

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
Feb 2022

Group/Service Area: **Claverley CE Primary School**

Work Activity

Working in the Schools during Covid-19 Pandemic

Workplace/Team: School

Date of Assessment: 24.02.22

Date for Re-assessment Ongoing

Name of Assessors: Jo Derrer
Manager: Governing Body

Signature:
Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

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| Increasing consequence or severity ↑ | 5 | 5 low | 10 med | 15 med | 20 high | 25 high |
| | 4 | 4 very low | 8 low | 12 med | 16 med | 20 high |
| | 3 | 3 very low | 6 low | 9 low | 12 med | 15 med |
| | 2 | 2 very low | 4 very low | 6 low | 8 low | 10 med |
| | 1 | 1 very low | 2 very low | 3 very low | 4 very low | 5 low |
| | | 1 | 2 | 3 | 4 | 5 |

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

| Score | Likelihood / Probability | Description | Score | Consequence/Severity | Description |
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| 5 | Very likely / Almost certain | Event is expected to occur in most circumstances | 5 | Catastrophic / Severe / Fatality | Death or permanent disability to one or more persons |
| 4 | Likely | Event will probably occur in most circumstances | 4 | Major injury / ill health | Hospital admission required, eg, broken arm or leg |
| 3 | Fairly likely / Possible | Event could occur at some time | 3 | Moderate (over 7-day injury) | Medical treatment required, over 7-day injury |
| 2 | Unlikely | Event is not likely to occur in normal circumstances | 2 | Minor injury / ill health | First aid is required |
| 1 | Very unlikely | Event may occur only in exceptional circumstances | 1 | Insignificant / no injury | Injuries not requiring first aid treatment |

This Risk Assessment has been informed by DfE Guidance – School Covid-19 Operational Guidance 27.01.31

Updated 28th November (Face Coverings & Omicron Variant – Updated Government & DfE Guidance)

14th December Update 13th December (Contact Tracing – Updated Government & DfE Guidance)

Updated 2nd January (Isolation Periods – Updated Government & DfE Guidance)

Updated 27th January (Face Coverings – Updated Government & DfE Guidance)

Updated 24th February (Operational Guidance – Updated Government & DfE Guidance)

This is a live document and will be updated according to Government, DfE or PHE guidelines and guidance.

This will be used in conjunction with the ‘*Outbreak Management Plan*’ if the school has several positive cases confirmed within 14days.

C. Use information from section B to identify level of risk for each hazard

| What are the Hazards? | Who might be harmed and how the hazard could cause harm | What are you already doing? (Existing Controls) | Risk Level Low/Med/High | What further actions are necessary | Residual Risk Level Low/Med/High | Action | |
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| | | | | | | Who | When |
| 1. Unprevented spread of Covid-19 through lack of current control measures | Staff, pupils | Schools should ensure that the following <u>Control Measures</u> are in place: <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19 <p>All 4 Control Measures are detailed within the sections below.</p> | Med/High | Further actions will be determined through weekly review of Risk Assessment. | Low | JD/JB/AP | By 1/9/21 |

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| 2 | Catching or Spreading Coronavirus – General Considerations | Staff, pupils Parents, carers, visitors | <p><u>Asymptomatic Testing</u></p> <ul style="list-style-type: none"> From 21st February, staff in mainstream schools are no longer required to continue to take part in asymptomatic testing The local health team or director of public health may direct a school to undertake testing in the event of an outbreak - <i>Outbreak Management Plan</i> to include reintroduction of testing if necessary. <p><u>Mixing & Bubbles</u></p> <ul style="list-style-type: none"> Children no longer required to keep in strict 'bubbles' Assemblies will resume No longer required to make alternative arrangements to avoid mixing at break/lunch times - <i>Outbreak Management Plan</i> to include reintroduction of 'bubbles' if necessary <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas (but staff may wish to continue to wear one) | Med/ High | Updates to parents via Weekly Newsletter and Website with reminders of procedures Regular reminders to staff. Further actions will be determined through weekly review of Risk Assessment. | Low | JD | By 1/9/21 |
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| | | | <ul style="list-style-type: none">• Public Health may advise face coverings in the event of an outbreak – see <i>Outbreak Management Plan</i>• Face visors should only be worn by those who are exempt from wearing masks | | | | | |
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Hand & Respiratory Hygiene

