

## **St James CE Primary School**

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

**Schools Safety Guide**

## Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1<sup>st</sup>, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- **NEW** [Guidance for full opening schools](#)
- [Preparing for the wider opening of schools from 1 June](#) (Primary and Secondary specific guidance)
- [Planning guide for early years and childcare settings](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Guidance for further education and skills providers](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

## 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](mailto: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?
<b>Health &amp; safety/statutory issues</b>						
<p>Have all health &amp; safety compliance checks of plant &amp; equipment been completed prior to opening?</p> <p>(This can be done through referencing of the <a href="#">School Premise Logbook</a> 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"> <li>• Flushing</li> <li>• Legionella test 20.5.20</li> <li>• Emptying of water fountains (5l each)</li> <li>• Hot water remained operational</li> <li>• Air conditioning checked May 2020</li> <li>• Fire alarms tested weekly and system checked 18.5.20</li> </ul>	<p>School kitchen to have a deep clean in August prior to being in use again – conducted by SIPS Catering.</p>	<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			<p>Fire evacuation procedures amended in light of changed classroom usage.</p> <p>Fire assembly point posters will be signposted for each bubble and distributed to staff.</p>	<p>Amend fire evacuation procedures and share with staff.</p> <p>Diarise a fire drill. Alert staff to their exit points as children will be in different classrooms.</p>	<p>CMc</p> <p>First week back to school.</p>
<b>Social distancing issues</b>						
Have class groups been organised as per Government guidance?	Y			<p>Bubbles have been organised into class bubbles of up to 30 (or 31 in some classes).</p> <p>Children to be seated in rows, facing forward where this is possible.</p>	<p>Organise tables into rows in most classrooms (not in EYFS or Y1).</p> <p>Review intervention groupings when up and running.</p>	<p>SLT</p> <p>Wc 1<sup>st</sup> Sept</p>
Have classrooms and other learning environments been organised to allow for social distancing?	Y			<p>Tables organised in rows facing the front, Y2-Y6.</p> <p>Teachers to socially distance from children in rows.</p> <p>Teaching space sectioned off.</p>		<p>Teachers</p> <p>Wc 1<sup>st</sup> Sept</p>
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			<p>Each year group will be allocated an outdoor space and play area.</p>	<p>Timetable when each class will access outdoor space for PE and break times.</p>	<p>DH/LD</p> <p>Prior to 1<sup>st</sup> Sept</p>

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	<p>AT/ DH/LD</p> <p>Prior to wc 1<sup>st</sup> Sept</p>
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.	<p>DH/LD</p> <p>Prior to wc 1<sup>st</sup> Sept</p>
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 <sup>st</sup> 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 1<sup>st</sup> 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 <sup>st</sup> Sept
<b>Infection control issues</b>						
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 <sup>st</sup> 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 <sup>th</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> Sept
<b>Communication of Plans</b>						

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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>th</sup> 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:

### 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

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	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"> <li>School has a scheme of works whereby competent contractors (ie PMA) are engaged to carry out statutory</li> </ul>	<ul style="list-style-type: none"> <li>Classrooms to receive a deep clean in the first two weeks of the summer holiday.</li> </ul>	Andy T Wc 20 <sup>th</sup> July	2	4	8	

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 <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment.  <ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly flushed prior to school reopening.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen to have a deep clean by SIPS in August</li> </ul>					
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"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Staffing arrangements constantly under review.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced on return to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	HT – wc 7 <sup>th</sup> Sept	1	5	5	



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	
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"> <li>Children to be briefed daily on protocols for social distancing and expectations for each bubble grouping.</li> <li>Older children who are capable of social distancing are expected not to touch staff and peers.</li> <li>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.</li> <li>Staff to maintain 2m distance from each other where possible.</li> <li>School drop-off/collection times are staggered and different gates used to minimise gatherings.</li> <li>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom.</li> <li>Share all protocols with staff prior to opening so they are clear of what will be in place prior to starting.</li> </ul>	Teaching staff – daily  HT – July 2020	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	
		<ul style="list-style-type: none"> <li>Bubbles to be kept to classes of 30 where possible. When interventions are taking place, groups should be taken from classes. 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.</li> <li>Re-arranged furniture in rows from Y2-Y6.</li> <li>Clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible.</li> <li>Assemblies will not take place. Assemblies in class groups will be delivered and virtual assemblies conducted by SLT.</li> <li>Break and lunch times are staggered and supervised to</li> </ul>						

