

Activities covered by this assessment:	COVID-19 risk assessment template (developed with Covid-19 risks as known 6 th Jan 2021)		
School/Academy Name:	Highgate Primary	Department/Service/Team:	
Important: This risk assessment must be read in conjunction with other applicable risk assessments for general school activities and necessary controls integrated into the activity/task for the control of COVID-19.			
<p>In these unprecedented, rapidly changing and evolving times, with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.</p> <p>This set of risk assessments were drafted following the government's decision to enter a third national lockdown requiring schools to open for vulnerable children and those of key workers only (from 5th Jan 2021). Prior to this, they had been checked externally by WMD Boon for Bradgate Education Partnership on 4th Jan 2021.</p> <p>If an employee, or employee's household is displaying COVID – 19 symptoms, they must stay at home for 10 days.</p> <p>This risk assessment should be made specific (if needed) and communicated to all employees working in the school, to ensure they understand and agree to the control measures. Manager/Head Teacher should sign the risk assessment to authorise it. Watermark should be removed.</p> <p>Note: The incubation period of COVID-19 is between 2 and 10 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.</p> <p>The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:</p> <ul style="list-style-type: none"> • cough • difficulty in breathing • fever • Loss of taste and smell <p>Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – relatively few serious cases have been reported in children</p>			

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Final Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (---/---/---)	Done? ✓/✗
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Courtesy when alighting cars to maintain 2m distance (where possible) 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.	M	L	L	School		
Visitors to site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors asked to wash hands before entering school. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance.	H	L	M	School		
Safeguarding of vulnerable pupils	Pupils reduced contact puts children with social care, LAC or SEND at more risk	<ul style="list-style-type: none"> During National Lockdown priority for pupils considered vulnerable under social care / LAC / EHCPs when allocating places for pupils. Where parents relinquish places regular checks to be made (at least weekly) Record checks being made on CPOMs for DSL to monitor. Liaise with social care and or make referral if necessary. Consider those recently with a social worker in the same category. 	H	L	M	Should any concerns arise, liaise with and report to social care through social worker or referral.	H	L	M	School		

<p>Poor hygiene practice</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school in handwash areas advising all pupils and staff to wash their hands after using the toilet, before and after handling food, after touching any animals and any other actions which may increase the risk of infectious disease, such as coughing or sneezing. • Wash hands upon arrival at school (including all children). • Sufficient amounts of soap and washing liquids, warm water and paper towels are supplied in toilets and kitchen areas. • Pupils and staff are encouraged to wipe their mouths and noses with tissues after sneezing or coughing, and to dispose of these using the bins provided around the school. • Pupils educated through form time on best practice for personal care & protecting others • All food preparation and eating areas are thoroughly cleaned and disinfected before and after use. • Pupils are highly discouraged from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Hand sanitiser is available in every classroom and sink area • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance, is compliant with the control of substances hazardous to health (COSHH), and the school's Health and Safety Policy. 	<p>H</p>	<p>M</p>	<p>H</p>	<p>SLT to review the Government guidance daily (Coronavirus outbreak) and take relevant action when required.</p> <p>Staff to be encouraged to follow the "Catch it, bin it, kill it" protocol. (Posters to be displayed)</p> <p>Strong and clear message to staff at pre Term Inset and at normal staff briefings to insist on maintaining high standards of hygiene practice</p> <p>Daily Class time reminders of good hygiene by class teachers to pupils</p> <p>Lunchtimes – staggered and eating in zones. Servery will be cleaned between year groups and cutlery will be given with each flight tray. This will be communicated to all midday staff and negotiated with School Food Support.</p>	<p>H</p>	<p>L</p>	<p>M</p>	<p>SLT</p>	<p>On going.</p>	