- Hand Hygiene - Frequent and thorough hand washing will be regular practice, using water & soap or hand sanitiser:
 - On arrival at school
 - After play
 - Before food
 - After using shared equipment
 - Before leaving for home
- Hand Sanitiser station in corridors and classrooms
- Children wash hands in toilets or classrooms

- Respiratory Hygiene - 'The catch it, bin it, kill it' approach will be promoted and lidded bins & tissues will be provided in each room/area/space where required
- Children to continue to be taught and reminded of good hygiene routines through various means e.g. PSHE lessons, Science lessons, Class assemblies, etc.
- Use of PPE - Most staff will not require PPE beyond what they normally require it for e.g. First Aid.

Cleaning Regimes

- Cleaning schedule will be maintained
- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day, using standard products such as detergents and bleach
- Daily clean of touch points e.g. door handles, dinner tables, etc. at 1.05pm
- Spot cleaning of shared rooms after each use

- Shared IT equipment cleaned after each use

Ventilation

- Rooms will be well ventilated while a comfortable teaching environment is maintained
- Areas of poor ventilation will be identified and steps taken to improve this, if possible
- If/When available, mechanical ventilation systems to be used, providing that they are checked to confirm normal operation meets current guidance, adjusted to full fresh air (if possible) and maintained according to the manufacturer's recommendations
- Windows to be open and doors (but not fire doors) to improve natural ventilation; however, this should be balanced to maintain and comfortable room temperature
- Review ventilation once DfE, SAGE and NHS have completed their work to improve ventilation systems in classrooms

Reduce the use of shared resources

- Play Equipment wiped down daily
- Follow AFPE guidelines in relation to

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| | | | <p>decontamination of P.E equipment https://www.afpe.org.uk/ and shared with key staff</p> <ul style="list-style-type: none"> • Children use named pencil cases of individual everyday stationery items • Children will discouraged from bringing unnecessary items to school (toys and items from home, etc.) • Shared materials and surfaces cleaned and disinfected more frequently. • Tubs of resources for individuals if needed – e.g. maths cubes, etc • Items to be cleaned after use. Where this is not possible, they should be quarantined for 72 hours • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts | | | | | |
| 3 | Transmission through wider school events, activities & visits | Staff, Pupils, Parents, Visitors, Governors | <p><u>Childcare</u></p> <ul style="list-style-type: none"> • Before and After-School wraparound care can operate as normal | Med/High | Separate risk assessment in place | Low | JD/H | By 2/9/21 |

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| | | <p><u>Assemblies/Collective Worship & Services</u></p> <ul style="list-style-type: none"> Assemblies/Collective Worship & Services can return to normal <p><u>Trips and Visits</u></p> <ul style="list-style-type: none"> School visits and residentials can resume providing a full and thorough risk assessment has been undertaken against current guidance and schools have adequate financial protection <p><u>Extra-Curricular Activity</u></p> <ul style="list-style-type: none"> Extra-curricular clubs can resume between classes <p><u>Sports Competitions</u></p> <ul style="list-style-type: none"> Indoor and outdoor competition between different schools can take place We must refer to the following: <ol style="list-style-type: none"> Guidance on grassroot sports for public and sport providers, safe provision and facilities https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers Guidance from Sport England https://www.sportengland.org/how-we-can-help/coronavirus, Advice from organisations such as the | | <p>Updates to parents via Weekly Newsletter with reminders of procedures.</p> | | | |
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Association for Physical Education and the Youth Sport Trust

4. Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely

- We can work with external coaches, clubs and organisations for curricular and extra-curricular activities
- But, we must be satisfied that it is safe to carry out sporting competitions between schools

Live Indoor & Outdoor Performances

- The following guidance will be taken into consideration for indoor/outdoor performances when the government roadmap, DfE guidance and school's risk assessment deems it safe to hold live audience events e.g. Nativity, Concerts, Year 6 leavers, etc:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

and

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

Music Lessons

- DCMS/Music Mark/Safer Singing guidance to be followed when music lessons are delivered and taught

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| | | | <p><u>Individual Music Lessons</u></p> <ul style="list-style-type: none"> • Peripatetic Teachers can engage with school <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Governors meetings can resume face-to-face (but maybe held online to ensure full attendance) • Link Governor meetings and visits can resume • Staff meetings can take place face-to-face • The School Council can meet face-to-face • Parents' evenings and meetings can resume face-to-face, but ideally parents are to make an appointment to see Teachers beforehand. | | | | | |
| 4 | Lack of management of suspected and confirmed cases through non-compliance of Public Health advice | Staff, Pupils, Parents, Visitors | <p><u>Individuals with Symptoms or Positive Cases</u></p> <p>Follow the latest Guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</p> <ul style="list-style-type: none"> • Staff and pupils are advised not come into school if they display Covid-19 symptoms, have had a positive test or any other reason to remain at home e.g. quarantine • The school reserves the right to refuse a child's attendance if we have reasonable judgement to protect staff and pupils from the risk of infection • Staff and pupils are advised to be sent home if they display symptoms and they will need to | Med/High | Further actions will be determined through weekly review of Risk Assessment. Updates to parents via | Low | JD | By 24/2/22 |

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| | | | <ul style="list-style-type: none"> • Whilst awaiting collection, pupils will be moved to an isolated room – library area • If close contact is necessary with the pupil displaying symptoms, PPE should be worn. • The isolation area should be cleaned afterwards • The household, including siblings, should follow PHE advice (if not fully vaccinated and over 18 years 6 months) • Schools to seek advice from the DfE helpline (0800 046 8687, option 1) if a pupil or staff member is admitted to hospital with Covid-19 <p><u>LFD/PCR Tests</u></p> <ul style="list-style-type: none"> • Staff, or pupils, with a positive LFD or PCR test are still advised to stay at home and isolate and follow the latest advice from Public Health: https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts • If symptomatic, staff, or pupils, are advised to book a PCR test: https://www.gov.uk/getcoronavirus-test • If the PCR Test is undertaken within 2 days of the LFD test, and comes back negative, this overrides the LFD result and the staff or pupil can return to school <ul style="list-style-type: none"> • If the PCR Test is positive, the staff or pupil must continue to isolate following the advice of public health <p><u>Isolation Advice</u></p> <ul style="list-style-type: none"> • Even though it is no longer a legal requirement, staff and pupils with a positive LFD or PCR test are still advised to stay at home and isolate for a minimum of 5 days, and until they receive 2 consecutive negative LFD test results from Day 5 of their symptoms or day of their | | Weekly Newsletter with reminders of procedures. | | | |
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positive test result

- Full details of the current isolation advice is contained within the Public Health guidance:

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

- From 24th February, contacts are no longer required to take daily tests
- From 24th February, contact tracing has ended
- Schools to work with Health Protection Teams in the event of an 'outbreak' and re-introduce control measures if advised
- Schools should seek support from the dedicated service through the DfE Helpline (0800 046 8687) to determine next steps if necessary
- Schools should also seek advice from the SelfIsolation Service Hub (020 3243 6715) in the event of cases related to staff if necessary
- Schools maybe contacted in exceptional cases and will be expected to work alongside local health protection teams in the event of an outbreak to step measures up

