

## **St James CE Primary School**

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

**Schools Safety Guide**

## Part 2: H&S Checklist

Conducted by: **Camilla McGregor**

Date: **18.5.20**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	Y			All appropriate checks conducted as school remained open and these checks continued ie: <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>		Site Manager (AT) completed in May 2020
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	Y			Sufficient first aiders (Educare).  SLT responsible for fire safety and will be in daily.  PFA: one will be on site every day (two additional to do training).	Train additional staff in PFA – search for virtual learning course	CMc (HT) prior to wc 8th June  Completed 22.5.20

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.	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 Prior to 8th June.
<b>Social distancing issues</b>						
Have small class groups been organised as per Government guidance?	Y			Class sizes will be no larger than any classroom can safely hold. This capacity is no more than 10 children in most classrooms (size allowing). Staff will be allocated to groups and not deviate from that group to limit contact with others.	Organise tables with 2m distance between each.  Signs on doors with maximum capacity for each room.	SLT Wc 18 <sup>th</sup> May
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Tables organised with 2m distance where possible. Space for teachers at front of each classroom cordoned off.  Teaching space sectioned off.		Prior to wc 8th
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 8 <sup>th</sup> June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced?  (e.g. use of timetable, selection of classroom etc)	Y			Each group of children will remain in their areas as far as possible (pods). Classrooms with their own toilet areas will be used. If movement is needed to access toilets, one-way system will be put in place and signage used.  Pod systems in place and only children in specific bubbles allowed to access pods.  Areas of school not being used will be cordoned off.	Signage to be put in place for one-way system.  No entry tape to section off unused areas.	AT/ DH/LD  Wc 18 <sup>th</sup> May
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			Posters  Floor markings  Hazard tape		SLT prior to 8th June
Have assembly groups been staggered?			NA	No assemblies will be taking place in hall areas. Class assemblies will be in place.	Share with staff.	HT prior to 8th June
Have break times (including lunch) been staggered?	Y			Staggered times in place where playground need to be shared.	Timetable and share with staff	HT prior to wc 8th June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have drop off and collection times been staggered?	Y			Staggered times for each group: Key workers – 8.45-3. Others – 9 – 2.45	Information to be shared with parents.	HT prior to wc 8th June
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Utilising three different gates for each group and a one-way system so parents don't cross each other.  Parents to enter through one gate and exit through a different one to keep the flow of adults moving.  Playground markers 2m apart for parents to stand on upon collection.	Markings painted on playground	HT prior to wc 8 <sup>th</sup> June
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Soft furnishings removed.  Soft toys removed so only wipeable surfaces present.  Toys with many parts removed.  Each child to have their own stationery pack.  Where toys (EYFS) may be shared, staff to dip disinfect prior to other children using.		HT prior to wc 8th June
<b>Infection control issues</b>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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 working from home.</p> <p>No children to be in school where they fall into extremely vulnerable category, unless doctors advise it is safe to do so.</p> <p>Clinically vulnerable children – risk assessments to be carried out on individual children.</p> <p>Staff to be made aware of children who have underlying conditions such as asthma where parents still insist on bringing their children in to school.</p>	<p>Identify children who have asthma, diabetes, other conditions.</p> <p>Highlight the dangers to parents who have requested places in school.</p> <p>Letter to parents.</p> <p>Request copy of child's medical advice where possible.</p>	HT prior to 8 <sup>th</sup> June
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
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 wc 1 <sup>st</sup> June.	AT Wc 1st June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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 phased 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.	<p>Site Staff</p> <p>Wc 1st June</p>

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 pack so no sharing of equipment is needed.</p>	Ensure continued supply	LB prior to wc 8 <sup>th</sup> June
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>Every child and teacher to have own bottle of hand gel.</p>	Ensure continued supply	LB wc 18 <sup>th</sup> May



