoing</i></p>	

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<p><i>Possible contamination within classroom/teaching and learning spaces</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Classrooms with external door direct to the outside to be used where possible.</p> <p>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable.</p> <p><b>Staff are to maintain social distancing from other members of staff and pupils where possible.</b></p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</p> <p>Soft toys removed from all classroom and learning areas.</p> <p>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</p>	<p>If younger pupils need a comfort of a soft toy one should be brought from home and kept for their use only – <b>avoid if possible</b></p>	<p><i>All Staff</i></p>	

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		<p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance. Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p> <p>Ventilation in the classrooms is to be maintained by natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p>	<p>Teachers and Learning Support Assistants will be responsible for the cleaning of equipment and resources used. PN to ensure appropriate cleaning products are available i.e. Spray disinfectants, diluted Milton solution etc.</p> <p>Where fire doors are kept open, this will only be done when the room is occupied and <b>the class teacher</b> will be responsible for closing them when leaving the area by removing the door wedge as they leave.</p>	<p><i>Ongoing</i></p> <p><i>PN</i></p> <p><i>28.08.20</i></p>	

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		<p>Internal and external doors can be kept open to assist as this will increase ventilation.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>	<p>All fire doors must be closed when a room is unoccupied. It is the <b>class teacher's</b> responsibility to close them when leaving the area.</p>		
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Staff to access welfare facilities maintaining appropriate social distancing.</p> <p>Bubbles should be designated a specific toilet for use where possible to ensure the risk of cross contamination is reduced and to avoid overcrowding.</p> <p>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by</p>	<p>Ensure that there are sufficient stocks of soap available</p>	<p><i>PN</i> <i>28.08.20</i></p>	

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		<p>cleaning staff or designated staff member and will be topped up in between if required.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>Additional cleaning of toilets to continue throughout the day</p>	<p>RP 08.03.21</p>	
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Break times staggered with staff and pupils allocated specific break times and areas to be accessed “within Bubbles”.</p> <p><b>Fixed external play equipment (eg Tyre Park) to remain closed for the time being.</b></p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>A plan has been developed which specifies zones, times and</p>	<p>Share plan for playtimes. Designated zones, times and supervision.</p>	<p>RP 24.08.20</p>	

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		<p>supervision ratios for each bubble and communicate.</p> <p>Staffing ratios assessed and determined in “Bubbles”– see plan</p> <p>If pupils are eating, hands to be washed (see handwashing).</p> <p>After external activities – staff and pupils to wash hands (see handwashing).</p>			
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>Pupils supervised to lunch areas, one “Bubble” group at a time.</p> <p>No self-service food facilities available including salad bars.</p> <p>Tables and chairs / benches to be cleaned with a suitable hard surface cleaner/sanitiser in between sittings.</p> <p>Pupils to wait in lunch areas until all of “bubble” finished before going either out to their designated play areas or back to classroom.</p>	<p>Share plan for eating areas, playgrounds, fields etc. for use over lunchtimes. Designated zones, times and supervision.</p>	<p><i>RP</i> <i>24.08.20</i></p>	



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		<p>Only hard equipment that can be sanitised prior and after use to be available to pupils.</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>School Food Support Service has carried out own risk assessment relating to catering staff and measures to be taken.</p>			
<p><i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>No full school assemblies to take place to reduce mixing of bubbles.</p>	<p>Consider virtual assemblies once regular routines have been established.</p>		
<p><i>Possible contamination during activities where higher levels of aerosols are produced. (Singing, music including wind and brass instruments, and Physical education)</i></p>	<p><b><i>Pupils, staff, visitors, and general public becoming infected with COVID-19:</i></b></p>	<p>Where possible activities should take place outside with social distancing measures in place.</p> <p>Where activities must take place inside:</p> <ul style="list-style-type: none"> <li>• social distancing must be maintained.</li> <li>• Numbers of persons must be limited to allow for social distancing and the size of the room being used.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Ventilation of the room must be maintained by both mechanical (when available) and natural ventilation. When occupied windows open enough for background ventilation, when not occupied (during the school day) windows opened fully. Internal and external doors can also be opened for extra ventilation.</li> <li>• Hand washing regime must take place before lesson starts and once lesson ends.</li> </ul> <p><b>Music, singing and instruments:</b></p> <ul style="list-style-type: none"> <li>• Only to take place within small groups, ideally within bubbles.</li> <li>• Pupils sit back to back or side to side to avoid face to face contact.</li> <li>• Cleaning of equipment is completed before and after use.</li> <li>• No sharing of equipment occurs.</li> </ul> <p><b>Physical education:</b></p> <ul style="list-style-type: none"> <li>• Carried out within class bubbles.</li> <li>• Fixed and loose PE equipment is cleaned in between bubble uses.</li> </ul>	<p>Where fire doors are kept open, this will only be done when the room is occupied and the <b>class teacher</b> will be responsible for closing them when leaving the area (areas covered: Music Room / Hall).</p> <p>Internal fire door to the hall has automatic closure installed.</p>		