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>minimise numbers and allow for social distancing.</p> <ul style="list-style-type: none"> <li>Pod system in place around the school to minimise close contact between bubbles.</li> <li>Foot marks and/or tape has been used in key areas of the school to show “social distancing” lengths and no access areas.</li> <li>Playground has been marked to encourage social distancing.</li> <li>Parents/carers can only visit the school by appointment.</li> <li>Regulate access to toilets - limit will depend on size of toilets and will be individually marked.</li> <li>Each classroom to have access to some PPE if staff want to wear it.</li> <li>Maximum capacity signs on each door so everyone is</li> </ul>						

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>aware of how many people can be in each room for safety.</p> <ul style="list-style-type: none"> <li>Communicate new ways of working to all staff, through posters, briefings etc.</li> <li>SIPS kitchen staff to remain in kitchen area only and to use own facilities.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>Ensure good respiratory hygiene - staff and pupils made aware of the "catch it, bin it, kill it" protocol via signage posters around the school.</li> <li>Posters displayed to promote correct handwashing technique.</li> <li>Clean hands thoroughly and more often than usual.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings during class assemblies to remind pupils of the importance of good hygiene practices.</li> <li>Regular checks made to ensure there is sufficient stock of soap and paper towels.</li> <li>Regular checks made to ensure there is sufficient ABHR each day.</li> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> </ul>	<p>CMc (HT) – Daily</p> <p>Staff with groups daily</p> <p>Andy T (site manager)</p>	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	
		<p>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.</p> <ul style="list-style-type: none"> <li>• Markers outside classrooms so children can queue safely whilst waiting for ABHR prior to entry into school.</li> <li>• 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).</li> <li>• Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>• Additional cleaning of toilets throughout the day.</li> <li>• Supply of detergent and/or antibacterial wipes available for adults and pupils to clean</li> </ul>						

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>any areas/equipment they occupy/use before and after each use.</p> <ul style="list-style-type: none"> <li>• Provide wipes/cleaning products for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>• 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.</li> <li>• Paper towels and bins to be provided at washing points (no hand driers).</li> <li>• Doors to be propped open to reduce touching handles (NOT FIRE DOORS)</li> <li>• Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those</li> </ul>						

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>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.</p> <ul style="list-style-type: none"> <li>Reminders to all not to touch nose, eyes, mouth, face.</li> </ul>						
<p>New way of working leading to feeling a lack of interaction, support and social isolation.</p>	<p>Teaching, non-teaching staff. Suffer with anxiety, depression, stress, poor mental health &amp; wellbeing due to the isolation</p>	<ul style="list-style-type: none"> <li>staff meetings regularly organised to ensure staff are supported.</li> <li>Managers to ensure employees are aware of the following advice:</li> <li>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>Changes in new school protocols explained to children and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a</li> </ul>	<p>Staff to identify a mentor should they wish and a point of contact with whom to talk to.</p>	<p>CMc wc 1<sup>st</sup> Sept Weekly following</p>	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	
		<p>confidential school counselling service.</p> <ul style="list-style-type: none"> <li>Schools stress risk assessment has been reviewed regularly throughout the pandemic.</li> <li>Staff to have PPA to ensure there is dedicated time to plan.</li> </ul>						
Inability to maintain social distancing when dealing with accidents or personal care ie. nappies	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> <li>PPE to be worn by staff delivering first aid including face covering, plastic apron</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be made aware of these guidelines</li> <li>Ensure first aid areas are reviewed regularly and kept fully equipped</li> </ul>	<p>CMc (HT) weekly</p> <p>LB weekly</p>	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
					L	S	R	
		<p>and gloves (including splash resistant visors if needed).</p> <ul style="list-style-type: none"> <li>• Member of staff to be allocated to come and support at as distance should they be required to help.</li> <li>• Area to be thoroughly cleaned after.</li> <li>• Where first aid has been administered, slips to be sent home to parent (until Medical Tracker is in place).</li> <li>• 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 disposed of after 72 hours.</li> </ul>						
Child, young person, adult or other learner becomes	Teaching, non-teaching staff, first aider, etc	Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days, and	<ul style="list-style-type: none"> <li>• Ensure adequate stock of PPE and keep abreast of stock in school weekly</li> </ul>	LB (Business Manager)	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	
unwell with symptoms of coronavirus and requires personal care.	Illness – coughs, high temperature and shortness of breath through to fatality.	<p>ensuring anyone developing those symptoms during the school day is sent home.</p> <p>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.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• 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 return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Sandwell Public Health team and follow advice if someone tests positive</li> <li>• <a href="#">Book a test link</a> / <a href="#">NHS website link</a> and <a href="#">self isolate guidance</a></li> </ul>	Before 1 <sup>st</sup> 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	
		<p>necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Areas to be cleaned thoroughly afterwards with disinfectant and waste disposed of following waste disposal guidelines.</li> </ul> <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>						

