

St James CE Primary School

COVID-19: Checklist & risk assessment for reopening of school premises after lockdown.

Schools Safety Guide

Introduction

It is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

[Guidance for full opening of schools](#)

[Safe working in education, childcare and children's social care](#)

[Face coverings in education](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Safe working in education, childcare and children's social care settings including the use of personal protective equipment \(PPE\)](#)

https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<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/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=1%20September%202020%20C19&utm_medium=Daily%20email%20C19&utm_campaign=DfE%20C19

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

Part 1 is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

Part 2 is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: H&S Checklist

Conducted by: **Camilla McGregor**

Date: **7.7.20**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
<p>Have all health & safety compliance checks of plant & equipment been completed prior to opening?</p> <p>(This can be done through referencing of the School Premise Logbook or equivalent)</p>	Y			<p>All appropriate checks conducted as school remained open and these checks continued ie:</p> <ul style="list-style-type: none"> • Flushing • Legionella test 20.5.20 • Emptying of water fountains (5l each) • Hot water remained operational • Air conditioning checked May 2020 • Fire alarms tested weekly and system checked 18.5.20 	School kitchen to have a deep clean in August prior to being in use again – conducted by SIPS Catering.	<p>Site Manager (AT) completed in May 2020</p> <p>Kitchen – SIPS, August 2020</p>
<p>Are there sufficient numbers of staff available in safety critical roles?</p> <p>(e.g. fire marshals, first aid personnel etc)</p>	Y			<p>Sufficient first aiders as all staff will be back in school from September (Educare).</p> <p>SLT responsible for fire safety and will be in daily.</p> <p>PFA: adequate staff have PFS qualification and will be on site every day and will be based on Early Years.</p>		Complete

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Fire evacuation procedures amended in light of changed classroom usage. Fire assembly point posters will be signposted for each bubble and distributed to staff.	Amend fire evacuation procedures and share with staff. Diarrise a fire drill. Alert staff to their exit points as children will be in different classrooms.	CMc First week back to school.
Social distancing issues						
Have class groups been organised as per Government guidance?	Y			Bubbles have been organised into class bubbles of up to 30 (or 31 in some classes). Children to be seated in rows, facing forward where this is possible.	Organise tables into rows in most classrooms (not in EYFS or Y1). Review intervention groupings when up and running.	SLT Wc 1 st Sept
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Tables organised in rows facing the front, Y2-Y6. Teachers to socially distance from children in rows. Teaching space sectioned off.		Teachers Wc 1 st Sept
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Each year group will be allocated an outdoor space and play area.	Timetable when each class will access outdoor space for PE and break times.	DH/LD Prior to 1 st Sept

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced?	Y			<p>Each group of children will remain in their areas as far as possible (pods).</p> <p>Markings have been put in floor so children follow stipulated routes.</p> <p>Pod systems in place and only children in specific bubbles allowed to access pods.</p> <p>Lunches will be eaten in classrooms to minimise movement around school.</p> <p>Playtimes will be designated to bubbles and staggered.</p>	Rota for lunches	AT/ DH/LD Prior to wc 1 st Sept
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	Y			<p>Posters</p> <p>Floor markings</p> <p>Hazard tape</p> <p>Toilets</p>	Label toilets to be used by each bubble and corresponding hand basins.	DH/LD Prior to wc 1 st Sept
Have assembly groups been considered?			NA	<p>No assemblies will be taking place in hall areas. Class assemblies will be in place.</p> <p>Remote assemblies will be delivered by SLT and CoG weekly.</p>	Share with staff.	HT end July 2020

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?	Y			<p>Staggered times in place where playground need to be shared.</p> <p>Lunch time rotas in place for playground use.</p> <p>Children to remain in classes to eat lunch for half an hour. They will then have half an hour play time. These times will utilise different play grounds and times so bubbles do not mix.</p>	Timetable and share with staff	HT end July 2020
Have drop off and collection times been staggered?	Y			<p>Staggered times for each group:</p> <p>Nursery: 8.45-3pm</p> <p>Reception, KS1 and Y3 – 8.50-3.15</p> <p>Y4 – 8.45-3.15</p> <p>Y5 – 8.50-3.20</p> <p>Y6 – 9-3.30</p>	Information to be shared with parents.	HT prior to wc 1 st Sept