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.  Each child to have own pack of tissues supplied.	Ensure continued supply	LB wc 18 <sup>th</sup> May
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.	Ensure continued supply of bags.	AT prior to wc 8 <sup>th</sup> June
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.	Place PPE (including splash proof visors) in room and adequate cleaning materials.	HT  Wc 1 <sup>st</sup> June
<b>Communication of Plans</b>						
Have parents been informed of the drop-off and pick up protocols?	Y			Email with protocols	Emails to be sent prior to 8 <sup>th</sup> June	HT prior to 8 <sup>th</sup> June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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.	Emails to be sent prior to 8 <sup>th</sup> June	HT prior to 8 <sup>th</sup> June
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			<p>Office to be closed. Appointment by phone call or email only.</p> <p>Letter will be sent out explaining no gathering at gate or on site.</p> <p>One-way system will be marked off which will help ensure there is no gathering at gates. To ease congestion, some bubbles will enter through Shelsely gate and Nursery gate.</p> <p>Staff to direct parents at the start and end of the day to disperse possible gatherings and to keep parents moving a long one-way system.</p> <p>2m markings on playgrounds and on gates.</p> <p>Signage on gates.</p>	<p>Emails to be sent prior to 8<sup>th</sup> June</p> <p>Signage</p>	HT prior to 8 <sup>th</sup> June
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 school place offer letter	Emails to be sent prior to 8 <sup>th</sup> June	HT prior to 8 <sup>th</sup> June

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 1 <sup>st</sup> June

## Part 2: Risk Assessment

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

School: St James CE Primary School

Assessment Date: **20<sup>th</sup> May 2020**

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>Any defects or faults are reported, and equipment taken out of use.</li> </ul>	Andy T Wc 18 <sup>th</sup> May	2	4	8	May 2020

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>						
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>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time</li> </ul>	HT – 8 <sup>th</sup> week of June.  SLT – as and when need arises	1	5	5	11 <sup>th</sup> June

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>Staffing arrangements constantly under review. Where there is a lack of staff in critical roles, school will close.</li> </ul>	they are off/until substitutes can be trained.					
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Children to be briefed daily on protocols for social distancing and expectations on each bubble grouping.</li> <li>School drop-off/collection times are staggered to minimise numbers.</li> <li>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> <li>Separate entrance and exit routes are in place (one way in and a different way out)</li> <li>Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom.</li> <li>Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child dropping off/picking up) and importance of them sticking to the protocols.</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>	<p>Teaching staff – daily</p> <p>HT – prior to 8<sup>th</sup> June</p>	3	4	12	June 8 <sup>th</sup>

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>during lessons wherever possible.</p> <ul style="list-style-type: none"> <li>Assemblies will not take place. Assemblies in class groups will be delivered.</li> <li>Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing.</li> <li>One-way system in place around the school to minimise close contact between adults and pupils.</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> </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	
		<ul style="list-style-type: none"> <li>Regulate access to toilets - limit to 1-person access at a time.</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 aware of how many people can be in each room for safety.</li> <li>Communicate new ways of working to all staff, through posters, briefings etc.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key</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> </ul>	CMc (HT) – Daily Staff with groups daily  Andy T (site manager)	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>areas around the school. Any entrance into a pod and on exit will have ABHR. Each adult/child will also have their own supply.</p> <ul style="list-style-type: none"> <li>• 2m distancing to be marked 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</li> </ul>	<ul style="list-style-type: none"> <li>• Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</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 adults and pupils to clean 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> </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	
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Keep in touch (KIT) 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 confidential school counselling service.</li> <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>	Ensure information is available to those working from home.	CMc wc 8 <sup>th</sup> June  Weekly following	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>Staff to be utilised to support with home learning to ease the pressure from teachers in class.</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 – flu like symptoms 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 including face covering, plastic apron and gloves (including splash resistant visors if needed).</li> <li>Member of staff to be allocated to come and support at as distance should they be required to help.</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>	5	3	15	June 8 <sup>th</sup>

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	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: <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 necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from</li> </ul>	<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)  Before 1 <sup>st</sup> June	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	
		coughing, spitting, or vomiting, then eye protection should also be worn. <ul style="list-style-type: none"> <li>Areas to be cleaned thoroughly afterwards and waste disposed of following waste disposal guidelines.</li> </ul>						
Children with specific needs means social distancing is difficult to maintain (ie SEND, behavioural)	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms 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 throughout.</li> <li>Consider timetable adjustments for children who find it difficult to maintain a 2m distance (ie. part time).</li> <li>Ensure plenty of time is timetabled outside so the risk of infection is reduced.</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 and the expectations that they are contactable in emergency situations</li> </ul>	Jez B (SENDCO) and GT (AHT) before 8 <sup>th</sup> June	4	3	12	June 8 <sup>th</sup>

