

## SCHOOL RISK ASSESSMENT

<b>A</b>	<b>Workplace details</b>		
School Name:	Lowercroft Primary School	Department/Location:	Whole school
<b>B</b>	<b>Work Activity:</b>	<p><b>School Provision during Coronavirus (COVID-19) pandemic</b></p> <p>This risk assessment was created in conjunction with other applicable risk assessments and the following publications and documents:</p> <ul style="list-style-type: none"> <li><a href="#">Guidance for full opening: schools</a></li> <li><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a></li> <li><a href="#">Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers</a></li> <li><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li><a href="#">Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li><a href="#">Opening schools for more children and young people: initial planning framework for schools in England</a></li> <li><a href="#">Stay at home guidance for households with possible Covid-19 infection</a></li> <li><a href="#">Guidance on shielding &amp; protecting extremely vulnerable persons from Covid-19</a></li> <li><a href="#">Staying alert &amp; safe social distancing</a></li> <li><a href="#">Coronavirus (Covid-19) Getting tested- Essential Workers</a></li> <li><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li><a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a></li> <li><a href="#">Coronavirus Covid-19 Safer transport guidance for operators</a></li> <li><a href="#">How to wear &amp; make a cloth face covering</a></li> <li><a href="#">Early Years Foundation Stage Framework</a></li> <li><a href="#">Remote education during Coronavirus (Covid-19)</a></li> <li><a href="#">DfE Managing school premises during the coronavirus outbreak</a></li> <li><a href="#">Preparing for the wider opening of schools from 1 June</a></li> <li><a href="#">Planning guide for primary schools</a></li> <li><a href="#">Preparing for the wider opening of early years and childcare settings from 1 June</a></li> <li><a href="#">Implementing protective measures in Education and childcare settings</a></li> <li><a href="#">Safe working in education childcare and childrens social care settings including the use of personal protective equipment</a></li> </ul> <p>Refer also to:</p> <ul style="list-style-type: none"> <li>Infection control procedures</li> <li>Fire Precaution procedures</li> <li>First Aid Procedures</li> <li>COSHH risk assessment/data sheets</li> <li>Safeguarding and Child protection policy</li> <li>Behaviour principles for Safety for Pupils</li> </ul>	

		<p><b>Scope</b></p> <p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.</p> <p>Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, chronic respiratory disease, and those undergoing cancer treatments are more likely to develop a serious illness or it may even cause death.</p> <p>Guided by National and Local Government, we also aim to control the re-infection rate (Commonly called the R number) of the virus, which will help reduce the people that will contract the virus. This will also reduce the pressure on the NHS, allowing it to operate within its capacity, and ultimately will help save lives. Greater Manchester is currently under Ministerial attention and local restrictions are in place.</p> <p>Children and young people will need to stay within their new class/group. The safety of children and staff is our utmost priority whilst reopening the whole school to all children.</p>
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C Assessment of risk:						
What is the risk?	Who might be harmed and how?	Control Measures	Actions required?	Action taken by whom	Action by when?	Date completed
Infection to those who are deemed <b>Extremely Clinically Vulnerable</b> to COVID 19.	Staff, Children, Visitors, and Members of their households who are <b>Extremely Clinically Vulnerable</b> . High risk of severe illness or death.	<ul style="list-style-type: none"> <li>Shielding was paused on 1<sup>st</sup> August expect for those in areas where enhanced restrictions are in place (Blackburn, Pendle, Oldham)</li> <li>Current Government advice supported by the school, is that pupils and staff who are considered <b>Extremely Clinically Vulnerable</b> to COVID 19 are <b>not</b> able to return to work/school. <b>Pupils should continue to access remote learning from home. Staff should continue to work from home.</b></li> <li>Families or members of the same household of those who are in this group <b>can still attend work/school where home working is not possible but should maintain good prevention practice at school and home.</b></li> </ul>				