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			<p>Different year groups to use different gates for entry and exit to avoid over burdening one gate.</p> <p>Nursery/Y1 – use Nursery gate</p> <p>Rec/Y2/Y3 – use Shelsley gate</p> <p>Y4 /Y6 – use Wolverley gate</p> <p>Y5 Astro Turf</p> <p>Drop off – parents use one way system at gates and children walk straight to classrooms to avoid lining up.</p> <p>Playground markers 2m apart for parents to stand on upon collection (YR-Y3).</p> <p>Only one parent allowed on site.</p> <p>Y4/Y5/Y6 to enter and exit through gate. Parents not to enter school site.</p>	<p>Markings painted on playground</p> <p>Share protocol with parents</p>	<p>HT prior to wc</p> <p>1st Sept</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			<p>Soft furnishings removed.</p> <p>Soft toys removed so only wipeable surfaces present.</p> <p>Toys with many parts removed, unless they are used in small consistent groups.</p> <p>Each child to have their own stationery pack.</p> <p>Where toys (EYFS) may be shared, staff to disinfect prior to other children using.</p>		HT prior to wc 1 st Sept
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			<p>Adults in these categories will be risk assessed.</p> <p>Children with vulnerabilities will be risk assessed, including SEND.</p> <p>Staff to be made aware of children who have underlying conditions such as asthma.</p> <p>Staff to wear PPE should they wish.</p>		HT prior to 1 st Sept
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			Removed from all classes and stored elsewhere.		SLT Wc 18 th May

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			All classrooms that have not been used to be cleaned.	Cleaners to deep clean first two weeks of summer holiday. SIPS to clean kitchen in August.	AT Summer holiday
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			<p>Included as part of arrangements given to staff (protocols for return).</p> <p>Staff to clean regularly throughout day - wiping down tables, chairs, touch points, ipads etc.</p> <p>Cleaners to clean these at the end of each day. Make sure all touchpoints are wiped down prior to the next day.</p> <p>More regular cleaning of toilet areas throughout the day.</p>	Cleaning products to be placed in all classrooms and other rooms being used.	Site Staff Wc 1 st Sept

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			<p>Each class area to have own cleaning supplies for regular cleaning throughout day (staff to use).</p> <p>Staffroom to have cleaning supplies for equipment to be wiped down after each use.</p> <p>All staff to use the photocopier in the staffroom to limit movement around school and into areas that are not being used. Wipe down after use.</p> <p>Staff using upstairs KS2 classrooms to use library printer and wipe down after use.</p> <p>Staff advised to bring their own mugs and cups in and cutlery if needed.</p> <p>Children to have own stationery.</p>	Ensure continued supply	LB prior to wc 1 st Sept
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			<p>Hand gel available at all pod entrance points and entrance points into school. Also available on exit point from each pod.</p> <p>Hand gel available in all classrooms.</p> <p>Adults to have own bottle.</p>	Ensure continued supply	LB wc 1 st Sept

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a ready supply of tissues for pupils and adults?	Y			Boxes of tissues available in all used areas throughout school. Promote 'catch it, bin, it, kill it'	Ensure continued supply	LB wc 1 st Sept
Is contaminated waste disposed of regularly and appropriately?	Y			Bins with lids will be in all classrooms and areas being used in school for tissues to be disposed of. Rubbish to be double bagged then left for 72 hours prior to disposal. Separate bins in place for food waste. Waste bin on entrances to school for removal of face masks.	Ensure continued supply of bags.	AT prior to wc 1 st Sept
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Conference Room Fully equipped with PPE and cleaning products, including splash proof visor. If child is isolated, windows must be opened. Adult to maintain 2m distance if possible. Area to be cleaned thoroughly with bleach after. NHS Test and Trace to be used.	Information to be shared with teachers and parents	HT prior to 1 st Sept
Communication of Plans						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents been informed of the drop-off and pick up protocols?	Y			Email with protocols	Emails to be sent prior to Sept	HT prior to 1 st Sept
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Included in letter regarding drop offs and pick-ups.	Email regular updates with amendments.	HT prior to 1 st Sept
Are parents clear 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)?	Y			Office to be closed. Appointment by phone call or email only. Letter will be sent out explaining no gathering at gate or on site. To ease congestion, bubbles will enter through Shelsley gate, Wolverley gate and Nursery gate. Y5 will exit through main gate. Staff to direct parents at the start and end of the day to disperse possible gatherings.	Emails to be sent to parents	HT prior to 1 st Sept
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			Stated in bold in letter	Emails to be sent to parents	HT prior to 1 st Sept