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>Consider whether the risk of children being in schools is too severe and decide if it safer for them to stay at home.</li> <li>Regular communication with parents so they understand that a school place may no longer be sustainable should the risk become too great.</li> <li>Utilise Inclusion Support (ie PPE team) to help support 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.</li> <li>Adapted behaviour policy with clear rules and sanctions.</li> </ul>						
Lunch and break times – possibility that social	Pupils, teaching staff, non-teaching staff, LTSS	<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</li> </ul>	<ul style="list-style-type: none"> <li>Regular checks to ensure sufficient stock of cleaning materials</li> </ul>	HT wc 1 <sup>st</sup> June	3	3	9	Ongoing checks

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					L	S	R	
distancing isn't adhered to		<p>outdoor areas to minimise the potential to mix.</p> <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>Regular cleaning of tables</li> <li>Regular removal of waste food</li> <li>Handwashing before and after eating at all times.</li> <li>Staff to be in bubbles with another staff member so breaks can be covered. Whilst one staff member is with children, the other can have a break.</li> </ul>	<ul style="list-style-type: none"> <li>Signage to be put in place (seating plans, one way systems if needed)</li> <li>communicate all ways of working to all staff</li> </ul>					
Possibility of contamination due the virus being on surfaces/ shared equipment ie. staffroom,	Teaching staff, non-teaching staff, LTSs	<ul style="list-style-type: none"> <li>Staff to bring their own mug and utensils in for use in school.</li> <li>If staff use shared equipment from staff room, then they must wash it prior to use and immediately after.</li> <li>Cleaning materials supplied and expectation that staff are</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</li> </ul>	HT prior to 8 <sup>th</sup> June	3	3	9	June 8 <sup>th</sup> – additional bubbles have been notified on later start dates.



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>to wipe down any equipment they have used ie. kettle, boiler, photocopier.</p> <ul style="list-style-type: none"> <li>• Water stations out of use. Children MUST bring in their own water bottle to use.</li> <li>• No marking of children's books is expected</li> <li>• Teachers not to take children's books home</li> <li>• No reading books will be shared</li> <li>• Children are not expected to wear a school uniform as it means there is greater opportunity for them to wear different clothes every day and reduce contamination to and from home (and eliminates school relying on parents to wash uniforms daily).</li> <li>• Children are not to bring bags into school – only lunchboxes.</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	
		<ul style="list-style-type: none"> <li>Staff advised to change clothes when they get home to prevent any possible infection being carried to or from the home and wash hands for at least 20 seconds.</li> </ul>						
Risk to vulnerable staff/children of catching virus	Teaching staff, non-teaching staff, LTSs	<ul style="list-style-type: none"> <li>No staff in extremely clinically vulnerable category to be used in school.</li> <li>Staff over 60 to have individual risk assessment.</li> <li>Staff who fall in moderate risk category (ie. asthma) to have individual risk assessment and advised to seek advice from GP.</li> <li>Careful consideration to individual circumstances of each staff member and where to place them. Where there is deemed an increased risk ie. older BAME staff, roles with less contact with children will be used.</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> </ul>	HT prior to 8 <sup>th</sup> June	3	3	9	June

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>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 7 days or until symptoms have subsided (household for 14 days).</li> <li>All staff or pupils with symptoms encouraged to get tested through track and trace.</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> <li>Expectation is that children who are in the vulnerable category do not enter school. Where parents want them in, they must be made aware of</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>the risks and individual risk assessments put in place.</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.</li> <li>Children living with extremely vulnerable adults advised not to come in to school</li> </ul>						
Risk of visitors turning up to school and potentially breaking bubbles	Office staff	<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> </ul>	<ul style="list-style-type: none"> <li>Letter to parents to outline this information</li> </ul>	HT prior to 8 <sup>th</sup> June	3	3	9	June

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>Perspex screen in school office</li> <li>Office doors to remain closed.</li> <li>Where visitors must enter (eg social worker, parent) then hand gel must be applied prior to entry and on exit and 2m must be maintained.</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.