Stepping Measures Up and Down

- An Outbreak Management Plan has been created in line with the latest <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings> in the event of an outbreak in school or local area which meets one of two thresholds described in the Contingency Framework
- Central Government may offer local areas of concern an Enhanced Response Package
 - If the school has several confirmed cases in 10 days, we may have an outbreak; the School should then call the dedicated advice service who will escalate it to the local health protection team (DfE helpline: 0800 046 8687)
 - The School will then be advised on which steps to take

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| | | | and work alongside the health protection team to step measures up if required. | | | | | |
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| 5 | Maintaining social distancing at school and avoidance of congested areas which could lead to mass contacts or transmission (if required) | Staff Pupils, Parents | <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> From Step 4, social distancing is not required and staff/children do not need to be maintained in strict 'bubbles' <p><u>Drop-off</u></p> | Med/ High | <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Updates to parents via Weekly</p> | Low | JD | By 1/9/21 |
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| | | | <ul style="list-style-type: none"> • Time – classes have allocated times • Parents to continue to observe the drop off routines and avoid congregating at the main gate. • Car park vehicle gate closed to vehicles from 8.40am to prevent the movement of cars to ensure safety of parents • Parents to drop their child off from main entrance except Green class parents who are permitted to go around to the class door • Member of staff to supervise children from 8.40am <p><u>Signage</u></p> <ul style="list-style-type: none"> • Signs visible in first week to guide parents to drop-off and pick-up arrangements <p><u>Toilets</u></p> <ul style="list-style-type: none"> • A system (if required) to be put in place by individual classes to limit the use and congestion of toilets.. <p><u>End of Day Pick-up</u></p> <ul style="list-style-type: none"> • Parents collect from inside main gate. Classes dismissed at different times to relieve congestion. | | <p>Newsletter with reminders of procedures.</p> <p>.</p> | | | |
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| | | | <ul style="list-style-type: none"> Order of release from Classrooms: <ol style="list-style-type: none"> Green class/ taxi children to the Hall Blue class Red and Yellow class Children participating in an Extra-curricular club/taxi children | | | | | |
| 6 | Attendance & loss of education | Staff, Parents, Pupils | <p><u>Attendance</u></p> <ul style="list-style-type: none"> Attendance is mandatory Pupils isolating or quarantining should be marked with an X code Pupils with a confirmed positive case should be marked with an I code <p><u>Holiday in Term Time & Potential Quarantine</u></p> <ul style="list-style-type: none"> The school's Attendance Policy remains in place and parents should plan holidays outside of term time Parents need to consider the impact of traveling abroad and bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return Parents to adhere to legal requirements if/when returning from green, amber or red list countries – and to inform the school of the need to test/isolate/quarantine if necessary <p><u>Remote Education</u></p> | Med/ High | Further actions will be determined through weekly review of Risk Assessment. Updates to parents via Weekly Newsletter with reminders of procedures | Low | JD | By 1/9/21 |

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| | | | <ul style="list-style-type: none"> • See Remote Education Policy for full details • We will continue to provide remote education to pupils who have been required to self-isolate, including those who have tested positive but are well enough to work at home • Remote education will be the same length in time as the core teaching pupils would receive • Reasonable adjustments made to support SEND pupils <p><u>Catch-Up</u></p> <ul style="list-style-type: none"> • Catch-up Premium to be continued to be utilised against recommendations from EEF and suggested DfE programmes | | | | | |
| 7 | Vulnerable staff or pupils | Staff, Pupils | <p><u>CV / CEV Staff</u></p> <ul style="list-style-type: none"> • CEV staff members are no longer required to Shield • CEV staff may consider to implement further protective measures through a Risk Assessment with the Line Manager • Continue to encourage the vaccination take-up of our workforce <p><u>Pregnant Staff</u></p> <ul style="list-style-type: none"> • Alert staff to current advice in relation to pregnancy • A separate risk assessment should be completed for all these staff | Low/ Med/ High | Review and check updates to CEV guidance. Complete RA for staff who are clinically extremely vulnerable / clinically vulnerable pregnant. | Low | JD | By 2/9/21 |