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<p>Inappropriate cleaning of bodily fluids</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> • All cleaners are informed how to use personal protective equipment (PPE), which is provided by the school. • Any spillages of bodily fluids are cleaned up immediately using paper towels, which are discarded as clinical waste in the first aid area. • Mops are never used to clean up any bodily fluids. • Any member of staff cleaning up bodily fluids will wear PPE, including gloves and a disposable apron. • A combination of disinfectant, detergent and warm water is used to clean the affected area. See risk assessment 'Thorough Cleaning for Influenza Virus' and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • The surface is rinsed and dried properly, and a wet floor sign is displayed to prevent any trip hazards. • Any disposable PPE used, such as latex gloves and plastic aprons, are discarded as clinical waste after use. • All clinical waste is disposed of using clinical waste bags, which should become no more than two thirds full and sealed after filling, and if necessary are stored in a secure location ready for collection, (First aid room). Storage at low temps for 72 hours will help kill the virus. • Following the cleaning up of bodily fluids, all members of staff and/or pupils involved are instructed to wash & sanitise their hands >20 seconds. • If necessary, any pupils' soiled clothing is hygienically bagged and given to the parents/carers at the end of the school day. • No member of staff will ever clean or rinse a pupil's soiled clothing. If children require intimate care, parents will be called. • Follow social distancing where able. 	<p>H</p>	<p>L</p>	<p>M</p>	<p>Cleaning equipment is maintained to a high standard and is colour coded according to area of use. Personal protective equipment (PPE) to be worn. Contractor risk assessments to be checked to ensure that they are cleaning to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Staff to ensure they follow the correct procedures for cleaning of bodily fluids.</p> <p>Use 'Thorough Cleaning for Influenza Virus' risk assessment template available on LTS website</p>	<p>H</p>	<p>L</p>	<p>M</p>			
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<p>Inappropriate first aid</p>	<p>First aider staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> •First aiders will not treat persons with Covid-19 symptoms unless it is a life threatening condition. Follow guidance from St John's Ambulance https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ •First aiders are instructed to thoroughly wash their hands before and after giving first aid >20 seconds. •Nitrile Disposable Gloves (conforming BSEN455) are provided in all first aid boxes and are worn where required when administering first aid. Latex gloves will be avoided to remove risk of allergic reaction. •A plastic apron is worn if a significant amount of blood is involved. •All cuts and abrasions are cleaned immediately using sterile wipes and covered with waterproof dressings. •Any splashes of blood and/or bodily fluids from another person, which enter the eyes or mouth of the first aider, are immediately washed out with copious amounts of water. •Splashes of blood and/or bodily fluids, which fall on the skin of the first aider, are immediately washed away using warm water and soap. •If it is evident that the skin has been broken, and that it is possible there has been contact with blood from another person, the first aider is instructed to encourage the cut to bleed then clean with a sterile wipe and cover with a waterproof plaster. •Follow social distancing where able. 	<p>H</p>	<p>M</p>	<p>H</p>		<p>H</p>	<p>L</p>	<p>M</p>			
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<p>Ignoring ill health</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> Any pupil or member of staff that displays signs of being unwell, in relation to concerns about coronavirus follow the government guidance the schools should dial 111 (or 999 if a person is seriously ill or their life is at risk). SLT to be advised of the situation If the unwell individual is a pupil, their parents/carers are informed of the situation by a relevant member of staff. Where contact with the parents/carers cannot be made, appropriate procedures are followed such as moving the pupil to a designated isolated area of the school (Y2 Classroom during the National Lockdown period but usually the Y1 Quiet Room), providing them with a glass of water, etc. Any pupils or staff who display other signs of infection are sent home immediately, advised to undertake a Covid-19 test & seek medical advice. For any illness, any medicine administered at the school is done so by a trained member of staff, and in accordance with the procedures outlined in the Administering Medicine Policy and Supporting Pupils with Medical Conditions Policy. (All pupils receive their first dose of medication at home to ensure that they do not have an allergic reaction). Follow social distancing where able. 	