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			Virtual staff meeting Sharing of risk assessment and social distancing guidance document	Teams Meeting	HT wc 6 th July

Part 2: Risk Assessment

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: St James CE Primary School

Assessment Date: **7.7.20**

Name of Assessor(s): **Camilla McGregor, Chris Sale**

Assessment Ref No: **009**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors (ie PMA) are engaged to carry out 	Continue with regular service checks.	Andy T When scheduled	2	4	8	Sept 20 Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<p>statutory testing/inspection of all plant and equipment.</p> <ul style="list-style-type: none"> • Pre-use visual checks are carried out by the user on all equipment. • All little used outlets of water have been regularly flushed prior to school reopening. • Any plant/equipment that has been “mothballed” during the lockdown, will be checked by a competent person before coming back into use, and before reopening the school. • Statutory/essential service visits will where possible be conducted at the beginning or end of the school day. • Classrooms to receive a deep clean in the first two weeks of the summer holiday prior to full return • Kitchen to have a deep clean by SIPS in August, prior to full return 		and required				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Staffing arrangements constantly under review. Where there is insufficient staff in safety critical roles, the decision will be made, alongside Public Health and Sandwell LA, of closing school. 	<ul style="list-style-type: none"> Fire drill practiced on return to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. Practice throughout term. Practice when full return to school wc 8th March 	HT – wc 7 th Sept March 21	1	5	5	Fire drill conducted Sept/Oct
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> Children to be briefed daily on protocols for social distancing and expectations for each bubble grouping. Older children who are capable of social distancing are expected not to touch staff and peers. Where possible, adults to maintain distance from their pupils at the front of their class and avoid face to face contact and minimise time spent within 1m of anyone. 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. Share all protocols with staff prior to opening so they are clear of what will be in place prior to starting. Regularly share protocol throughout to keep it a high priority. 	Teaching staff – daily HT – July 2020 HT before return to school	3	4	12	July and Sept

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Staff to maintain 2m distance from each other where possible. School drop-off/collection times are staggered and different gates used to minimise gatherings. Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing. Bubbles to be kept to classes of 30 where possible. When interventions are taking place, groups should be taken from classes where possible. Where this is not possible, year group interventions will take place but groups will be kept small and consistent and children seated at an appropriate distance. Re-arranged furniture in rows from Y2-Y6. Clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. Assemblies will not take place. Assemblies in class groups will be 		following half term				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>delivered and virtual assemblies conducted by SLT.</p> <ul style="list-style-type: none"> • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. • Pod system in place around the school to minimise close contact between bubbles. • Foot marks and/or tape has been used in key areas of the school to show “social distancing” lengths and no access areas. • Playground has been marked to encourage social distancing. • Parents/carers can only visit the school by appointment. • Regulate access to toilets - limit will depend on size of toilets and will be individually marked. Each year group designated own toilet. • Each classroom to have access to stock of PPE. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Maximum capacity signs on each door so everyone is aware of how many people can be in each room for safety. Communicate new ways of working to all staff, through posters, briefings etc. SIPS kitchen staff to remain in kitchen area only and to use own facilities. All staff to wear face masks (preferably) or visors in communal areas and when outside their bubble. Parents encouraged to wear face masks when on school site. Staff with any vulnerabilities encouraged to wear visors/masks within the classroom and maintain distance from other staff and children. 						
Lack of hand and respiratory hygiene	As above	<ul style="list-style-type: none"> Ensure good respiratory hygiene - staff and pupils made aware of the 	<ul style="list-style-type: none"> Daily briefings during class assemblies to remind pupils of the 	CMc (HT) – Daily	2	4	8	Ongoing checks