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| | | | <ul style="list-style-type: none"> OH referral will also be made to seek advice <p><u>CV/ CEV Pupils</u></p> <ul style="list-style-type: none"> CEV children are expected to attend unless advised by GP not to, but this is a very small proportion of the population | | | | | |
| 6 | Managing Customers, Contractors and Visitors | Staff, Parents, Visitors, Contractors | <p><u>Customers, Contractors & Visitor Protocols</u></p> <ul style="list-style-type: none"> Where site visits are required, site guidance will be explained to visitors on or before arrival Hand Sanitser is available in school entrance School maintains record of all visitors Entry system to record contact details,etc for purposes of track and trace Use of visitor badges will resume Visitors to the school can continue, ideally, by appointment only | Med/High | Further actions will be determined through weekly review of Risk Assessment. | Low | JD | By 1/9/21 |
| 9 | Catering facilities disruption and FSM support | Staff, Pupils, Parents | <p><u>Catering Protocols</u></p> <ul style="list-style-type: none"> Contingency plan created by Shire Services in the event of Kitchen Staff having to self-isolate Sittings staggered | Med/High | <p>No further action at this point.</p> <p>Further actions will be determined</p> | Low | JD | By 1/9/21 |

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| | | | <ul style="list-style-type: none"> • Lunchtime supervisor can spot clean between sittings • Further risk assessment (Kitchen specific) completed by Catering Manager/Shire Services • School meals support to be provided to pupils eligible for FSM during the term time • Parents can now be invited for school lunch | | through weekly review of Risk Assessment. | | | |
| 10 | First Aid | Staff, pupils, visitors | <p><u>First Aid Protocols</u></p> <ul style="list-style-type: none"> • First Aid to be carried out outside as much as possible. However, incidents requiring close contact and close attention will occur by the staffroom and treated with the staff member (on duty – on rota) wearing PPE, if required. • Designated first aider for lunchtimes • HSE Guidance available in staffroom and adhered to when administering first aid https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm • Adequate PPE is provided and available for use of staff in all emergencies, including administering first aid • First aiders need additional support and training in use of additional PPE if close contact with a | Low/Med | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Regular</p> | Low | JD | By 1/9/21 |

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| | | | <p>patient is required. E.g. CPR due to Covid 19.</p> <ul style="list-style-type: none">• PPE is clearly signed• Necessary means of cleaning equipment following any type of emergency is available• All occasions when CPR is required is carried out in accordance with current protocols from the Resuscitation Council the First Aid needs assessment will identify any additional equipment and training needs• Where there is a possible risk of infection, all necessary precautions are to be followed: Face protection, Eye protection, Contact with the casualties airway must be avoided, Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care• For a Paediatric casualty, there is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival• The library area will be designated as isolation space for pupils exhibiting Covid-19 symptoms• Children with other illnesses requiring transfer to | | updates required | | | |
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| | | | home wait in entrance area | | | | | |
| 11 | Accidents\ incidents | Staff, pupils, visitors | <ul style="list-style-type: none"> • School will act swiftly with respect to children/staff exhibiting symptoms and/or positive tests and/or contact from NHS Test and Trace • Flowcharts used by all staff to follow procedures clearly and easily • Attendance register, isolation record and illness record kept for Test and Trace and Health Protection Teams. (See appendix) • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) | Low | No further action at this point. Further actions will be determined through weekly review of Risk Assessment. Regular communication with staff. | Low | JD | By 1/9/21 |
| 12 | Emotional distress of the staff & pupils - including anxiety, stress or low mood caused by the pandemic | Staff, Pupils | <p><u>Staff Wellbeing</u></p> <ul style="list-style-type: none"> • At least one SLT member of staff is on site every day for staff to share concerns with • Staff are included with the decision making, review of risk assessments and procedures. • Details of employee counselling service is available in staffroom and other contacts/sources of information, such as MIND • Mental health, including anxiety, is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced | Med | No further action at this point. Further actions will be determined through weekly review of Risk Assessment. | Low | JD | By 1/9/21 |