<p>H</p>	<p>M</p>	<p>H</p>	<p>SLT to constantly review as appropriate & check through before the reintroduction of each new year group. This will be an ongoing check by SLT.</p> <p>Helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:</p> <p>Phone: 0800 046 8687</p> <p>Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Opening hours: 8am to 6pm (Monday to Friday)</p> <ul style="list-style-type: none"> No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England. <p>SLT to model expectations.</p> <p>Staff kept informed of any changes to procedures and regular reminders to adhere to protocols.</p> <p>Clear expectations communicated to parents and reiterated in newsletters etc regularly to ensure this is kept in the forefront.</p>	<p>H</p>	<p>L</p>	<p>M</p>			
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<p>Poor management of infectious diseases</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> • If a pupil or staff member is suspected of having an infectious disease, they are instructed to contact the NHS for further advice, are sent home where appropriate and undertake a Covid-19 test if needed. • If a parent/carer informs the school that their child(ren) has a reportable infectious disease, other pupils are observed for similar symptoms, and a letter / email is sent home to parents/carers informing them of the situation. • Parents/carers of a pupil returning to school after a suspected reportable infectious disease will inform the school of test results. • Parents/carers will be advised not to send child(ren) to school if they: display signs of COVID-19. Isolation for 10 days • Ill person to be isolated from rest of school until they can go home with minimal contact with others or staff. Ill person to be put in an isolated room with ventilation. Staff member should keep to social distancing rules and wear PPE. • Advise parents to take child to have a COVID19 test and report back to school of result. If positive school to notify Public Health England. • If child's test is positive all children within group should be sent home, advised to isolate and check for symptoms for 10 days • All parents/carers are encouraged to follow NHS guidance including the track and trace program. • If poor health member of staff develops any signs of infectious disease or comes into contact with any individual who has an infectious disease, they are advised to see their GP. See also guidance on shielding of staff: https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#eel-decline • If pupil or member of staff is diagnosed with infectious disease, SLT to take guidance from relevant health organisations only consider closing the school after speaking with the public health England. Parents, pupils and staff to be informed. • Staff who have come into contact with a person with COVID-19 encouraged to wash hands and remove clothing to be washed upon arriving home ensuring that other members of the household are not in vicinity. • Consider health care plans. • Follow social distancing where able. 	<p>M</p>	<p>L</p>	<p>M</p>	<p>SLT to review on a daily basis. helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows: Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday).</p> <p>No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.</p>	<p>M</p>	<p>L</p>	<p>M</p>			
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Social Distancing	Staff, student and visitors may become infected.	<ul style="list-style-type: none"> •Follow social distancing guidance where able. •Pupils to remain in their year groups. •Stagger arrival and leaving times. •Stagger lunch and play times. •During National Lockdown there will be two arrival/departure points to manage the different bubbles however start and end times will remain the same (8.45 and 3.15) •Use signage and enforcement, behavior restrictions on social distancing. •Limit PE sessions to outdoor use only where possible. All equipment used must be cleaned between use. •Outdoor fixed play equipment to be used by 1 class per week and then left over the weekend before another class is rostered on to use it. •Provide appropriate PPE for limited tasks when social distancing cannot be maintained: see guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings particularly FAQ 4 •Face masks will be worn when staff are indoors and not working within their year group bubbles. •Use comms for parents/others on new/changing school rules. 	M	L	M	<p>Staff made aware that PE needs to be done outside where possible (& reviewed when weather becomes more inclement). Parents to be asked to provide suitable outdoor clothing/footwear to support outdoor PE provision.</p> <p>Rota to be produced for use of fixed outdoor equipment & shared with staff/children.</p> <p>Staff to be made aware that they need to wear masks when indoors in all communal areas or areas where they do not normally work (e.g. if they are covering another year group).</p>	M	L	M			
