

<b>Status:</b>	<b>Draft: Generic template subject to Trade Union consultation</b>		
<b>School/Academy:</b>	SNAPE WOOD PRIMARY AND NURSERY SCHOOL	<b>Date of assessment</b>	19.05.20 (v1) 27.5.20 (V2.1)
<b>Who might be harmed?</b>	Pupils, staff, visitors and contractors	<b>How many are affected?</b>	Whole School

“From the week commencing 1 June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups.

Each setting’s circumstances will be slightly different. Any setting that cannot achieve...small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:

- early years settings - 3 and 4 year olds followed by younger age groups
- infant schools - nursery (where applicable) and reception
- primary schools - nursery (where applicable), reception and year 1”

Source: [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) (12<sup>th</sup> May 2020)

Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes
	1 <sup>st</sup> June 2020 (Site Readiness)	SLT meeting to organise school readiness for re-opening. Signage around school environment and equipment prep. Playground zones implemented. Floor markings in and outside school – 2M social distancing. External sinks plumbing. External hand sanitisers installed. Letters to Y6 outlining protocol and home school agreement. Risk Assessment sent to DT and amendments made. RA sent to Govs, Staff and unions.	Phase 1 of school readiness: Staff readiness. School to be prepped and ready for staff. Individual RA. BAME and shielding must be done and submitted. Staff rota finalised for 8.6.20 Ensure all deliveries are scheduled in – school cannot be open to staff until RA is quality assured by DT. The Chair and Vice chair of Govs will have to sign off and approve the school environment and the RA.
	8.6.20 (Staff Readiness)	8.6.20 meeting – go through RA and school protocol. Expectations of staff, pupils and parents. Walkthrough environment and expectations. Staffing structure for re-opening and bubbles allocated. Key Worker provision in place – rota of staff in place. Minimise contamination. Finalise Y6 numbers – implement staffing – prepare classes and lessons. Practice run through including fire drills. Send out survey for Y5 and Y1	Inform catering of expected numbers. Self-isolated staff – phased return. Governors to check site and approve the RA. Share booklets and video of what school will look like with parents (Virtual – website) and children – behaviour policy. Transition books in place for SEN.
	15.6.20 (staff in )	All staff in school (those that are not shielding or self-isolating)– preparing lessons in their bubbles – preparing chd trays - including the key worker provision. Practice run of school day for all staff – including cleaners and middays. All to sign the RA. Weekly review of RA. Review the environment and make any adjustments. Risk assessment has to be signed off by chair and vice chair of governors – the school must be ready in line with the RA. - ready for opening.- equipment’s, environment and risk assessment.	School to open all week for staff. Tasks delegated by HT. Outline to staff of school opening: M – TH. Fri closed except Key worker provision. Deep clean Friday and PPA/CPD/Home Pack prep. Contact schools that opened earlier for any feedback. Check FSM status.
	22.6.20 – school open to Y6	School open to Y6. Ensure all teachers and TA’s are ready – environment ready. Guide chd in – handwashing protocol. No social gathering at the gate. Each bubble to run through entering, exit, playtime and timings of the day. Fire drill to be implemented. Each class bubble – 3 classrooms 7 or 6 children in each and 2 members of staff each. Additional adult in bubble for each group at lunch time.(staffing rota)	Weekly reviews around the structure and running of the day. Make adjustments and amendments if required. Monitor for 4 weeks. Then phase in other year groups if capacity allows – Key Worker provision takes precedent. Other year groups will be phased in Y1 next and if Y6 deplete then Y5 will be offered a provision.
	29.6.20		