Infection to those who are deemed <b>Clinically Vulnerable</b> to COVID 19.	Staff, Children, Visitors, and Members of their households who are <b>Clinically Vulnerable</b> . High risk of severe ill health.	<ul style="list-style-type: none"> <li>Current Government advice supported by the school, is for Pupils or staff who are considered <u>Clinically Vulnerable</u> to COVID 19 are able to attend work/school as long as they adhere to the safety measures in place, and strictly keep to social distancing and hygiene measures if they are to leave the house or have to work.</li> <li>Families or members of the same household of those who are in this group <b>can still attend work/school where home working is not possible but should maintain good prevention practice at school and home.</b></li> </ul>				

<p>COVID 19 infected or symptomatic persons in school</p>	<p>All persons in the school likely to be put at greater risk of transmission if infected person is in school.</p>	<p><b><u>Government Advice</u></b></p> <ul style="list-style-type: none"> <li>• If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days <b>from the day after the start of their symptoms or the test date (if no symptoms)</b>. Their fellow household members will be advised to self-isolate for <b>10 days from the day after the household member started with symptoms or tested positive (if no symptoms)</b>. All staff and pupils who are attending the school can and should get tested if they display symptoms of coronavirus.</li> <li>• A non-contact thermometer is available within school to check if a pupil has a temperature where this is suspected.</li> <li>• Where the child or staff member tests negative, they can return to school as long as they feel well enough and the fellow household members can end their self-isolation.</li> <li>• Where the child or staff member who attended school tests positive they should follow the stay at home guidance from the government, and continue to self-isolate for 10 days from the onset of their symptoms. They may return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste.</li> <li>• If someone tests positive for coronavirus, school will contact the Local Health Protection Team. The Local Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate.</li> <li>• School will follow the Local Health Protection Team's advice and ask anyone who has been in close contact with the person who has tested positive and advise them to self-isolate for 10 days since they were in close contact with the infected person. Close contact means: <ul style="list-style-type: none"> <li>▪ Direct close contacts – face to face contact with an infected person for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin)</li> <li>▪ <b>Been within 1 metre for 1 minute or longer without face-to-face contact</b></li> <li>▪ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes, <b>either as a one-off contact or in total over one day</b>) with an infected person</li> <li>▪ Travelling within a vehicle, like a car, with an infected person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• School to be consistent in its approach to the management of suspected and confirmed cases of Covid-19</li> </ul>	<p>TF</p>	<p>Ongoing</p>	
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Contact transmission of the virus between staff and/ or children at school.	All persons at school may contract or spread the virus, causing increased R rate.	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Face coverings should be worn by staff and adult visitors in situations where social distancing is not possible, moving around school and in communal areas. Pupils are not required to wear a mask. Face visors and shields should not be worn as an alternative to face coverings.</li> <li>• Staff working in school to keep at least 2m apart and avoid close proximity interaction. Where this cannot be avoided, (e.g. caretaking and cleaning), the following will be considered: <ul style="list-style-type: none"> <li>▪ Work facing away from each other or side by side instead of face to face.</li> <li>▪ If face to face is essential and 2m isn't achievable, we will limit frequency and duration of the interaction e.g. no more than two people for 5 mins at a time.</li> </ul> </li> </ul>				

		<ul style="list-style-type: none"> <li>▪ If team work is unavoidable, teams arranged beforehand and team mixing minimised, and face coverings should be worn in this situation.</li> <li>▪ Staff working at a desk have maximum practicable separation (at least 2m apart) &amp; adequate space. A workstation risk assessment is undertaken by all DSE Users</li> <li>▪ Staff to remain 2m from others when using shared equipment such as photocopying equipment or Key pads etc. and must be wiped with anti-viral wipes before and after use. Pupils must NOT use copiers or printers.</li> <li>▪ Keep groups of staff working together that are as small as possible (cohorting)</li> <li>▪ Staff are not to congregate during break times and staggered break times are in place so that staff can continue to practice social distancing.</li> <li>▪ The use of the staff room and toilets is staggered to limit occupancy, the staff room will be limited to 5 people (this includes 1 person at a time at the photocopier) and staff should consider using the disabled toilet at busy times. <b>The windows should be kept open in the staff room to aid ventilation.