Rooms to be well ventilated.	Staff, student and visitors may become infected.	<ul style="list-style-type: none"> • External doors/windows should be opened to allow good ventilation of air throughout the day. 	M	L	M	<p>Staff made aware of need to keep windows/doors open.</p>	M	L	M			

<p>Social Distancing at lunchtimes</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> •Lunches staggered (with strict timings) to allow three year groups at a time to have lunch in the hall. Furniture to be wiped down between sittings and year groups to be spaced at opposing ends of the hall. Children to be sat in year groups and have a designated midday supervisor working with that group. Children not to be kept in line for any lengthy period of time & not to sit on benches to wait for hot lunches. •Additional plate scraping station set up and older children scrape own plate with adults helping younger children to avoid queues. •Midday supervisors to wear masks when indoors. •Pupils to wash hands before/after eating and encouraged not to touch their faces. •Communication with LTS •Layout of tables/chairs to be considered for best possible social distancing. •Cutlery/plates not to be shared. •Hall to be well ventilated (open windows). •Hot food procedures to be reviewed with flight trays and stacking at the end of lunch to be demonstrated and well supervised. •Cleaning regimes to be re-established. 	H	M	H	<p>Catering Providers (LTS) to have own risk assessment which is shared with school.</p> <p>Lunchtime splits will be strictly reinforced with designated supervisors.</p> <p>HT/SLT will monitor this closely especially in the first few weeks back.</p> <p>HT/SLT/Teachers will remind and reinforce procedures with children as needed.</p> <p>PO to monitor segregation of grounds (e.g. temporary fencing is maintained etc).</p>	H	L	M			
<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Robust communication links with hot meal provider established. • Meeting in preparation of re-opening to confirm operational controls • Hand cleaning facilities available upon entering hall and when leaving • Procedures established for mealtimes and information communicated to staff and pupils. • Pupils' food allergy information is up to date • Facilities to stagger service times to avoid congestion and contact • Staffing required to extend service times (Internal and external staffing) • Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles • Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) 	H	M	H	<ul style="list-style-type: none"> • Limit use of external company (If externals like LTS used, this remains RED. • Only use packed lunches • No additional non school staff used • Makes possible tracing easier in the event of COVID situation 	H	L	M			

<p>Possible contamination of reception and office areas.</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> •Parents not allowed beyond the hatch in the entrance porch. •Parents/carers advised to contact school by phone if they need to speak to a teacher or SLT member. Meetings may be arranged to accommodate either outside or in a planned manner in the building. •Due to office size, non-office staff not to enter into the office area. Requests can be made at the doorway. •Office team to use their designated desks and be responsible for cleaning their own equipment. •Should staff need to contact parents they will use the staffroom telephone and clean before/after use. 	<p>Yellow</p>	<p>Green</p>	<p>Yellow</p>	<p>Grey</p>	<p>Yellow</p>	<p>Green</p>	<p>Yellow</p>	<p>Grey</p>	<p>Grey</p>	<p>Grey</p>
<p>Possible contamination within the classroom/teaching area</p>	<p>Staff and student may become infected.</p>	<ul style="list-style-type: none"> •Classrooms with external doors direct to outside to be used where possible & doors/windows kept open to aid circulation of fresh air. •Desks/chairs positioned at suitable distances apart and children to have designated seating, facing forwards. •Children keep trays on/under tables with own personal belongings in to avoid need to move about the classroom. •Soft furnishings such as cushions/bean bags to be removed. •Soft toys to be removed. •Pupils to have their own equipment where possible on their own set desks. (Children may bring in their own pencil cases in). Children are encouraged to put their own equipment into their own pencil case. •Communal equipment to be avoided where possible and disinfected after use if necessary. •Class computers/IWB etc to only be used by staff members. •I pads can be booked for a year group for the whole day. Staff are responsible for cleaning them before use, after use, returning them and putting them on charge. •Light switches, windows, blinds etc to be operated by staff. •All classrooms with air con units need to have these turned off to prevent the circulation of "bad" air. •Minimise furniture in the classroom to allow maximum space at the front of the class for teaching staff. 	<p>Red</p>	<p>Yellow</p>	<p>Red</p>	<p>Grey</p>	<p>Red</p>	<p>Green</p>	<p>Yellow</p>	<p>Grey</p>	<p>Grey</p>	<p>Grey</p>