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
practices and/or facilities		<p>“catch it, bin it, kill it” protocol via signage posters around the school.</p> <ul style="list-style-type: none"> Posters displayed to promote correct handwashing technique. Clean hands thoroughly and more often than usual. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Any entrance into a pod and on exit will have ABHR. Markers outside classrooms so children can queue safely whilst waiting for ABHR prior to entry into school. Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices and washing for 20 seconds (regularly throughout the day). 	<p>importance of good hygiene practices.</p> <ul style="list-style-type: none"> Regular checks made to ensure there is sufficient stock of soap and paper towels. Regular checks made to ensure there is sufficient ABHR each day. 	<p>Staff with groups daily</p> <p>Andy T (site manager)</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Additional cleaning of toilets throughout the day. Cleaner to come in and clean toilet areas and touch points. Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. Provide wipes/cleaning products for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. Lidded bins to be used for this purpose. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Paper towels and bins to be provided at washing points (no hand driers). Doors to be propped open to reduce touching handles (NOT FIRE DOORS) Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them. Reminders to all not to touch nose, eyes, mouth, face. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. 						
New way of working leading to	Teaching, non-teaching staff.	<ul style="list-style-type: none"> staff meetings regularly organised to ensure staff are supported. 	Staff to identify a mentor should they wish and a point	CMc wc 1 st Sept	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
feeling a lack of interaction, support and social isolation.	Suffer with anxiety, depression, stress, poor mental health & wellbeing due to the isolation	<ul style="list-style-type: none"> Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to children and individual support made available when/if needed. Arrangements in place for employees to access a confidential school counselling service. Schools stress risk assessment has been reviewed regularly throughout the pandemic. Staff to have PPA to ensure there is dedicated time to plan. This can be taken from home. 	of contact with whom to talk to.	Weekly following				
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children Illness – coughs, high temperature and	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations 	<ul style="list-style-type: none"> Staff to be made aware of these guidelines Ensure first aid areas are reviewed regularly and kept fully equipped 	CMc (HT) weekly LB weekly	4	3	12	

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or personal care ie. nappies	shortness of breath through to fatality.	<ul style="list-style-type: none"> People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). PPE to be worn by staff delivering first aid including face covering, plastic apron and gloves (including splash resistant visors if needed). Member of staff to be allocated to come and support at as distance should they be required to help. Area to be thoroughly cleaned after. See the COVID-19: cleaning of non-healthcare settings guidance. Where first aid has been administered, parents to be informed by email through Medical Tracker. Where a child has a toilet accident, staff supporting should wear gloves, apron and mask to disinfect the area. Soiled clothes to be double bagged and washed immediately or 						

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		disposed of after 72 hours (if suspected of being infectious).						
Child, young person, adult or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – coughs, high temperature and shortness of breath through to fatality.	Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. If a child becomes unwell, they should be moved to the conference room and isolated behind a closed door (depending on age of child and needs.) A window should be opened for ventilation. Their temperature will be taken using a non-contact thermometer. The government advise that PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can 	<ul style="list-style-type: none"> Ensure adequate stock of PPE and keep abreast of stock in school weekly Book a test link / NHS website link and self isolate guidance Contact Sandwell Public Health on phcovid19_enquiries@sandwell.gov.uk 0121 569 4719 Contact DFE Helpline on 0800 046 8687 and select option 1 for advice. 	LB (Business Manager) weekly reviewed	3	3	9	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • 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. • Areas to be cleaned thoroughly afterwards with disinfectant and waste disposed of following waste disposal guidelines. <p>If a child needs the toilet whilst waiting to be collected, they should use a separate bathroom if possible and this should be thoroughly disinfected after.</p>						