</b></li> <li>• Non-contact activities/sports only</li> <li>• Children to be restricted to certain areas of the school to aid social distancing and cross-contamination.</li> <li>• Pupils will be in the same class groups at all times each day, and different classes will not be permitted to mix during the day, or on subsequent days.</li> <li>• The same teacher(s) and other staff will be assigned to each class.</li> <li>• Pupils will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Pupils will sit at the same desk each day and will only be moved in exceptional circumstances.</li> <li>• <b>Windows and doors to be kept open to aid ventilation in the classrooms and communal areas.</b></li> <li>• Breaks for staff will be staggered to ensure that cohorts of pupils are not mixed. Staff may be required to eat in their designated classroom if the staff room has reached maximum capacity so social distancing cannot be adhered to.</li> <li>• Staff should always try to ensure a safe 2 metre distance from pupils although this is not always possible. Where close contact (1m or less for 15 minutes) is made, staff should ensure they practice regular handwashing or</li> </ul>				
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		<p>use anti-viral sanitising gel on a regular basis throughout the session. Face coverings are available for staff who would prefer to wear them.</p> <ul style="list-style-type: none"> <li>• Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas.</li> <li>• Classroom based resources, such as books and games, can be used and shared within class bubbles, they will be cleaned regularly along with frequently touched surfaces.</li> <li>• Individual and very frequently used equipment, such as pencils and pens, will provided in a tray for each child to used, these items will not be shared.</li> <li>• Resources which need to be shared between classes such as art or science equipment will be either cleaned between classes or left for 48 hours (72 hours for plastics) before use by another class bubble.</li> <li>• During playtime/breaks, where there is more than one class using the outdoor space, the space will be zoned so that classes are kept apart.</li> <li>• Performances, parents' evenings, sports fixtures, sports clubs and other after school activities will only resume once the government and school leadership team agree that it is safe to do so.</li> <li>• Assemblies will be carried out virtually and after school sports clubs will be limited to individual class groups on each evening.</li> <li>• Once the class 'bubble' has arrived, they should enter the school via an external door and wash their hands thoroughly for 20 seconds before heading straight to the class.</li> <li>• Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes.</li> <li>• Staff not required in school are to remain at home.</li> <li>• Staff to avoid non-essential work-related travel where practicable. E.g. use of electronic banking instead of travelling to the bank</li> </ul> <p><b><u>General Personal Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Clear signage around the school about symptoms, hygiene controls and social distancing</li> <li>• Some one-way systems will be used where appropriate.</li> <li>• Pupils to queue at least 2 metres apart at entrances and exits.</li> <li>• Staff work from their own workstation only.</li> </ul>				
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		<ul style="list-style-type: none"> <li>•Everyone to wash hands: On arrival at school, before and after break, before and after lunch, before and after eating a snack, after sports activities, after coughing and sneezing, after going to the toilet, and when leaving school.</li> <li>•Washing hands must be done for at least 20 seconds with warm running water and liquid soap.</li> <li>•Alcohol based hand sanitiser provided for use where handwashing or social distancing cannot be done. An alternative will be provided where an alcohol based sanitiser cannot be used.</li> <li>•Pupils are supervised by staff when washing their hands to ensure it is done correctly</li> <li>•Pupils are instructed to cough and sneeze into their elbow or use a tissue to cover their mouths where possible, disposing of the tissue into closed waste bins. Each child will be given tissues for their personal use and additional supplies will be made available in each classroom. Lined bins used for tissues will be emptied throughout the day and particularly between each cohort.</li> <li>•Pupils regularly reminded not to touch their faces, mouth, eyes or nose.</li> </ul> <p><b><u>Toilets and Sinks</u></b></p> <ul style="list-style-type: none"> <li>•Toilet lids to be closed prior to flushing and remain closed after use.