<p>Possible contamination due to lack of social distancing including for more vulnerable staff and children (including BME, pregnant and those considered critically vulnerable), balancing mental health needs against prevention of spread of infection.</p>	<p>More vulnerable staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> •Minimise furniture in the classroom to allow maximum space at the front of the class for teaching staff. •Desks/chairs positioned at suitable distances apart and children to have designated seating. •Children previously accessing support in The Hub will have personalised timetables and/or support within the classroom (allowing LSAs to support in classes with little or no support, avoiding possible cross contamination of pupils mixing with other year groups) •During National Lockdown The Hub will operate for mornings only for a small group of children on a part-time attendance. Those remaining for full time will be linked to one bubble to allow staff to operate between those two bubbles only. •Staff considered to be clinically vulnerable (including those who are pregnant) will be instructed to undertake roles that are not prominently pupil/people facing. •Staff considered to be extremely clinically vulnerable and those who are pregnant beyond 28 weeks will be instructed to undertake roles that can be undertaken whilst working from home. •Those staff who need most support to return to reduce anxiety will have this. 			<p>Risk assessments to be shared with all staff to ensure they are clear with expectations (to try to reduce anxiety on return).</p> <p>SENDCO to monitor provision (including with regard to staff well-being for those providing support).</p>						
<p>Possible contamination of toilet/welfare facilities</p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> •Staff toilets to be used one at a time. Light to be on to show it is occupied and off to show it is not in use. •Pupils use of toilets to be monitored and younger pupils will be supervised. •Hands must be washed thoroughly after use. •Sufficient soap available at all times. Toilets to be checked by cleaners twice daily. •Hand drying will be by air hand dryer or disposable towels only. Bins in toilets will be emptied daily. 									

Possible contamination from inadequate social distancing or equipment contamination in the staffroom, photocopier room, offices, PPA area	Staff (or student) may become infected.	<ul style="list-style-type: none"> •Staff not to enter areas without an invite. •Staff discouraged from using the staffroom for extended periods of time (just entering to use facilities). •Staff to wash hands prior to preparing food/drinks •Dishwasher to be used wherever possible. •Hand sanitizer to be available and used before touching communal equipment such as fridges/kettles and before leaving the staffroom. •Surfaces need to be free from clutter •Windows to be open to allow for circulation of fresh air. •Staff to wear face mask while in communal areas. •Staff to have their lunch/breaks within their year group areas where at all possible. 										
Insufficient or inappropriate PPE available or misuse of...	Staff, student and visitors may become infected.	<ul style="list-style-type: none"> •Disposable gloves, aprons and masks as required (e.g. first aid). •Where PPE is identified as being required for a task it must be worn. For general teaching and pupil supervision in line with government guidance PPE is not recommended. •Staff trained how to safely put on / remove a face mask, gloves & aprons. 										
Ineffective safeguarding measures	Pupils who are more vulnerable during times of uncertainty, stress or financial strain	<ul style="list-style-type: none"> •School has robust safeguarding procedures in place with DSL available. •Emergency telephone number published on website for safeguarding. •All staff are safeguarding trained. •Staff are reminded of importance to look out for changes in behavior and report concerns immediately. 				Ensure at least one DSL is available (at least remotely) at all times during school hours. Ensure the emergency telephone is checked regularly & this is communicated out to parents / stakeholders.						
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concerns about contracting Covid-19	Staff may experience higher levels of stress and anxiety. Potential increase in incidents of domestic violence.	<ul style="list-style-type: none"> •School has stress/well-being procedures in place and staff are able to access support via school/externally. •Mental health and well-being information to be shared with staff. •SLT regularly check in on staff and have open door policy to discuss concerns. •SLT to reassure staff and communicate thoroughly and share procedures for opening etc. 				Display mental health posters.						