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	
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"> <li>Each child's individual risk assessment to be reviewed regularly and shared with parents.</li> <li>Staff working with these children to be given the option of wearing PPE if they feel the situation requires it.</li> <li>Consider timetable adjustments for children who find it difficult to maintain a 2m distance.</li> <li>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.</li> <li>Ensure plenty of time is timetabled outside so the risk of infection is reduced.</li> <li>Utilise Inclusion Support (ie PPE team) to help support</li> </ul>	<ul style="list-style-type: none"> <li>Adapt individual children's risk assessment to take account of new measures and share with staff working with these children.</li> <li>Communicate with parents about measures that have been put in place</li> </ul>	Jez B (SENDCO) and GT (AHT) before 1 <sup>st</sup> Sept	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
					L	S	R	
		<p>children who need it. External visitors coming in to work with children will not be able to enter bubbles but will utilise open spaces or an allocated room – PPE will be offered to the external worker.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Adapted behaviour policy with clear rules and sanctions. To be shared daily with children and embedded.</li> </ul>						
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</p>	<ul style="list-style-type: none"> <li>Staggered lunchtimes with each bubble having allocated lunch time slot outside.</li> <li>Allocated outdoor space for each bubble, utilising different outdoor areas to minimise the potential to mix.</li> </ul>	<ul style="list-style-type: none"> <li>Rota to be in place and allocated lunch time supervisor</li> </ul>	HT wc prior to 1 <sup>st</sup> Sept	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	
	shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>Children to remain in bubble at all times and not to mix with any other bubble.</li> <li>Children to eat in classrooms. This negates risk of contamination of dinner hall.</li> <li>LTS's to collect lunches from serving hatch and deliver to classrooms.</li> <li>Regular cleaning of tables</li> <li>Regular removal of waste food in lidded bins.</li> <li>Handwashing before and after eating at all times.</li> </ul>						
Possibility of contamination due the virus being on surfaces/ shared equipment ie. staffroom,	Teaching staff, non-teaching staff, LTSs  Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>Staff to bring their own mug and utensils in for use in school.</li> <li>Shared resources in cupboards to be taped off.</li> <li>If staff use shared equipment from staff room, then they must wash it prior to use and</li> </ul>	<ul style="list-style-type: none"> <li>Inform staff of protocols</li> <li>Regular replenishing of cleaning wipes and sprays.</li> <li>Parents to be informed of expectations prior to starting (including removal of face masks)</li> </ul>	HT prior to 1 <sup>st</sup> Sept	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	
children's books		<p>immediately after and use Milton.</p> <ul style="list-style-type: none"> <li>• Cleaning materials supplied and expectation that staff are to wipe down any equipment they have used ie. kettle, boiler, photocopier, fridge handles, cupboard doors.</li> <li>• Water stations out of use. Children MUST bring in their own water bottle to use.</li> <li>• 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.</li> <li>• Resources that need to be shared within the bubble to be cleaned regularly</li> <li>• 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</li> </ul>						

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>for up to 72 hours between different bubbles.</p> <ul style="list-style-type: none"> <li>Children to limit the amount of equipment they bring in daily to essentials: lunch box, coat, hat, books.</li> <li>Shared cloakrooms to not be used where space allows. Children's belongings to be stored in classrooms where possible.</li> <li>Children to come dressed in PE kits on days they have PE to avoid mixing bubbles for children to get changed.</li> <li>Clear process for pupils to remove face masks when arriving at school</li> </ul>						
Risk to vulnerable staff/children of catching virus	<p>Teaching staff, non-teaching staff, LTSs, children</p> <p>Illness – coughs, high temperature and</p>	<ul style="list-style-type: none"> <li>Staff with any vulnerabilities to have individual risk assessment.</li> <li>Careful consideration to individual circumstances of each staff member.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to staff and parents that they must not bring children in if they are exhibiting symptoms.</li> <li>Contact Sandwell Public Health team and follow advice</li> </ul>	HT prior to 1 <sup>st</sup> Sept	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	
	shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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 14 days).</li> <li>• All staff or pupils with symptoms to engage with NHS Test and Trace process.</li> <li>• If staff or pupil test negative they can return to work/school.</li> <li>• If staff or pupil tests positive, then whole bubble to be sent</li> </ul>						

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>home and to self-isolate for 14 days.</p> <ul style="list-style-type: none"> <li>Ensure medical needs of children in bubbles are shared with staff and ensure adequate medication is in the correct location.</li> <li>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.</li> </ul>						
Staff member or pupil with confirmed diagnosis of virus attends the school rather than self isolating	<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"> <li>HT will ensure staff follow current government guidance on isolation end will be sent home.</li> </ul> <p><a href="#">Self isolation</a> guidance</p> <ul style="list-style-type: none"> <li>No person displaying symptoms: cough, temperature, loss of taste to enter school. If symptoms present during school day,</li> </ul>	<ul style="list-style-type: none"> <li>Deep clean of the area that person has come into contact with to be conducted (if advised by Public Health)</li> <li>Contact Sandwell Public Health and follow advice</li> </ul>					