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Children with specific needs means social distancing is difficult to maintain (ie SEND, behavioural)	Teaching, non-teaching staff, first aider, etc Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> Each child's individual risk assessment to be reviewed regularly and shared with parents. Staff working with these children to be given the option of wearing PPE if they feel the situation requires it. Consider timetable adjustments for children who find it difficult to maintain a 2m distance. Where interventions are taking place, two separate desks should be used where possible, spaced an adequate distance apart. Strict handwashing before and after and spaces wiped down after use. Ensure plenty of time is timetabled outside so the risk of infection is reduced. Utilise Inclusion Support (ie PPE team) to help support children who need it. External visitors coming in to work with children will be requested to wear a face mask or 	<ul style="list-style-type: none"> Adapt individual children's risk assessment to take account of new measures and share with staff working with these children. Communicate with parents about measures that have been put in place 	Jez B (SENDSCO) and GT (AHT) before 1 st Sept and when updated	4	3	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>visor and asked to wash or sanitise hands on entry and exit.</p> <ul style="list-style-type: none"> Where external visitors come into school and need to work in classrooms (eg Educational Psychologists), then the visitor must sit in an area at least 2m away from others and wear a mask. Adapted behaviour policy with clear rules and sanctions. To be shared daily with children and embedded. 						
Lunch and break times – possibility that social distancing isn't adhered to	<p>Pupils, teaching staff, non-teaching staff, LTSs</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> Staggered lunchtimes with each bubble having allocated lunch time slot outside, using different playgrounds. Rota to be in place and allocated lunch time supervisor Allocated outdoor space for each bubble, utilising different outdoor areas to minimise the potential to mix. Children to remain in bubble at all times and not to mix with any other bubble. 	<ul style="list-style-type: none"> Review working arrangements regularly. 	<p>HT wc prior to 1st Sept</p> <p>Reviewed weekly</p>	3	3	9	Sept 20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Children to eat in classrooms. This negates risk of contamination of dinner hall. LTS's to collect lunches from serving hatch and deliver to classrooms. Regular cleaning of tables Regular removal of waste food in lidded bins. Handwashing before and after eating at all times. 						
Possibility of contamination due the virus being on surfaces/ shared equipment ie. staffroom, children's books	<p>Teaching staff, non-teaching staff, LTSs</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> Staff to bring their own mug and utensils in for use in school. These must be washed after each use. Staff must not leave their mugs and utensils in the sink. Shared resources in cupboards to be taped off. If staff must use shared equipment from staff room, then they must wash it prior to use and immediately after and use Milton. 	<ul style="list-style-type: none"> Inform staff of protocols Regular replenishing of cleaning wipes and sprays. 	<p>HT prior to 1st Sept</p> <p>Continual</p>	3	3	9	Sept 20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Cleaning materials supplied and expectation that staff are to wipe down any equipment they have used ie. kettle, boiler, photocopier, fridge handles, cupboard doors. Water stations out of use. Children MUST bring in their own water bottle to use. Water to me made available at times throughout the day. Teacher to offer verbal feedback at the point of learning as much as possible to reduce the burden of marking and risk of contamination from books. Resources that need to be shared within the bubble to be cleaned regularly Resources to be shared between bubbles to be cleaned meticulously – usage to be rotated to allow them to be left unused and out of reach for up to 72 hours between different bubbles. 						

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		<ul style="list-style-type: none"> Children to limit the amount of equipment they bring in daily to essentials: lunch box, coat, hat, books. Shared cloakrooms are not be used where space allows. Children's belongings to be stored in classrooms where possible. Children to come dressed in PE kits on days they have PE to avoid mixing bubbles for children to get changed. Clear process for pupils to remove face masks when arriving at school and bins placed on entry points. Staff room out of use in school for eating. Only to be used for essentials ie photocopying. If food is to be made (or a drink), this is to be done quickly and taken to bubbles to be consumed. NO SOCIALISING. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Risk to vulnerable staff/children of catching virus	Teaching staff, non-teaching staff, LTSs, children Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> Staff with any vulnerabilities to have individual risk assessment, including where a staff member is pregnant. Careful consideration to individual circumstances of each staff member. Staff with more vulnerabilities who will not be able to maintain social distancing at all times to be given option of wearing PPE should they wish (visor in particular to allow for facial visibility). Face masks will be strongly encouraged. No person displaying symptoms: cough, temperature, loss of taste to enter school. If symptoms present during school day, person to be isolated immediately. Individual to isolate for 10 days or until symptoms have subsided (household for 10 days). All staff or pupils with symptoms to engage with NHS Test and Trace process. 	<ul style="list-style-type: none"> Communicate regularly to staff and parents that they must not bring children in if they are exhibiting symptoms. Contact Sandwell Public Health team and follow advice if needed. Pregnant staff made aware of guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists. When entering tier 4, or an national lockdown, all CEV staff and children will be advised to stay at home and shield. 	HT prior to 1 st Sept and continually thereafter	3	3	9	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> If staff or pupil test negative they can return to work/school. If staff or pupil tests positive, then whole bubble to be sent home and to self-isolate for 10 days (following advice from PH on close and direct contacts). Ensure medical needs of children in bubbles are shared with staff and ensure adequate medication is in the correct location. Staff to try to sit these children closest to the window and try to ensure social distancing is adhered to as much as possible and regular reminders given to wash hands, hand gel, not to mix with others/touch others. Pregnant staff to have individual risk assessments (particular care when 28+weeks pregnant) and follow guidance from rcog.org. Pregnant staff to follow the guidance on social 						