<p>School needs to balance the need to provide before/after school care with the need to maintain social distancing to ensure Class integrity is maintained.</p>	<p>Potential for Year group integrity to be broken.</p>	<ul style="list-style-type: none"> •Provision restricted to limited numbers. •During National Lockdown school led After School Clubs will cease and provision with Little Apples will be reassessed where appropriate to be able to support child care only. •Provision for school-led after school clubs to be limited to no more than 2 year groups at a time (& with restricted numbers) for ½ term & rotated. •Provision to be in the Little Apples base (& external play area behind the building) •Pre-booking essential to establish who will be in on a day to day basis. •Payment to be taken online to prevent cross contamination with physical money. •System to be reviewed regularly to ensure provision meets need & social distancing guidance is being followed. •Doors (& windows) will be propped open (in relation to air circulation so will reduce need to touch door handles. •Children will wash hands on entry/exit. •During National Lockdown Breakfast Club will cease (usually starting at 7.45) as these staff members now required to support in bubbles avoiding further cross contamination. Instead those requiring an earlier drop off instructed to drop off via the bottom playground gate and children to go to their designated bubbles by 8.15. No breakfast provided. 			<p>Ensure staff leading school-led after school clubs know which children are attending, expectations and rules.</p> <p>Ensure Little Apples Club staff know which children are expected to attend & know rules for social distancing purposes.</p> <p>Little Apples Club staff to remind pupils to wash hands on entry.</p> <p>Little Apples to complete own risk assessments to compliment these.</p> <p>Communication to parents about changes in breakfast/after school club provision to be clear.</p>				<p>Little Apples Club Staff</p>		
<p>Assembly</p>	<p>Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> •Assembly to be done remotely through Teams on the interactive whiteboards to avoid need for “mass gathering” in the hall. 	<p>M</p>	<p>L</p>		<p>M</p>	<p>L</p>	<p>L</p>	<p>School</p>		

<p>Senior Leadership Team</p>	<p>Potential for all of SLT to need to self-isolate.</p>	<ul style="list-style-type: none"> •SLT members to avoid full face-face SLT meetings & conduct meetings remotely. •Need to balance needs of running the school and monitoring the running with maintaining social distancing – any direct conversations done at a distance. •Where SLT need to visit different year group bubbles, where possible, this time will be limited to 15 minutes and they will follow social distancing protocols. It is noted that sometimes they may be required for longer periods to support with cover for absent staff members. •In the event that SLT all need to self-isolate, they are still able to work remotely, teaching via Teams with an LSA working in the room. •SLT Safeguarding cover can work remotely and staff know to contact them directly (via mobile and/or Teams). •SLT will consider all options to avoid closing year groups to children including ensuring adult : pupil ratios do not compromise pupil safety. •HT will consult with the SLT, LA and governors to problem solve to avoid any potential closures. •If staff ratios make it unsafe to open to children, SLT will discuss option and clarify with governors & LA before making final decisions. Parents will be given as much notice as possible to make alternative arrangements. •Appropriate amendments to H&S procedures (eg Fire Evac) regarding staff responsibilities and key personnel 	<p>H</p>	<p>M</p>	<p>H</p>	<p>If SLT need to self-isolate, Phase Leaders to act as communication chain to ensure messages are passed on.</p> <p>HT to have contact details for LA representatives to ask for advice.</p> <p>HT/SBM to update any risk assessments/procedures to reflect changes to ensure school may still operate safely.</p>	<p>H</p>	<p>L</p>	<p>M</p>			
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<p>Cleaning</p>	<p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Detailed cleaning schedule implemented through school, ensuring contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are checked/replaced as needed by the Premises Officer and cleaning staff. Cleaning regimes in place for toilet facilities, particularly door handles, locks and toilet flush, etc. Only cleaning products supplied by the school are used. Refer to school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 	<p>H</p>	<p>M</p>	<p>H</p>	<ul style="list-style-type: none"> Cleaning schedule circulate to support enhanced clean. 	<p>H</p>	<p>L</p>	<p>M</p>			