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>person to be isolated immediately. Individual to isolate for 10 days or until symptoms have subsided (household for 14 days).</p> <ul style="list-style-type: none"> <li>• All staff or pupils with symptoms to engage with NHS Test and Trace process.</li> <li>• If staff or pupil test negative they can return to work/school.</li> <li>• If staff or pupil tests positive, then whole bubble to be sent home and to self-isolate for 14 days.</li> </ul>						
Risk of visitors/supply teachers and contamination	<p>All staff and children</p> <p>Illness – coughs, high temperature and shortness of breath through to fatality.</p>	<ul style="list-style-type: none"> <li>• Signage on all entry points, and particularly in school office saying no entry.</li> <li>• Communication to parents outlining that the school office is closed and appointment by email or phone call only.</li> <li>• Perspex screen in school office</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to parents to outline this information</li> <li>• Record to be kept of all visitors</li> </ul>	HT prior to 1 <sup>st</sup> Sept	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	
		<ul style="list-style-type: none"> <li>Office doors to remain closed.</li> <li>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.</li> <li>All visitors to school must be instructed to wear a face mask whilst on the premises.</li> <li>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. Ensure seating position is sideways as opposed to face to face.</li> <li>If supply teachers are being used, this should be done on a more consistent basis.</li> </ul>						

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	
Inability of children to understand new rules and routines around social distancing and expectations of movement around school and hand washing	Teaching staff, non-teaching staff, LTSs  Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>Addendum to behaviour policy to be put in place with clear rules around social distancing.</li> <li>New rules and expectations regarding behaviour to be shared with parents and children prior to starting.</li> <li>Expectations to be reiterated to children daily and reinforced regularly.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Addendum to behaviour policy to be finalised.</li> </ul>	SLT  Prior to sept 2020	3	3	9	
Inability to keep to consistent bubbles during breakfast club and after school clubs	Staff taking clubs and children  Illness – coughs, high temperature and	<ul style="list-style-type: none"> <li>Breakfast club to be split into two smaller groups and to be kept separate in hall.</li> <li>Each child to be sat at a table using the dinner tables, an adequate distance apart.</li> </ul>	<ul style="list-style-type: none"> <li>Let parents know of arrangements.</li> </ul>	HT prior to Sept	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	
	shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>No self-service of food. Food to be limited to cereals and bagels and staff to dispense to children whilst wearing gloves.</li> <li>Tables and areas to be cleaned thoroughly after use.</li> <li>Staff to maintain an adequate distance from children.</li> <li>Bagels through Magic Breakfast to be delivered to individual bubbles to be eaten in classrooms and tables wipe down afterwards.</li> <li>Adequate hand washing before and after eating.</li> <li>After school club groups to be kept small and consistent and outdoor space to be used as much as possible.</li> <li>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</li> </ul>						

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	
		marked footways), until ready to go to classroom or leave the site.						
Risk of heightened transmission through extra-curricular activities eg. music, PE	Staff, children  Illness – coughs, high temperature and shortness of breath through to fatality.	<ul style="list-style-type: none"> <li>Singing, chanting, shouting not to take place in classes of 30.</li> <li>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.</li> <li>Ensure good ventilation.</li> <li>Avoid sharing of instruments.</li> <li>PE lessons to take place outdoors as much as possible</li> <li>Children to come wearing PE kits on days they have PE to avoid getting changed</li> <li>Strictly non-contact activities only</li> </ul>	<ul style="list-style-type: none"> <li>Music provision from peripatetic teacher to be done virtually initially</li> <li>Decide on PE equipment to be used in lessons</li> </ul>	All staff  Autumn term	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	
		<ul style="list-style-type: none"> <li>Students to work in own zones (especially if using indoor hall space)</li> <li>Equipment used in PE to be cleaned after each use and avoid sharing of equipment.</li> <li>Handwashing before and after PE lessons.</li> </ul>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
29 <sup>th</sup> 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 <sup>th</sup> July	Camilla McGregor	Changed due to full reopening guidance from September
18 <sup>th</sup> August	Camilla McGregor	Changed guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> Self-isolation advice for people who have tested positive/and or are experiencing symptoms has been increased to ten days.



---

4 <sup>th</sup> 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 <sup>t</sup> September	Camilla McGregor	Adaptations to drop off protocol.