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		distancing and appropriate use of face coverings <ul style="list-style-type: none"> Keep mobile and hydrated to reduce the risk of blood clots in pregnancy Stay active with regular exercise, a healthy balanced diet, and folic acid and vitamin D supplementation to help support a healthy pregnancy Contact your maternity team if you have concerns about the wellbeing of yourself or your unborn baby 						
Staff member or pupil with confirmed diagnosis of virus attends the school	Teaching staff, non-teaching staff, LTSs Illness – coughs, high temperature and	<ul style="list-style-type: none"> HT will ensure staff follow current government guidance on isolation and will be sent home. Self isolation guidance	<ul style="list-style-type: none"> Deep clean of the area that person has come into contact with to be conducted (if advised by Public Health) 	When required				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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rather than self isolating	shortness of breath through to fatality.	<ul style="list-style-type: none"> No person displaying symptoms: cough, temperature, loss of taste to enter school. If symptoms present during school day, person to be isolated immediately. Individual to isolate for 10 days or until symptoms have subsided (household for 10 days). All staff or pupils with symptoms to engage with NHS Test and Trace process. If staff or pupil test negative they can return to work/school. If staff or pupil tests positive, then whole bubble to be sent home and to self-isolate for 10 days (each individual case will be risk assessed) Staff to engage in twice weekly LFD testing to ensure asymptomatic cases are identified. 	<ul style="list-style-type: none"> Contact Sandwell Public Health and follow advice <p>Advise parents of household LFD tests (when government has clarified position)</p>	HT March 2021				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Risk of visitors/supply teachers and contamination	All staff and children Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> Visitors to school only allowed if essential ie. Social workers, Inclusion Support workers. Where visitors must enter (eg social worker, parent, therapist) then hand gel must be applied prior to entry and on exit and 2m must be maintained wherever possible. All visitors to school must be instructed to wear a face mask whilst on the premises. All visitors to sign in on inventory system and contact details taken with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. Signage on all entry points, and particularly in school office saying no entry. Communication to parents outlining that the school office is closed and appointment by email or phone call only. Perspex screen in school office 	<ul style="list-style-type: none"> Insert camera at Reception entrance so office staff can monitor who is at door. - completed 	HT prior to 1 st Sept November	3	3	9	Nov 20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Office doors to remain closed. Meetings with parents and other visitors to be done remotely where possible. Where face to face meetings take place, a room must be used to allow for 2m between each person and visitors to school wear a mask. Room must be well ventilated. Ensure seating position is sideways as opposed to face to face. If supply teachers are being used, this should be done on a more consistent basis. 						
Inability of children to understand new rules and routines around social distancing and expectations of movement around school	<p>Teaching staff, non-teaching staff, LTSs</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> Addendum to behaviour policy to be put in place with clear rules around social distancing. New rules and expectations regarding behaviour to be shared with parents and children prior to starting. 	Regular reminders to children of behaviour policy	SLT Ongoing	3	3	9	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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ad hand washing		<ul style="list-style-type: none"> Expectations to be reiterated to children daily and reinforced regularly. Small children and those with complex needs to be supervised and supported to wash hands and supervised using hand gel (so as not to ingest). 						
Inability to keep to consistent bubbles during breakfast club and after school clubs	<p>Staff taking clubs and children</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> Breakfast club to be split into two smaller groups and to be kept separate in hall. Each child to be sat at a table using the dinner tables, an adequate distance apart. No self-service of food. Food to be limited to cereals and bagels and staff to dispense to children whilst wearing gloves. Tables and areas to be cleaned thoroughly after use. Staff to maintain an adequate distance from children. 	<ul style="list-style-type: none"> Let parents know of arrangements. 	HT prior to March21	3	3	9	

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		<ul style="list-style-type: none"> • Bagels through Magic Breakfast to be delivered to individual bubbles to be eaten in classrooms and tables wipe down afterwards. • Adequate hand washing before and after eating. • After school club groups to be kept small and consistent and outdoor space to be used as much as possible. • External childcare providers eg Unicorns will be managed in the hall. External staff to wear a mask when on site and children kept socially distanced in KS2 hall (away from the marked footways), until ready to go to classroom or leave the site. 						
Risk of heightened transmission through extra-curricular	Staff, children Illness – coughs, high temperature and	<ul style="list-style-type: none"> • Singing, chanting, shouting not to take place in classes of 30. When singing, limit the number of children singing at one time and follow suggested principles for safer 	<ul style="list-style-type: none"> • Swimming to be risk assessed individually following guidance from Swim England on school swimming and water safety lessons available 	All staff Spring term	3	3	9	

