


## Christ Church Primary & Nursery School – COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	Re-opening of school  Nursery, Reception, Year 1 and Year 6 beginning of June 2020  All year groups as of September 2020	Location(s) affected:	Whole school site	
Person(s) completing assessment:	Lee Archer  V Anderson	Date original assessment completed:	28 <sup>th</sup> May 2020	
Date of review:  Date of review:	16th September 2020  2 <sup>nd</sup> November 2020  14 <sup>th</sup> December 2020  4 <sup>th</sup> January 2021  6 <sup>th</sup> January 2021  24 <sup>th</sup> February 2021  <span style="background-color: yellow;">23<sup>rd</sup> April 2021</span>	Review completed by:	L Archer  V Anderson	

This risk assessment has been developed on best available scientific guidance and 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

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

## For COVID-19 queries related to educational settings

LA Response Team 01785355777

[C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)

[C19LocalOutbreakControl@staffordshire.gov.uk](mailto:C19LocalOutbreakControl@staffordshire.gov.uk)

### Any out of hours contact info

#### Coronavirus (Covid-19) helpline-holiday hours

Department for Education coronavirus (COVID-19) helpline – holiday hours  
The DfE coronavirus (COVID-19) helpline and the PHE Advice Service (option 1) will be available over the holidays to answer any questions you have about coronavirus (COVID-19) relating to education settings and children’s social care. These helplines will, however, close on the bank holidays, and have shortened opening hours on Christmas Eve and New Year’s Eve.

Phone: 0800 046 8687

#### Opening hours:

24 December – 8am to 4pm

25 to 28 December – Closed

29 to 30 December – 8am to 6pm

31 December – 9am to 4pm

1 January – Closed

2 to 3 January – 10am to 6pm

Until 24 December, the helpline opening hours are:

Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 6pm

Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.

Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close

contacts and will inform you what action is needed based on the latest public health advice.

Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings and children's social care

### To notify suspected outbreaks Public Health England West Midlands Health Protection Team

Monday – Friday (0900 – 1700)

0344 225 3560 (opt 0, 2)

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

#### Out of Hours PHE Contact:

Public Health England first on call via the Contact People

01384 679031

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

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
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Contracting COVID-19 from being in the school environment by contact with an infected person	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	<p>Staff, children 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 of 10 days starting after the first day symptoms appear or a positive test result; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, children or visitors living in the same household as a person who has tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days starting after the first day symptoms appear or a positive test result from the first person in the household.</p> <p>Staff, children and visitors exhibiting signs of COVID-19 as detailed (high temperature and a new continuous cough, loss of taste/smell) are requested to stay away from school until well and symptom free; any person arriving at school exhibiting symptoms will be required to return home.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school as long as they have not been in close contact with someone with a positive result.</p> <p><a href="#">Government self-isolation guidance</a></p>	<p>Re-send clear guidance to all staff and parents of children</p> <p>Follow procedure to isolate children that appear symptomatic on site until collected by parent: Staff should isolate child or staff member (in the isolation room), and ask for a family member to be phoned. The location of the child/staff member showing symptoms will be emptied, for the surfaces, door handles, table tops, etc. to be cleaned. Tests can be asked for to check for infection, all of the</p>	<p>E mail to be sent</p> <p>All staff</p>	<p>Jan 2021</p> <p>Feb 2021</p> <p>April 2021</p>

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			<p>group should then self-isolate and follow government guidance when a positive result is confirmed. Contact H&amp;S team. Evidence of test results to be available to the SLT before returning to school. PPE available to wear as necessary-see guidance.</p>		
<p>Congestion or inability to adequately socially distance when accessing or leaving school grounds</p>	<p><b>Employees, contractors , visitors and others.</b></p> <p><b>Children, staff, visitors and the general public becoming infected</b></p>	<p>Start and finish times staggered to reduce congestion. Families requested to only send one adult per family group to drop off and collect children 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. Classes/year groups given clear information about gates/times for drop off and collection. Line up points with social distancing measures to be put in place on playground.</p> <p>*Children to come in different doors:</p>	<p>*This may have to be adjusted if heavy rain on arrival</p> <p>Reduction of timing (school day) may need to increase when more children are allocated to school.</p>	<p>All staff</p>	<p>July 2020</p>