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<p>School needs to balance the need to provide before school care with the need to maintain social distancing to ensure Class integrity is maintained.</p>	<p>Potential for Year group integrity to be broken.</p>	<ul style="list-style-type: none"> •Provision restricted to limited numbers with reviews to widen as we see fit, offering facility to those who most need it and making it more financially viable. •Provision to use mobile rooms and split between the three breakfast club staff into smaller groups (½ group in hall etc). •Pre-booking essential to establish who will be in on a day to day basis. •Payment to be taken online to prevent cross contamination with physical money. •System to be reviewed regularly to ensure provision meets need & social distancing guidance is being followed. •Furniture to be wiped down between use. •Doors (& windows) will be propped open (in relation to air circulation so will reduce need to touch door handles. •Children will wash hands on entry and will keep belongings with them under their chairs. •Staff running before/after school provision to wear face coverings. •During National Lockdown where appropriate avoid mixing use of school staff linked with bubbles in after school club. 	M	L	M	<p>Ensure Breakfast Club staff know which children are expected to attend & know rules for social distancing purposes.</p> <p>Breakfast Club staff to remind pupils to wash hands on entry.</p> <p>Breakfast Club & After School Club Staff to wear face coverings to avoid transmission.</p> <p>Make clear to After School Leader regarding avoiding using staff linked to school bubbles during the day time.</p>	M	L	M	Breakfast Club Staff		
<p>Carrying out daily building maintenance</p>	<p>Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • General maintenance is carried out when the school is closed to staff and pupils where possible. (See Lone Working risk assessment). • Only essential maintenance is carried out during school opening hours. • Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. • Social distancing is maintained throughout working procedures. 	M	L	M		M	L	M			
<p>Contractors working on site</p>	<p>Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Contracted work is carried out when the school is closed to staff and pupils. • Any documentation required is sent/received prior to the contractor arriving on site. • Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. 	M	L	M		M	L	M			

<p>Emergency procedures</p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. In light of any major staffing changes, emergency protocols/procedures will be updated accordingly. 	<p>H</p>	<p>L</p>	<p>M</p>	<ul style="list-style-type: none"> Display emergency evac procedures in each classroom Well signed Fire Safety point 	<p>H</p>	<p>L</p>	<p>M</p>	<p>School</p>		
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To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<p>Pupils and staff suffering from reportable infectious diseases will be asked to follow the government guidance and 111.</p> <p>Schools should dial 111 (or 999 if a person is seriously ill or their life is at risk) and, if applicable, explain which country the individual has returned from in the last 10 days.</p> <p>Whilst waiting for advice or an ambulance to arrive, the person should be kept at least two metres away from other people. If possible, they should be sat in a room where they can be isolated behind a closed door, e.g. a staff meeting</p>
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	<p>room. The room must be cleansed once they leave. If they have to use the toilet whilst waiting, they should use a separate bathroom to other people. Pupils must be told that they need to tell a member of staff if they feel unwell.</p> <p>If a case of coronavirus is confirmed the School will be informed directly by the local PHE Health Protection Team when someone is confirmed to have the virus – they will discuss the case, identify people who have been in contact with the person, and advise on any actions or precautions that should be taken.</p> <p>A risk assessment will be undertaken by the school, with advice from the local Health Protection Team, to determine whether further action is required. In most cases, closure of the school will not be necessary; however, this will be a decision made based on local factors.