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activities eg. music, PE	shortness of breath through to fatality.	<p>singing. Singing to be kept at level of voice volume.</p> <ul style="list-style-type: none"> • Music provision from peripatetic teacher to be done virtually initially • No musical instruments that require blowing should be conducted in classes – smaller groups limited to 15 to be considered which can be physically distanced. Also, use of outdoor space where possible/sit back to back. • Ensure good ventilation at all times and use rooms with higher rooms or outdoors if possible. • Avoid sharing of instruments. • PE lessons to take place outdoors as much as possible. • Where the hall is to be used, only 15 children are to be doing the activity at one time to ensure the room is spaced well. Half the class at a time. Doors fully open to allow for ventilation. 	at returning to pools guidance documents					

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		<ul style="list-style-type: none"> Children to come wearing PE kits on days they have PE to avoid getting changed Strictly non-contact activities only Students to work in own zones (especially if using indoor hall space) Equipment used in PE to be cleaned after each use and avoid sharing of equipment. Handwashing before and after PE lessons. 						
Community Covid transmission rates rise significantly / enforced lockdown	<p>Teaching staff, non-teaching staff, LTSs, parents/carers, pupils</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> On 30 December 2020 the government announced that in order to help contain the community transmission of coronavirus (COVID-19), some restrictions to primary education settings are required in certain areas. These are in line with the contingency framework for education and childcare settings. School to follow Contingency Framework for 	<ul style="list-style-type: none"> Plan for this eventuality and ensure staff are aware of the actions needed to be taken if initiated. <p>Staff members who refuse to return to work will be dealt with on a case by case basis in conjunction with HR advice.</p>	HT, when instructed.	4	3	12	

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		<p>Education protocol when instructed to do so by government.</p> <ul style="list-style-type: none"> If rates of the disease rise in local area, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. When Tier 4 restrictions are implemented, children who are clinically extremely vulnerable are not to attend school and have remote education provided. Same applies to staff. Enhanced cleaning regime. More frequent wiping down of touch points and hand washing/sanitation. <p>Lockdown:</p> <ul style="list-style-type: none"> Provision for key worker children and vulnerable children only – to be organised in consistent, smaller bubbles. 	Alert parents of restrictions and actions for pupils who are CEV.					

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		<ul style="list-style-type: none"> Rotas to be in place for staff onsite to reduce adults on site at one time. Teachers to teach remotely from home where possible to reduce number of adults on site. 						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
29 th June	Camilla McGregor	Slight adjustment made regarding testing and when to send a bubble home to isolate following a positive test only. Adjustment regarding visitors entering school. Most classrooms can safely fit in up to 10 children however adaption made to classrooms where 11 can be fitted due to space.
7 th July	Camilla McGregor	Changed due to full reopening guidance from September
18 th August	Camilla McGregor	<p>Changed guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Self-isolation advice for people who have tested positive/and or are experiencing symptoms has been increased to ten days.</p>
4 th September	Camilla McGregor	Added info regarding visitors wearing face masks and external after school/ breakfast club provision: visitors on site to wear face masks. Information about when children wet/soil themselves.

11 th September	Camilla McGregor	Adaptations to drop off protocol.
17 th September	Camilla McGregor	Adaptions to how to respond to positive coronavirus case in school. Now to call DFE Helpline ad not Sandwell Public Health team.
28 th October	Camilla McGregor	Staff to wear masks/visors in communal areas. Parents to wear masks when on site for collection and drop off. Vulnerable staff to wear a visor throughout day. PE-use of hall updated to 15 at a time.
5 th November	Camilla McGregor	Changes in light of national lockdown
8 th December	Camilla McGregor	Additional measures re staff room use
2 nd January 2021	Camilla McGregor	Self isolation guidance for contacts changed from 14 days to 10. Adaptations in light of Sandwell being under tier 4 restrictions. Additional measures in case of contingency framework being implemented- Contingency Framework for Education
5 th January	Camilla McGregor	Adjusted measures in accordance with national lockdown and KW/vulnerable provision.
26 th February 2021	Camilla McGregor	Amended in light of Schools coronavirus (COVID-19) operational guidance being published and reopening of schools on March 8 th . Added information regarding pregnant staff and LFD testing for staff. Also, expectation that vulnerable staff wear masks as more protective than visors.