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	with COVID-19:	<p>Nursery 8.45- 11.45 (am) 12.15 – 3.15 (pm) Entry/Exit through fire station double gate (Gate 3)/ nursery doors (parents allowed up to nursery gate)</p> <p>Reception – 8.55-3.00 Entry/Exit through side gate (Gate 1) – Parents to wait socially distanced outside the gate- children lined up on playground- teacher to collect/ release from playground exit through side gate</p> <p>Y1/Y2 8.55– 3.00 – Entry/Exit through fire station single gate (Gate 2) and ramp – Parents to wait outside the gate socially distanced when dropping off and on designated spots inside gate on collection- children lined up on playground- teacher to collect/ release from playground exit through fire station single gate</p> <p>Y3/4 8.40 – 3.15 Entry/Exit through north stairs/ ramp and fire station single gate (Gate 2) – Parents to wait outside the gate socially distanced parents to wait outside the gate when dropping off and on designated spots inside gate on collection - children lined up on playground- teacher to collect/ release from playground exit through fire station single gate</p> <p>Y5/6 8.40 – 3.15 Entry/Exit through side gate (Gate 1) and south stairs - – Parents to wait outside the gate socially distanced - children lined up on playground- teacher to collect/ release from playground exit through side gate</p>	<p>split playground using tables.</p> <p>Bike racks to be blocked off.</p> <p>Adults collecting or dropping off to be asked to wear a face mask</p> <p>Social distancing signs to be replenished outside school gates</p>	<p>DHT</p> <p>Email to be sent to all families. DHT/HT</p> <p>DHT</p>	<p>July 2020</p> <p>Nov 2020</p> <p>Feb 2021</p>

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		<p>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>All staff to enter and exit by the main school entrance.</p> <p>Wash hands on entry and before exit.</p>			
<p>Congestion or inability to adequately socially distance when children accessing or leaving school building</p>	<p><b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b></p>	<p><b>Nursery 8.45- 11.45 (am) 12.15 – 3.15 (pm) Entry/Exit through fire station double gate (Gate 3)/ nursery doors (parents allowed up to nursery gate)</b></p> <p><b>Reception – 8.55-3.00 Entry/Exit through side gate (Gate 1)</b></p> <p>– Parents to wait socially distanced outside the gate- children lined up on playground- teacher to collect/ release from playground exit through side gate</p> <p><b>Y1/Y2 8.55– 3.00 – Entry/Exit through fire station single gate (Gate 2) and ramp – Parents to wait outside the gate socially distanced when dropping off and on designated spots inside gate on collection- children lined up on playground- teacher to collect/ release from playground exit through fire station single gate</b></p> <p><b>Y3/4 8.40 – 3.15 Entry/Exit through north stairs/ ramp and fire station single gate (Gate 2) – Parents to wait outside the gate socially distanced parents to wait outside the gate when dropping off and on designated spots inside gate on collection - children lined up on playground- teacher to collect/ release from playground exit through fire station single gate</b></p>	<p>Re-send out timetabling letter to parents and staff so everyone is aware of the routines</p>	<p>HT/DHT</p> <p>All staff</p>	<p><i>July 2020</i></p> <p><i>Feb 2021</i></p>