</p> <p>People who test negative for the virus will be advised individually about their return to education. If people are close contacts of a confirmed case. Pupils or staff who are considered contacts are those that:</p> <ul style="list-style-type: none"> - Have had close face-to-face or touching contact with the confirmed case, including those undertaking small group work (within two metres for more than 15 minutes). - Have spoken with or been coughed on for any length of time by, the individual while they are symptomatic. - Have cleaned up any bodily fluids of the individual. - Are part of a close friendship group with the individual. - Live in the same household or equivalent, e.g. boarding school dormitory, as the individual. - If contacts are well, they are unlikely to have spread the infection to others; however, they will be asked to self-isolate and told to take further action if any symptoms develop. - Outside of those who are defined as close contacts, the rest of the school will not need to take any precautions or make changes to their own activities, unless they become unwell – in which case, they will be assessed as a suspected case depending on their symptoms. <p>If the individual does become unwell, they should call 111 immediately to be assessed and the school should follow the advice for contacts of confirmed cases. If, at any point, an individual requires emergency medical attention, call 999 and tell the call handler that the person has a history of recent travel to a risk area for COVID-19.</p>
<p>How could this emergency situation be prevented / controlled?</p>	<p>Washing hands often with soap and water or an alcohol-based hand sanitiser that contains at least 70 percent alcohol Catching coughs or sneezes with tissues, then throwing the tissue in a bin Ensuring people who feel unwell stay at home and do not attend work or school Encouraging pupils, staff and visitors to wash their hands: Before leaving home. On arrival at the school. After using the toilet. After breaks and sporting activities. Before preparing food. Before eating any food. Before leaving school. Avoiding touching eyes, nose and mouth with unwashed hands Avoiding close contact with people who are unwell</p>

	<p>Cleaning and disinfecting frequently touched objects and surfaces.</p> <p>In the event of the school closing the Business / Service Continuity Plan should be followed and the Emergency Management Team (EMT) contacted.</p> <p>If someone has been diagnosed with the COVID-19 who has entered the building guidance to be taken from the PHE. A competent contractor to be deep clean the building to be organised. External building checks to be completed as required if agreed it is safe to do so.</p>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<p>The SLT to meet as and when required. A plan to be agreed and communicated with the relevant members of staff, parents and pupils.</p> <p>Follow HSE guidance on reporting incidents of CV19: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p>
<p>Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?</p>	<p>SLT to meet and review.</p> <p>Updated on the government's response to COVID-19 (Coronavirus). Helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows: Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday)</p> <ul style="list-style-type: none"> • No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England. <p>Personal hygiene is the most important way we can tackle COVID-19. Please help us in sharing simple and effective hand hygiene messages.</p> <p>Public Health England has a dedicated webpage with a range of posters and digital materials at: https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources Sign up is quick, free and means you will be alerted as more resources are made available.</p> <p>New guidance for employers The Department for Business (BEIS) and Public Health England have issued guidance for employers, which you can find at: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</p> <p>Where to find the latest information Updates on COVID-19: https://www.gov.uk/coronavirus</p> <p>Guidance for educational settings: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</p> <p>Travel advice: https://www.gov.uk/guidance/travel-advice-novel-coronavirus https://www.gov.uk/government/organisations/foreign-commonwealth-office</p>

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Risk Assessor(s) Name(s):	T. Jenkinson	Risk Assessor(s) Signature(s):			
	J. Dealey				
Authorised By:	Governing Body	Authoriser Signature:			
Date Conducted:	6 th Jan 2021	Date Review Required:	18 th May 2020	Date of Last Review:	-
		Date Review Required:	1 st June 2020	Date of Last Review:	18 th May 2020
		Date Review Required:	3 rd & 8 th July 2020	Date of Last Review:	1 st June
		Date Review Required:	For August 2020	Date of Last Review:	3 rd & 8 th July 2020
		Date Review Required:	Pre Autumn Term 2020	Date of Last Review:	August 18 th 2020
		Date Review Required:	5 th October 2020	Date of Last Review:	August 18 th 2020
		Date Review Required:	4 th Jan 2021	Date of Last Review:	5 th October 2020
		Date Review Required:	6 th Jan 2021	Date of Last Review:	4 th Jan 2021

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.