</li> <li>•Wherever possible, specific toilet areas will be allocated to each cohort of pupils. These will be cleaned using normal cleaning products after use by each class. Pupils will be supervised to ensure that hand washing is completed appropriately. We will help and encourage those pupils who cannot wash their hands properly independently.</li> <li>•Where there is no sink nearby, adequate supplies of hand sanitiser will be provided in the classroom or work area. Children will be encouraged to wash their hands: <ul style="list-style-type: none"> <li>▪ throughout the day</li> <li>▪ after coughing or sneezing</li> <li>▪ after using the toilet</li> <li>▪ before and after eating including snack time.</li> </ul> </li> </ul> <p><b><u>Classrooms</u></b></p> <ul style="list-style-type: none"> <li>•Classrooms to be cleared where possible of furniture not required to ensure they can accommodate enough desks which are forward facing where possible with 2 metres between the teacher's desk and teaching area.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Windows to be opened through school to allow for adequate fresh air and ventilation</li> </ul> <p><b><u>Hall and Shared Area Usage</u></b></p> <ul style="list-style-type: none"> <li>• The hall will be kept clear to allow for classes to use for sports or games when the weather means children are unable to go outside</li> <li>• Shared spaces can be used by more than one class, but this requires planning to ensure the areas are cleaned before and after use, and adequate cordons are in place to keep the classes from breaching social distancing rules.</li> </ul> <p><b><u>School Office</u></b></p> <ul style="list-style-type: none"> <li>• School office to remain closed unless in an emergency or pre-arranged visit. Parents to ring/email school with queries rather than going to the school office</li> <li>• Where a parent or visitor need to come to the office/reception then a notice advising the procedures will be clearly displayed</li> <li>• Visitors to the premises to be discouraged.</li> <li>• Staff signing in will be moved to outside the office to reduce the number of people in the staffroom, staff must use their own pen.</li> <li>• A louvred glass screen is in place for office staff to shield from visitors.</li> <li>• Where a visit into school is deemed necessary a face covering must be worn by the visitor.</li> </ul> <p><b><u>Catering/Lunches</u></b></p> <ul style="list-style-type: none"> <li>• School catering will be providing lunch for the children returning to school either prepared on site or delivered pre-made.</li> <li>• Lunches and snacks will be eaten with the 'bubbles' either in their allotted classroom or outside in the playground</li> <li>• Lunchtimes will be spaced/staggered to reduce the risk of 'bubbles' coming into contact with each other</li> <li>• Pupils do not share cutlery, cups, plates, water bottles or food.</li> <li>• Social distancing should be maintained in the school kitchen. The number of staff will be reduced and consequently the choice of meal will be minimal.</li> <li>• Deliveries will be kept to a minimum and we will limit those accepting and putting away deliveries.</li> <li>• Pupils may bring their own packed lunch. Regard will be taken of those pupils with allergies or food intolerances.</li> </ul>				
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Transmission of the virus between persons through indirect vectors such as surfaces, equipment, and inadequate hygiene	All persons at school may contract or spread the virus, causing increased R rate.	<p><b><u>Organisation, Minimisation, and Preparation for Cleaning</u></b></p> <ul style="list-style-type: none"> <li>•Classrooms to be cleared of any equipment, materials and resources that are not required or cannot be cleaned easily, so that surfaces are kept clear to aid cleaning.</li> <li>•Outdoor play equipment such as balls, hoops etc to remain with the class bubble and should be cleaned regularly. Fixed outdoor equipment will be able to be used by one class bubble at a time with strict hand washing before and after use.</li> <li>•Water machines to be used on a scheduled basis by classes and cleaned before and after use.</li> <li>•Limit resources and materials being taken home or brought into school by Staff and pupils.</li> <li>•Sufficient soap, clean water, paper towels and waste disposal bins are supplied in toilet and kitchen areas.</li> <li>•The Caretaker and Business Manager are responsible for ensuring there are adequate supplies of liquid soap, hand towels, toilet rolls, cleaning products, bin bags, hand sanitiser, PPE and tissues in school. Stocks will be checked weekly and top up orders made based on weekly usage.</li> <li>•Each child to have their own tray with own equipment and resources.</li> <li>•All teachers to have their own pens and resources. These should not be shared.</li> <li>•All staff must use their passes to enter school rather than the key pads.