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		<p>Y5/6 8.40 – 3.15 Entry/Exit through side gate (Gate 1) and south stairs -- Parents to wait outside the gate socially distanced - children lined up on playground-teacher to collect/ release from playground exit through side gate.</p> <p>Staff to be aware of the measures required under tier 4 about car sharing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles</a></p>	e-mail to be sent out regarding car-sharing guidance	HT	Jan 2021
Ineffective personal hygiene measures	<p><b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b></p>	<p>Hands, Face, Space and let fresh air in to ventilate rooms. Where possible to keep 2m distance apart from other adults.</p> <p>Staff to have been asked to wear 3ply face coverings or face shields in communal areas around school (this remains optional but is highly recommended).It remains an option if staff wish to wear 3ply face coverings or face shields in the classroom.</p> <p>Robust handwashing promoted.</p> <p>Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum.</p> <p>Teachers to ensure that everyone washes their hands throughout the day.</p> <p>All staff and children <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet</p>	<p>Ensure sufficient hand soaps/ paper towels are available in school and bins with lids for each classroom. Bins should be double bagged.</p> <p>Ensure sufficient disposable tissues/paper towels are available in school.</p>	<p>Cleaners/ Bursar</p> <p>Cleaners/ Bursar</p>	<p>Ongoing</p> <p>Ongoing</p>



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		<p>facilities, before eating and after a bout of coughing/sneezing or before/after outside play. Also before they leave school.</p> <p>Staff and children encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or paper towels are available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues/paper towels 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>Posters also displayed around the school.</p> <p>PPE equipment boxes available for staff who are unable to leave classrooms whilst supervising children. Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Staff are advised when arriving home to change clothes (and then wash clothes) and to bath or shower. At the bare minimum they should wash their hands when entering their home.</p> <p>School uniform should be worn except on PE/After school sports clubs days in KS2 where PE kits will be worn all day.</p>	<p>Display handwashing posters by all sinks</p> <p>Display Posters around school</p> <p>Ensure PPE equipment box (mask, visor, hand sanitiser *please note hand sanitiser should not be put near/in eyes, plastic aprons, rubber gloves) is available for each 'bubble'.</p>	<p>DHT</p> <p>Bursar</p> <p>PPE equipment replenished by Office staff</p>	<p>June 2020</p> <p>June 2020</p> <p>December 2020</p> <p>April 2021</p>
Possible contamination in	Employees, contractors	Parents are not currently allowed into reception area until further notice except for induction days.			ongoing

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reception areas and office	, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:	Parents/carers advised to contact school by phone/ e-mail if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or by telephone. Staff to pass through front door one at a time (unless residing in same bubble). Office staff to work at their designated desks to avoid shared equipment and to be responsible for twice daily cleaning of IT and phone equipment using antibacterial cleaning materials.	Can telephone calls be taken with another adult present if support is needed? Likewise in the outside area.	All staff  Office staff	
Breakfast Club	Employees, contractors , visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:	Having risk assessed the possibility of opening Breakfast club from 8 <sup>th</sup> March it has been ascertained that due to staffing levels and the possible adverse affects on other bubbles it is not possible to open Breakfast club at the current time. This will be reviewed after further consultation with parents.	Consult further with key worker/ vulnerable children's parents to ascertain the demand for opening Breakfast Club after May Half term.	HT/DHT	March 2021  May 2021

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
Possible contamination within classroom/teaching and learning spaces	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	<p>The government have acknowledged that social distancing in schools may not always be possible but where this is possible adults should remain 2m from each other and children, avoid close face to face contact and minimise time spent within 1m of anyone (this will not be possible for pupils with complex needs or who need close contact care and for these children educational and care support should be provided as normal.)</p> <p>Nursery /EYFS ‘bubbles’ risk will be reduced by keeping pupils in class-sized bubbles.</p> <p>KS1/KS2 bubbles will be considered as class groups.</p> <p>*NB during the lockdown announced 4/1/21 school have risk assessed that classroom bubbles for those affected year groups will be limited by the size of the classroom so as to allow as much social distancing as is possible and fresh air to circulate as the new variant of Covid-19 virus spreads more rapidly.</p> <p>Staff and pupils to be reminded of the importance of infection control procedures</p> <p>Staff to be discouraged in having face to face meetings or crossing between bubbles unless directed to do so</p>	<p>Responsibilities for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc. Regularly reviewed in line with government guidance</p> <p>Arrange meeting (virtual) with</p>	<p>SLT</p> <p>HT/DHT</p> <p>JC</p> <p>HT/DHT</p>	<p>June 2020</p> <p>July 2020</p> <p>Sept 2020</p>