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		<ul style="list-style-type: none"> <li>Activities are planned accordingly to space available and number of pupils in class bubble.</li> </ul> Contact sports are avoided as per guidance.			
<i>Insufficient access to first aid</i>	<b><i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i></b>	Sufficient first aid provisions are in place in line with the school's first aid risk assessment. Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess. All incidents of first aid must be recorded in a bubble record book rather than centrally and held within the bubble. Significant injuries a trained first aider to be called to deal with the incident in First Aid Room or to attend to the child in their bubble if not possible.	Carry out a review to ensure First Aiders available within each bubble throughout the day.	<i>AT / KB 26.08.20</i>	
<i>Possible contamination by close contact when</i>	<b><i>Pupils, staff, visitors, and the general public becoming</i></b>	Standard universal hygiene measures should be followed in line with first aid training at all times.	Ensure PPE equipment available if supporting a child who is symptomatic.	<i>AR 26.08.20</i>	

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<i>providing first aid or care to pupils</i>	<b><i>infected with COVID-19:</i></b>	<p>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.</p> <p>It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance.</p> <p><b>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</b></p> <p><i>(see contaminated waste)</i></p>			
<i>Inadequate management of essential pupil medication</i>	<b><i>Pupils health may suffer if not managed</i></b>	<p>Robust medication management procedures already within school. Essential medication will be managed within “Bubble” by key member of staff following the school’s standard procedures. Where there is specific training required for essential medication, where possible a trained member of staff will be within “Bubble”. If this is not possible, the trained staff member’s name and how to</p>	Review IHCP for pupils with ongoing medical needs – update responses if necessary	<i>LC</i> <i>26.08.20</i>	

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		contact must be displayed in the classroom.			
Possible contamination from a symptomatic person on site	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in the meeting room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in the meeting room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and dispose of (see contaminated waste) and will wash hands. Staff member does not need to go home unless the symptomatic person tests positive, the staff	Communicate information regarding how to obtain a COVID-19 test through website  Ensure surgical face masks are available in case required	RP  AR	✓  ✓

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		<p>member gets symptoms, or they are contacted by NHS Test and trace for PHE local health protection team.</p> <p><a href="#">Government guidance</a> will then be followed</p>			
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<p>Disposable gloves, aprons and masks are available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn</p> <p><b>For general teaching and pupil supervision in line with government guidance PPE is not recommended.</b></p> <p>Staff shown how to safely don and doff PPE – posters in school.</p>	<p>Staff may want to watch the following WHO video: <a href="#">WHO video</a> (NB caretaker in video is someone caring for ill persons)</p> <p>Or the NHS video for handwashing: <a href="#">NHS video</a></p>	<p><i>Individual staff</i> <i>Ongoing</i></p>	
<p><i>Inadequate management of circulation areas</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b></p>	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p> <p><b>Whilst it is acknowledged that fire doors play an integral role in</b></p>	<p>One-way system for those in Years 4, 5 and 6 to be shared with staff and children at the start of term.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><b>school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.</b></p> <p>Fire doors to be closed by teachers when pupils leave site, including during emergency evacuation. Final check to be completed by site staff at end of the day.</p>			
<p><i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b></p>	<p><b>Appropriate Social distancing must be observed at all times.</b></p> <p>Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moved to promote social distancing.</p> <p>Staff to wash hands prior to entering staff room before preparing food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using</p>	<p>Staff to take their break times at the same time as their Bubbles so that staff breaks are staggered, reducing numbers in staff room or visiting the toilet at the same time.</p> <p>Every member of staff to be made aware of their individual responsibility to clean shared equipment.</p>	<p><i>RP</i> <i>26.08.20</i></p> <p><i>RP</i> <i>24.08.20</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>appropriate cleaning/sanitising materials prior to use.</p> <p>Ventilation in these areas is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increase ventilation.</p>	<p>If fire doors are kept open, this will only be done when the room is occupied and <b>the person occupying the room</b> will be responsible for closing them when leaving the area. (Signs to be placed in these areas)</p>	<p>PN 02.11.20</p>	
<p><i>Insufficient or ineffective cleaning</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b></p>	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used</p>	<p>Cleaning of toilets, washrooms and touch points will require more frequent cleaning i.e. after break and lunchtimes. Cleaner employed between 11.15 and 12.15 and again between 1.30 and 2.30. Wipe down of all regularly touched surfaces and cleaning of toilets.</p>	<p>RP 26.08.20</p>	