</li> <li>•Equipment in each classroom will be kept to a minimum. Sand trays to be taken out of use. Water trays will be emptied, disinfected with spray and refilled between classes. All used hard surfaces (tables and chairs, doors, bannisters, light switches, toys, sinks and toilets) will be sanitised or wiped using detergent between each cohort and regularly throughout the session.</li> <li>•All soft toys and toys with intricate parts will be removed from the classroom and stored for future use when it is safe to do so</li> <li>•Where possible (weather permitting) children will make use of outdoor spaces and outdoor equipment. Each class group will have its own play equipment for use by that group only.</li> </ul> <p><b><u>Infection Control Cleaning</u></b></p> <ul style="list-style-type: none"> <li>•All staff have been provided with Infection control procedures and cleaning regime, and these must be adhered to in accordance with PHE and DfE guidance. This is also available for Pupils and Parents.</li> </ul>				
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Transmission of the virus between persons at school and visitors or parents	All persons at school and visitors may contract or spread the virus, causing increased R rate.	<p><b><u>Visitors</u></b></p> <ul style="list-style-type: none"> <li>Visitors to the premises will be discouraged. Visitors will be by appointment only, and will be required to wear a face covering.</li> <li>Access to contractors/external maintenance personnel will only be granted by arrangement for essential maintenance and statutory inspection needs only. The School Business Manager to control access.</li> <li>In an emergency situation where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed.</li> <li>Visitors and contractors will be signed in by a member of the office staff.</li> <li>All visitors to the school must wash their hands or sanitise as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day (as above).</li> <li>Lettings to cease until it is deemed safe for them to restart.</li> <li>Business Manager monitors contractors work on site. Contractors provided with site rules.</li> </ul> <p><b><u>Hygiene</u></b></p> <ul style="list-style-type: none"> <li>Parents will be advised that their child may only bring limited items into school each day, these should be essential items such as their lunchbox, water bottle, hat, coat, gloves and any books that have been taken home. Other books, toys or equipment must not be transferred between home and school.</li> <li>Pupils and staff must bring in their own water bottles.</li> <li>Children will be provided with their own labelled tray for pens, pencils, tissues and resources for use only when they are in the school.</li> <li>Parents will be advised to wash/wipe the lunch bag and water bottle before coming to school and once their child returns home.</li> <li>Any used PPE and any disposable face coverings that staff or children arrive wearing will be placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case it will be disposed of in accordance with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Any homemade non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands.</li> </ul> <p><b><u>Children arriving at School</u></b></p> <ul style="list-style-type: none"> <li>• We will encourage parents and pupils to walk or cycle to school where possible</li> <li>• Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport (<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>).</li> <li>• The Local Authority is responsible for arranging school transport for those pupils legally entitled to travel to and from school.</li> <li>• Social distancing signage on the gates, in the playground and around the building, including 2m distance markers at doorways, one-way system on the playground at drop off and pick up times, with staggered start and finish times. 2m markers where necessary in playground and around school.</li> <li>• Staff to be visible on the playground during drop off and pick up times.</li> <li>• Arrival and finish times will be staggered and parents/carers informed of the allotted start/finish time their child should attend school.</li> <li>• Parents will be advised that only one parent should bring the child/ren to school. Parents will be informed of the entrance/exits their child/ren must use.</li> <li>• Parents will be informed and, if necessary, reminded that they must stay with their child/ren and keep 2m distance from the next adult or child at all times when bringing their child to or collecting them from school.</li> <li>• Floor marking tape will be used where necessary indicating 2m spacing.</li> <li>• Children will be allowed into school through their allotted door by staff at the beginning of their allotted session. Parents will then be asked to leave immediately. Social distancing should be maintained at all times. Parents may only enter school with agreement by the Head teacher and appointments must be made prior to the visit. Parents may, however, telephone the school at any time should they have any concerns or issues of which the school need to be informed.