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		<p>(eg PPA cover, individual support etc) and 3ply face coverings or shields are encouraged to be worn if these are deemed to be necessary.</p> <p>Staff at higher risk but not CEV can continue to work but will have an individual risk assessment which will be reviewed to reflect the new variant and increasing prevalence in the community.</p> <p>Extra cleaning of touch points and toilets taking place by cleaning staff, lunchtime supervisors and breakfast club staff.</p> <p>PE equipment rota in place</p> <p>Classrooms with external door direct to the outside to be used where possible.</p> <p>KS1/KS2 desks and chairs positioned in rows where possible to take into consideration that back to back or side by side is far safer than face to face.</p> <p>Children will have named trays (y1-y6) with pens, pencils, ruler, and any other essential equipment to learning.</p> <p>Any shared equipment (including PE equipment) and toys being used between bubbles will be disinfected</p>	<p>Chartwells (cleaners) to discuss any changes in main cleaning duties but staff to also have cleaning sprays/cleaning wipe in rooms to help clean during the day as required.</p> <p>Individual risk assessments reviewed and discussed</p>	<p>HT</p>	<p>Dec 2020 Feb 2021 Apr 2021</p> <p>Jan 2021</p>

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		<p>prior and after use or rotated to allow them to be left unused for a period of 48hours (72 hours for plastics).</p> <p>Resources available within bubbles will need to be cleaned regularly.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Classroom doors may be left wide open to help with air flow.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>			
Possible contamination from use of toilet/welfare facilities	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public</b>	<p>Staff to only access toilet areas one at a time using the toilets on the middle floor.</p> <ul style="list-style-type: none"> <li>• Nursery to use their toilets.</li> <li>• Reception will use their toilets,</li> <li>• KS1/KS2 to use toilets on their floor.</li> </ul> <p>Children will be monitored to maintain social distancing – younger children will be supervised to toilet areas; KS2 children will be remotely supervised to</p>	Ensure that there are sufficient stocks of soap/ paper towels available	All staff	<i>ongoing</i>

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	<b>becoming infected with COVID-19:</b>	<p>ensure groups of children do not access toilets at the same time.</p> <p>Staff and children must wash hands thoroughly after using toilet facilities (<i>see handwashing</i>).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by disposable towels only</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>			
Possible contamination from inadequate social distancing or cross contamination of equipment at break times or during external learning activities	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	<p>Break times staggered with staff and children allocated specific break times and areas to be accessed. Children will have breaks and lunch within their 'bubble'.</p> <p>Fixed external play equipment to be taken out of use initially and reviewed after first few weeks to establish a weekly rota system.</p> <p>Any shared equipment (including PE equipment) and toys being used between bubbles will be disinfected prior and after use or rotated to allow them to be left unused for a period of 48hours (72 hours for plastics)- where possible separate equipment boxes per bubble.</p> <p>No contact activities to take place.</p>	<p>Develop plan depending on number and size on the playground.</p> <p>Designate zones/times and supervision ratios</p> <p><b>Responsibilities for the cleaning of equipment and resources used and</b></p>	SLT	<p><i>July 2020</i></p> <p><i>June 2020</i></p>