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Cleaning regimes must be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p> <p>Cleaning staff must be able to maintain appropriate social distance at all times between colleagues, other school staff and pupils. Classrooms, offices, and toilets to be cleaned when no staff or pupils within area, starting at 4.15 p.m. <b>This will require teachers to vacate their classrooms when being cleaned.</b></p> <p><b>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</b></p>	<p>Ensure cleaning staff have information fully communicated to them with training as required.</p> <p>Establish a daytime cleaning log (to be signed and dated)</p>	<p><i>PN</i> <i>24.08.20</i></p> <p><i>PN</i> <i>02.11.20</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Areas not in use are closed and locked off so cleaning can be concentrated where required. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p> <p><b>Additional cleaning of touch points must take place daily (all door handles, light switches, and handrails etc.) – Bubble staff to ensure this happens.</b></p> <p>All internal bins will be emptied daily to external secure bins. In the event of a confirmed or suspected COVID-19 case in the school, <a href="#">Government guidelines COVID-19 cleaning</a> of additional cleaning will be followed.</p>	Sanitising spray to be available within bubbles.	PN / RP 26.08.20	
<i>Ineffective management of potentially contaminated waste</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b>	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		placing immediately in a secure area behind bins for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.			
<i>Use of third-party facilities</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	Overnight and overseas will not take place. Educational visits are not advised to take place at this time.			
<i>Behaviour and wellbeing of Pupils</i>  <i>SEND Behaviour</i>	<i>Pupils and staff may be affected by physical, mental, and emotional injury/distress</i>	Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. SENDCO available in school.	Review of behaviour policies to ensure COVID- 19 related incidents are covered Consider PPE needs as part of risk assessments as appropriate.	<i>RP</i> <i>26.08.20</i>	
<i>Ineffective safeguarding measures</i>	<i>Pupils may be more vulnerable during times of</i>	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.	Further DDSLs were trained in September 2020: NY and KH		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<i>uncertainty, stress, or financial strain</i>	All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately			
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	<i>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</i>	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Remind staff of wellbeing support which is available widely and through Apollo	<i>RP 24.08.20</i>	
<i>Stress and anxiety of pupils due to uncertainty, changes to working arrangements,</i>	<i>Pupils may be anxious and worried about returning, may not cope with the change in</i>	Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren).	Communicate with parents information of providers who can support pupils and parents/carers with	<i>RP / LC 26.08.20</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>changes to home arrangements and concern about contracting COVID-19</i>	<i>learning environments and structure of day</i>	Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.	anxiety/mental and emotional health needs – update website.		
Signature of Senior Leadership Team: 			Date: 26.02.21		
Date review required:	Date review required:	Date review required:	Date review required:		

<i>Consultation method (mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
	<i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i>				

<i>Email</i>	<i>H&amp;S Advisor</i>	<i>01.03.21</i>	<i>Recommendations made regarding RA</i>	<i>RP</i>	<i>15.09.20</i>
<i>GovernorHub</i>	<i>Trust</i>				
<i>GovernorHub / Mtg</i>	<i>Local Governing Body</i>	<i>01.03.21</i>			
<i>Website</i>	<i>Parents / Community</i>	<i>26.02.21</i>			
<i>Staff Meeting (Teams) involving local rep</i>	<i>Trade Union (NEU)</i>	<i>03.03.21</i>			

<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting</i>  <i>Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to:</i>  <i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i>	<i>Date communicated:</i>
<i>Headteacher</i>	<i>All staff prior to reopening of the school</i>	<i>03.03.21</i>