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• At the end of the allotted session, parents may collect their children from the allotted area where they will be supervised by staff. Social distancing should be maintained at all times. Parents and children should leave the school site as quickly as possible</li> </ul> <p><b>Asymptomatic Testing</b></p> <ul style="list-style-type: none"> <li>• All staff in school will be offered rapid testing using Lateral Flow Devices (LFD) twice weekly. Testing remains voluntary but is strongly encouraged.</li> <li>• Pupils will not be required to test with LFDs</li> <li>• Regular visitors to school e.g. Sports Coaches will also be offered testing via LFDs</li> <li>• Anyone who has a positive LFD test is required to self-isolate and get a lab based polymerase chain reaction (PCR) test to check if they have the virus.</li> </ul>				
Poor communication leading to unclear procedures or compliance from Children, Teachers, or Parents	All persons at school, and their families.	<ul style="list-style-type: none"> <li>• School to keep pupils, parents and staff adequately updated about any changes to policies and procedures or infection control measures</li> <li>• Pupils in school are reminded of social distancing rules and how to maintain good levels of personal hygiene. Posters clearly displayed around school.</li> <li>• The behaviour policy and staff code of conduct are adhered to at all times, even when working remotely.</li> <li>• Parents have access to the following policies, procedures and guidance to read and understand: <ul style="list-style-type: none"> <li>○ Safeguarding and Child protection policy</li> <li>○ School provision during Coronavirus pandemic risk assessment</li> <li>○ Behaviour principals – children</li> <li>○ Behaviour principals – Adults</li> <li>○ Safe drop off and pick up procedures</li> <li>○ Infection control procedures and all documents relating to the organisation of the day</li> </ul> </li> <li>• Staff have access to policies, procedures and risk assessments to read and understand, including: <ul style="list-style-type: none"> <li>○ Health &amp; Safety Policy</li> <li>○ Infection control procedures</li> <li>○ First aid Policy</li> <li>○ Accident/Incident reporting</li> <li>○ Safeguarding policy</li> <li>○ Fire procedures</li> </ul> </li> </ul>				

		<ul style="list-style-type: none"> <li>•Staff will be briefed regularly, at least in line with significant changes to government guidance.</li> <li>•Staff are given adequate time to ask questions regarding procedures ahead of returning to school.</li> </ul>				
Compromising of emergency procedures due to changes implemented	All persons at school during an emergency, which could lead to poorly managed responses.	<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>•In planning the room layouts and 'bubble' zones, we will ensure that fire escape routes are not compromised.</li> <li>•All staff to be aware of the fire procedures and the senior leader to ensure everyone knows and understands their role each day.</li> <li>•Fire Risk Assessment in place and reviewed on a regular basis.</li> <li>•Fire assembly points reviewed</li> <li>•Fire safety equipment and systems must be tested before employees and others are allowed back on site (refer to 'Building re-opening checklist "Fire Safety Systems"')</li> <li>•All pupil &amp; staff emergency contact details are up-to-date, including alternative emergency contact details, where necessary.</li> <li>•Pupils parents/Staff contacts are contacted as soon as practicable in the event of an emergency.</li> <li>•PEEP's in place for staff and pupils who require assistance during an emergency evacuation – reviewed to reflect current situation</li> <li>•Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than the risk of infection spread.</li> <li>•If fire doors are held open, ensure staff are appointed to ensure ALL fire doors are closed if the fire alarm sounds or fire is discovered.</li> <li>•Ensure fire doors to rooms not being used are closed.</li> <li>•Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination.</li> <li>•At the end of each day, ALL fire doors must be closed. Wipe down contact points with a cleaning product ready for the next day</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>•First Aid procedures have been updated to reflect social distancing and risks from Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>•Review PEEP's to ensure up to date</li> <li>•Need an up to date Fire Risk Assessment</li> </ul>	CC		