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		<p>Staffing ratios assessed and determined – see plan – on site teaching will be reviewed with regard to safe staffing levels where there is insufficient capacity to offer on site teaching safely, remote learning will be considered as an alternative.</p> <p>If children are eating, hands to be washed/sanitised (see handwashing).</p> <p>After external activities – staff and children to wash hands/sanitise (see handwashing).</p> <p>Trim trail equipment has been taped off until a rota system is put into place</p> <p>PE activities have been adapted to involve non-contact and will continue to be reviewed</p> <p>After school clubs to re-commence within class bubbles- Any shared equipment (including PE equipment) being used between bubbles will be disinfected prior and after use or rotated to allow them to be left unused for a period of 48hours (72 hours for plastics)- where possible separate equipment boxes per bubble.</p>	<p>what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc. Regularly reviewed in line with government guidance</p> <p>Each team is responsible for the cleaning down the equipment after use.</p> <p>Develop an after school club timetable so class bubbles remain in separate areas during after school activities.</p>	<p>JC/IJ</p>	<p>April 2021</p>
Possible contamination from inadequate social	Employees, contractors, visitors and others.	Lunch times staggered with staff and children allocated specific lunch times and areas to be accessed.	Develop plan depending on number and size of	SLT	July 2020

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distancing or cross contamination of equipment	<b>Children, staff, visitors and the general public becoming infected with COVID-19:</b>	<p>Areas used for eating to be set up to ensure social distancing of bubbles/ eating in their classroom set up. Children supervised in lunch areas as one 'bubble'.</p> <p>The tables will be cleaned with disposable tissue and anti-bacterial hard surface cleaner before lunch and between lunch and returning from their time outside. Children 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>Fixed external play equipment to be taken out of use until review and rota established.</p> <p>Any shared equipment (including PE equipment) and toys being used between bubbles will be disinfected prior and after use or rotated to allow them to be left unused for a period of 48hours (72 hours for plastics). Supervised hand washing/sanitise of children prior to lunch (see handwashing).</p>	<p>eating areas, playground etc. designate/zones/times and supervision ratios</p> <p>lunchtime equipment rota has been set up to allow each class play equipment</p>	LS	December 2020
Possible contamination from lunch boxes brought from home.	<b>Employees, contractors, visitors and others. Children and staff</b>	<p>EYFS/KS1 children will be provided with a lunch bag from the kitchen. No home lunches will be allowed in EYFS or KS1</p> <p>KS2, although we would prefer them to have a school lunch if they bring their own lunch it must be kept on their desks.</p> <p>Lunch strategy and menus have been communicated to parents</p>	.	HT/DHT cook	July 2020  July 2020
Possible contamination from	<b>Employees, contractors</b>	Collective assemblies/worship to be cancelled until further notice – Assemblies to take place in bubbles.			ongoing



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inadequate social distancing in other communal gatherings – assembly, staff meetings, car sharing etc	, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:	Staff meetings to take place virtually via Teams or other suitable e-platform.			
Insufficient access to first aid	Employees, contractors , visitors and others. Children, staff, visitors and the general public may sustain greater injury through inadequate support	Sufficient first aid provisions are in place in line with the schools first aid risk assessment.  First aid risk assessment has been reviewed and shared – with Nursery, EYFS, and yr. 1 children in school their must be as an absolute minimum of an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)		SLT	July 2020

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	<b>and treatment</b>				
Possible contamination by close contact when providing first aid or care to Children	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	Disposable gloves are universally recommended to be worn when providing first aid and this MUST be adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.		All staff	ongoing
Possible contamination from symptomatic person on site	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected</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 a dedicated room, isolated. Should a child become symptomatic whilst at school they will be isolated in a room with a closing door ('blue room' by the office) supervised by a staff member on the outside of the door where possible, who will be required, if unable to maintain a 2m		All staff	Ongoing

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	with COVID-19:	<p>distance, 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.</p> <p>If a child is slow to be collected then a personal risk assessment has to be created to ensure that this doesn't happen again if they return to school.</p> <p>Staff member supervising will, if required, then remove all PPE and dispose of it into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will not be required to go home but will need to follow cleaning guidance.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>If the child consequently tests positive school will follow government/public health England guidance:</p> <ul style="list-style-type: none"> <li>• engage with the NHS Test and Trace process</li> <li>• manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• contain any outbreak by following local health protection team advice</li> </ul> <p>and communicate with parents of children in the bubble where necessary.</p>			July 2020
Insufficient or inappropriate PPE	Employees, contractors	Disposable gloves, aprons and masks, are available for use as required.		All staff	Ongoing