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| | | | <ul style="list-style-type: none"> • Referral to Occupational Health for clarity on circumstances someone in school should be working under depending on health • Staff have access to a designated member of staff (JD) to address concerns with. Where possible work place adaptations should be considered to support staff member • Staff break and lunchtimes are rotated into the school day • Staff are provided with an allocated space (Staff Room) where they can go for break times - a safe space for staff to relax and rest between sessions should be made available. <p><u>Pupil Wellbeing</u></p> <ul style="list-style-type: none"> • Mental health to be intergrated throughout the curriculum, included within PSHE/RSE lessons • Pupils are continually supported by staff • School to liaise with external agencies, such as the school nursing team, BEAM, Parenting Team, etc, where appropriate • Extra-curricular activities to resume to promote physical and mental wellbeing | | | | | |
| 13 | Lack of communication between School Transport and | Staff, pupils, parents, carers, Transport | <p><u>Following Latest Guidance</u></p> <ul style="list-style-type: none"> • Latest Transport Guidance to be adhered to | Med/High | Further actions will be determined through | Low | JD/S W/LA | By 1/9/21 |

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| | School | Operators | <p><u>Clear Communication with Transport Operators</u></p> <ul style="list-style-type: none"> • School has liaised with passenger transport to ensure that transport arrangements cater for any changes to start and finish times • School has liaised with passenger transport operator to ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • School will liaise with passenger transport if there is a confirmed positive case who usually uses school transport • School has liaised with passenger transport operator to ensure that transport providers, as far as possible, follow hygiene rules <p><u>Arrival at school</u></p> <ul style="list-style-type: none"> • Taxi drivers will supervise children from the taxi to school entrance. • Children will wait in the hall. <p><u>Departure from school</u></p> <ul style="list-style-type: none"> • Children travelling on a taxi will meet in the school hall • Staff will accompany children to their taxi as it arrives. . | | weekly review of Risk Assessment involving transport operator. | | | |
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| 14 | Use of Car park for cars, and other forms of transport during drop-off and pick-up times | Staff, Parents, Carers, Visitors | <ul style="list-style-type: none"> Car park is closed/closely monitored at 8.40am and from 3.00pm to facilitate parent access to site at drop-off and pick-up times | Low | Review one-way system during term time. | Low | JD | By 1/9/21 |
| 15 | Oversight of other health & safety checks e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks , Legionella, etc. | | <p><u>Other Health & Safety Checks</u></p> <ul style="list-style-type: none"> See appendix A for a separate risk assessment for Premise building related issues for inspections, maintenance checks, etc. required. School has very clear system of routine maintenance, inspections, etc, working alongside the LA. School has reviewed Fire Risk Assessment. No updates to this are required in light of changes to systems and procedures. Fire Risk Assessment was last updated and approved by Premises, H&S Governors in February 2021. | Low | <p>No further action at this point.</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p> <p>Weekly/daily checks by cleaner in charge/JD</p> | Low | JD/LB | By 1/9/21 |
| 16 | Consideration of the Equality of Opportunity and the | All | <p><u>Equality Act</u></p> <ul style="list-style-type: none"> The school is mindful of its responsibilities under the Equalities Act 2010. HSE Ref: | Low | No further action at this point. | Low | JD | By 1/9/21 |

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| | <p>school's responsibilities under the Equalities Act 2010.</p> | | <p>https://www.hse.gov.uk/diversity/index.htm</p> <ul style="list-style-type: none"> • The school has had regard to the requirements of this legislation in the completion of this risk assessment. • Home Learning continues for all year groups and can be accessed by all abilities. • Home Learning, where required, will be integrated into school curriculum planning • The school will plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. • Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, the schools will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading and writing (e.g. Foundation subject will be biased towards literacy and numeracy based activity). • The school may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. In this case, the school should be able to show that this is in the best the interests of these pupils and be subject to discussion with parents during the autumn term. | | <p>Further actions will be determined through weekly review of Risk Assessment.</p> | | | |
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D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premises checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential:

- Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- Encourage parents, that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- Encourage parents 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)
- Also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful

- Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

E. Circulation List

Please list people who have been informed of the assessment.

| NAME | DESIGNATION | SIGNATURE | DATE |
|---------------------|--------------------|-----------|------|
| Jo Derrer | Headteacher | | |
| Jill Benson | SLT/Teacher | | |
| Amy Pinches | SLT/Teacher | | |
| Rachael Bernasconi | Teacher | | |
| Helen Harper-Jones | Teacher/SENDCo | | |
| Emma Buckley | Teacher | | |
| Lynn Wade | Teaching Assistant | | |
| Alison Colin-Stokes | Teaching Assistant | | |
| Debbie Richardson | Teaching Assistant | | |

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| Georgina Dark | Teaching Assistant | | |
| Jane Mottram | Teaching Assistant | | |
| Clare Summerfield | Teaching Assistant | | |
| Sandra Webb | Office Manager | | |
| Lisa Cox | Administrator/Lunchtime supervisor | | |
| Lydia Bradley | Cleaner-in Charge/Lunchtime supervisor | | |
| Maxine Davis | Cleaner | | |
| Amanda Holding | Kitchen Manager | | |
| Ruth Claybrook | Kitchen Assistant | | |
| Little Woodlings Nursery | Privately run nursery | | |
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Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

| Building / Infrastructure / Systems | Action | Checked | Comments / Defects / Damage |
|---|--|---------|-----------------------------|
| Site: <ul style="list-style-type: none">• Perimeter fencing, hedges, gates etc.• Trees• Waste storage areas and waste bins | <ul style="list-style-type: none">• Boundary integrity• Risk assessments up-to-date; no damage• Secure – waste collection still occurring | | |
| Building: <ul style="list-style-type: none">• Roof (inc. chimneys)• Facias, gutters, downpipes• Walls• Windows• Exterior doors• Door canopies• Paths• Roads, car park, gates / barriers | <ul style="list-style-type: none">• Defects or damage• Doors opening properly with no restrictions• No defects or damage; in working order• Slip or trip hazards (uneven, holes etc.)• | | |
| Interior: <ul style="list-style-type: none">• Ceilings• Walls | <ul style="list-style-type: none">• No defects or damage likely to affect building users | | |

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| <ul style="list-style-type: none"> • • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • | <ul style="list-style-type: none"> • Fire Doors checked for fit and opening • • No slip or trip hazards | | |
| <p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • • Electricity (CB / RCD checks, sockets) • • Water system • • Heating (boiler etc.) • • Ventilation • • Kitchens | <ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • • Ensure supply; check for leaks; legionella controls (see below) • • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • • Ensure rooms are ventilated as much as possible. • • Check system operation; change filters | | |

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| <ul style="list-style-type: none"> • Toilets / showers • Swimming pools / hydrotherapy pools | <ul style="list-style-type: none"> • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance | | |
| <p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) • Security • Communications - telephony • IT – WiFi • Pressure systems | <ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting operational • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules | | |
| <p>Equipment:</p> <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, | <ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if | | |

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| <p>microwaves etc.</p> <ul style="list-style-type: none"> Lifts (see below) / lifting equipment | <p>required</p> <ul style="list-style-type: none"> Statutory examination, maintenance and testing completed according to schedule | | |
| <p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> Gas safe certificate EIRC (Fixed wiring) and PAT (electricity) Water (temperature, flushing, cleaning, disinfecting etc.) – see below | <ul style="list-style-type: none"> Gas safe certificate within date EIRC within date; PA tests completed according to schedule Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE. | | |
| <p>Other Areas:</p> <ul style="list-style-type: none"> Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance | <ul style="list-style-type: none"> Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. | | |
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