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		<ul style="list-style-type: none"> <li>• A Paediatric trained first aider must be on site at all times when any children under the age of 5 are in school.</li> <li>• PPE available for any staff member carrying out first aid</li> <li>• First Aid Needs Assessment in place and actions identified are implemented e.g. suitably trained First Aid staff, First Aid kits available. Each rota includes at least one First Aider</li> <li>• First Aid Policy in place which outlines the management of medical emergencies</li> <li>• Managers have access to information relating to staff and pupils' health care needs, medical records. Information shared with first aid staff as appropriate</li> <li>• Emergency contact details are kept up to date, including alternative emergency contacts as required</li> <li>• First aid boxes are checked on a regular basis to ensure sufficient stock as required</li> <li>• Staff working alone (remote from other workers) have access to first aid kit and know how to contact a first aider.</li> <li>• Where necessary, staff to undergo induction in the accident/first aid procedures</li> </ul>				
Learning in class being compromised or disrupted.	All pupils in the school, and their teachers.	<p><b><u>Learning in School</u></b></p> <ul style="list-style-type: none"> <li>• For Early Years, school will use reasonable endeavors to deliver the learning and development requirements as far as possible in the current circumstances, as set out here (<a href="#">Early Years Foundation Stage Framework</a>).</li> <li>• Leaders and teachers will consider all pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn.</li> <li>• Teachers will assess where pupils are in their learning and agree what adjustments may be needed to the school curriculum over the coming year.</li> <li>• Teachers will identify and plan how best to support the education of high needs groups, including disadvantaged pupils, those with SEND and vulnerable pupils (for pupils with Education Health and Care plans (EHCP)).</li> <li>• Timely pupil progress meetings will capture any concerns regarding progress so early intervention can be delivered.</li> <li>• The curriculum will not be narrowed but subjects will be prioritised in the Autumn term with a view to resuming the full curriculum by the Summer term.</li> </ul>				



		<ul style="list-style-type: none"> <li>• Each task will be risk assessed and will not run unless the risks can be mitigated e.g. PE, Practical Science, Technology.</li> </ul>				
Learning at Home being inadequate	All pupils at home, and Teachers arranging remote learning	<p><b>Remote Learning (in the event of a partial or full closure of school)</b></p> <ul style="list-style-type: none"> <li>• School will use best endeavors to support pupils attending school as well as those remaining at home, making use of the available remote education support - <a href="#">Remote education during Coronavirus (Covid-19)</a>.</li> <li>• Learning packs will continue to include a range of activities across the curriculum. These will continue to be accessed through the website. Individual packs can be printed off for families who request them.</li> <li>• All teachers will remain in reasonable contact with parents through Dojo to supporting them to help their child learn at home.</li> <li>• Consideration will be given to providing individual feedback for each child on completed work</li> <li>• Teachers will ask parents for feedback about learning packs provided and where possible, act on it.</li> <li>• Consideration will be given to teachers' work-life balance.</li> </ul>	School to update the critical worker list if full lockdown required			
Inadequate Safeguarding	All Pupils	<ul style="list-style-type: none"> <li>• All staff are prepared for supporting the wellbeing of pupils and receiving any potential disclosures.</li> <li>• The Safeguarding and Child Protection Policy is in place and the addendum (COVID-19 Safeguarding Policy) is up to date, shared with staff and published on the website.</li> <li>• Staff informed of changes in reporting safeguarding concerns.</li> <li>• Communication and work with other agencies remain in place to support vulnerable families.</li> <li>• Individual risk assessments for individual children are in place and welfare checks are undertaken.</li> <li>• Staying safe online practices have been revisited and shared with parents in relation to home learning.</li> <li>• Adequate numbers of first aid trained staff will be onsite. Pediatric First Aider to be onsite.</li> <li>• Leaders know how to access support for pupils in relation to health and well-being, bereavement.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• New behavior expectations will be reflected in the 'Behaviour Principles for Safety for Pupils' document as an addendum to the existing Positive Behaviour Policy.</li> </ul>	<a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a>			