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
available or misuse of PPE	, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:	<p>Where PPE is identified as required for a task it must be worn (administering first aid or medical needs), for general teaching and pupil supervision in line with government guidance PPE is not recommended. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Staff will be shown how to put on a face mask. Staff will be shown how to safely remove apron and gloves. A PPE box is kept in each bubble room as well as the isolation room and medical room.</p>			July 2020
Inadequate management of circulation areas	Employees, contractors , visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19	<p>The movement of staff and children 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>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors may be held open temporarily using a wedge to avoid handle contamination at peak transition times or to aid ventilation eg arriving and leaving.</p> <p>Fire doors must be closed when children leave site or in the event of a fire/emergency evacuation.</p>	<p>Consider a staggered one-way system</p> <p>Designate a person to be responsible for this – SLT to ensure doors are opened and closed each day.</p>	SLT	<p>July 2020 Sept 2020 Feb 2021 <b>April 2021</b></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
		Carbon dioxide monitors are fitted in classrooms to maintain appropriate CO2 levels if the monitor turns red, ventilation must be increased including opening more windows. For further information see HSE guidance on ventilation <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>			
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19</b>	<p>The government have acknowledged that social distancing in schools may not always be possible but where this is possible adults should remain 2m from each other and children, avoid close face to face contact and minimise time spent within 1m of anyone (this will not be possible for pupils with complex needs or who need close contact care and for these children educational and care support should be provided as normal.)</p> <p>Staff to wash hands prior to entering staff room before preparing and food or making drinks. One person in the designated kitchen areas.</p> <p>Hand soap/sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>	Ensure all staff are aware of current guidance.	HT/DHT – Sept 1 <sup>st</sup> INSET training day	Sept 2020  ongoing

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
		PPA should be done with only 2/3 people in each room. Remote planning through teams meetings is advised.			
Insufficient or ineffective cleaning	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19</b>	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments provided by Chartwells Cleaning.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all toilet areas being used are cleaned twice daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</p> <p>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.</p> <p>Areas not in use are closed so cleaning can be concentrated where required.</p> <p>TEACHERS MUST NOT ENTER CLASSROOMS WITH NO ENTRY SIGNS ON DOOR.</p> <p>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches and handrails).</p>	Continue to meet with Cleaners to discuss cleaning rotas and their risk assessment as and when required	HT/DHT  All staff	June 2020 July 2020 Sept 2020 Dec 2020

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
		All internal bins will be emptied daily to external bins. In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.			
Ineffective management of potentially contaminated waste	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19</b>	Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.			
Ineffective safeguarding measures	<b>Employees, contractors, visitors and others. Children may be more vulnerable during times of uncertainty</b>	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and note changes to “normal” behaviours of Children and report any concerns immediately	At least one DSL/Deputy DSL on site.	All staff	ongoing

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
	<b>y, stress, or financial strain</b>				
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	<b>Employees, contractors, visitors and others. Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</b>	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 so far as is reasonably practicable -SFAIRP.	Review procedures and support available to staff.  Display Mental Health Week Poster- staff to be aware that Mrs Donna Dunn is first aider for mental health.  Send ThinkWell email.	SLT	<i>ongoing</i>
Signature of Senior Leadership Team: V Anderson, L Archer				Date: 28 <sup>th</sup> May 2020	
Date review required: 5 June 2020	Date review required: 18 September 2020	Date review required: November 7 <sup>th</sup> 2020	Date review required: December 18 <sup>th</sup> 2020		
Date review required: January 4 <sup>th</sup> 2021/January 6 <sup>th</sup> 2021	Date review required: 10 <sup>th</sup> February 2021	Date review required: 23 <sup>rd</sup> April 2021	Date review required: 11 <sup>th</sup> June 2021		