Inadequate staffing ratios  Inadequate supervision of children, access to DSL's	Staff and pupils	<ul style="list-style-type: none"> <li>• Consideration is given to availability of staff following a full wellbeing/health audit.</li> <li>• Eligible available staff to include Paediatric First Aider, DSL, SENCO, caretaker, office staff member.</li> <li>• Consideration given to number of staff available for each group of children. Additional adults will be available to support temporarily in an emergency or to allow for short breaks.</li> <li>• Consideration given to the options for redeployment of staff, including the external sports coach provider, to support the effective working of the school.</li> <li>• Approach to staff absence reporting and recording in place.</li> <li>• In the event of staff absence non-COVID-19 related, supply cover will be sought</li> <li>• If absence is due to symptoms of COVID-1 Infection Control Procedures will be followed.</li> </ul>				
Health & Well-being (stress)	Staff directly and pupils indirectly	<ul style="list-style-type: none"> <li>• Regular and clear communication of plans, procedures, protocols and expectations to all staff via phone calls/ email/ Teams meetings.</li> <li>• Careful consideration will be given to consultations with all staff on all matters regarding partial or full closure and the subsequent re-opening of school.</li> <li>• In the event of a partial/full closure, workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.</li> <li>• In the event of a partial or full closure consideration will be given to those teachers in school who have a teaching responsibility for their face to face group (bubble) and their 'regular' class who are continuing with remote learning and the school day/timetable allows for PPA and other management responsibilities.</li> <li>• Information is provided to staff on who they can contact should they have any concerns about their health, workload, mental wellbeing. All staff are encouraged to speak to headteacher, line manager or other trusted adult.</li> <li>• School will continue to buy into School's Advisory Service (SAS).</li> <li>• Staff take regular breaks from routine/activity. Advised to gain access to fresh air and natural light outside the building. Lighting and air conditioning switched on/off as required</li> </ul>	<p>Testing procedures/details</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a></p>			

		<ul style="list-style-type: none"> <li>• Support will be given / sought for employees on broader issues, such as bereavement support and general anxiety about the ongoing situation.</li> </ul>				
Inadequate PPE leading to poor compliance with the risk assessment	All persons in school	<ul style="list-style-type: none"> <li>• PPE to be ordered and where necessary, supplies maintained.</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</li> <li>• Where staff are performing intimate care procedures, the normal procedures and usual PPE will be used – disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they should not attend the school and should be at home.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, including any existing routine use of PPE.</li> <li>• Responsible adults or carers travelling with children on public transport should follow guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.</li> </ul>				
Inadequate arrangements for opening the school to pupil groups or external bodies	All building users	<ul style="list-style-type: none"> <li>• Wraparound care will recommence, they will provide their own risk assessment and procedures and will also ensure any areas of school used are thoroughly cleaned after use.</li> </ul>				
Inadequate premises management for the re-opening of school to more pupils	Staff, pupils, parents, agency workers, all visitors to the building	<p><b><u>Maintenance &amp; Premises checks</u></b></p> <ul style="list-style-type: none"> <li>• Caretaker continue to undertake in-house maintenance, inspections, testing in accordance with school schedule. Tasks managed to conform with social distancing measures. If the caretaker is unavailable, then the LA will provide cover. Business Manager to monitor checks.</li> <li>• As school has not been closed for any period, the standard regular checks to continue. Fire Systems, Emergency lighting, fire extinguishers, water testing &amp; legionella checks, PAT testing, and Boiler/Heating maintenance.</li> </ul>				

D	Assessment prepared by:						
Name	Caroline Carlon	Signature		Position	Business Manager	Date	27 <sup>th</sup> August 2020
Name	Tessa Farr	Signature		Position	Head Teacher	Date	27 <sup>th</sup> August 2020
Name	Steve Duce	Signature		Position	H&S Governor	Date	xxxxx

<b>E</b>	<b>Assessment agreed by:</b>						
Name		Signature		Position		Date	

<b>F</b>	<b>Assessment review:</b>		
Date for review	Carried out by	Position	Signature
8/3/21	Caroline Carlon	Business Manager	C. Carlon

**\*\* REMINDER – PLEASE ENSURE THIS RISK ASSESSMENT IS SHARED WITH ALL RELEVANT PARTIES \*\***