	1.7.20				
	8.7.20				
	15.7.20				
	22.7.20				
<b>Hazard Aspect</b>	<b>Possible control measures</b>		✓ if in place ✗ if not or n/a	<b>Where:</b> ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	<b>Residual Risk rating</b> High, medium, low
<b>Communication</b>					
Staff	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with staff. Signatures are obtained.</li> </ul>		✓	SC to write the risk assessment and send to SLT, Site Manager. All staff to read and comment on any changes Staff to sign the document on 1 <sup>st</sup> June 2020	L
	<ul style="list-style-type: none"> <li>Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and the identify additional touch points.</li> </ul>		✓	Staff to feedback initially on the risk assessment WB 1.6.20 – table to be updated. Staff to email HT with suggestions to amend and update the risk assessment. Updates to be added to the risk assessment. Individual risk assessment to be updated in the same process and minuted by HT.	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> <li>The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder.</li> </ul>		✓	SC to communicate the risk assessment via email and website. Signage to be ordered for long term – reminding parents of social distancing, Drop off protocol. Signs in school for handwashing, social distancing, common signs of symptoms – front of school, reception, over washbasins and toilets. 1 in and 1 out for toilets. 2M social distancing spots to be sprayed by Graham – Site Manager	L

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<b>Contracting / transmitting Covid-19</b>				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> <li>• Staff and pupils who report the following symptoms remain at home for 7 days. Their household members must remain at home for 14 days:                             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> </ul>	✓	HT to email staff with protocol. Any signs of symptoms must not come to work. Tracing of exposure must be in place and those that have had contact must isolate for 14 days. Signage reminding of preventing and protocol to be displayed for parents, staff and visitors around school, including all entrances. Advice of symptoms on website. Staff and parents reminded of protocol and to ring the SBM or SLT to notify. SLT to contact trace and ensure that staff are aware. Signpost to testing if necessary.  Thermometer in school available for all children (this will be recorded) and any persons requiring a temperature check.	Low if managed – High if cases arise.
	<ul style="list-style-type: none"> <li>• Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus.</li> </ul>	✓	Signage at the delivery doors reminding of protocol. Deliveries are left at the door – this has been implemented by the delivery companies themselves. Signage on the floor – social distancing. Buzzer intercom to be used. Prevention signage to be displayed on entrance doors .WB 1.6.20 & 8.6.20	

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	<ul style="list-style-type: none"> <li>The following information is shared with staff and pupils: All staff and pupils who are attending a school will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the pupil tests positive, the rest of their class or group within their childcare or education setting are sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>	✓	<p>Staff and parents of pupils will be reminded of the protocol for testing – website and on any correspondence. Staff and children will be asked to stay at home. Contact tracing will be applied by informing those persons who have had contact with the persons displaying symptoms.</p> <p>The cluster bubble will be sent home and class and equipment deep cleaned – this may spread to the closure of the rest of the cluster bubbles to minimise the risk of spread of infection. School will be closed for 14 days, including key worker provision. Parents and carers will be notified of re-opening.</p>	Low if managed – High if cases arise.
Reducing the number of persons on site	<ul style="list-style-type: none"> <li>Staff work from home if they can – they only travel to work when they absolutely cannot work from home.</li> </ul>	✓	Staff risk assessment in place to audit workforce available – monitored by SLT. 3 staff self-isolating – no shielding letters. 1 member due to association. Weekly welfare checks by SLT	L
	<ul style="list-style-type: none"> <li>Contractors undertaking statutory testing and emergency repairs are permitted on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed when they are indoors on site.</li> </ul>	✓	SBM and Site manager ensure that contracted work is booked around the transitional times – school holidays – before school and after school. Companies will have their own risk assessments - forward to SBM/SM prior to commencing work. Notice to stipulate the 2M distance. Spots on pathways to ensure 2M distance is observed. Reception – Table in place for 2M distance – Buzzer intercom to be installed in the Nursery and Reception.	
	<ul style="list-style-type: none"> <li>Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend.</li> </ul>	✓	Signage to stipulate protocol. Newsletter, website and text messages sent to parents and carers (WB 15.6.20)	

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	<ul style="list-style-type: none"> <li>Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).</li> </ul>	✓	Intercom system to be installed to enable minimise contamination – 22.6.20 If not achieved – signage to stipulate to ring the buzzer and wait. CCOMS, email and text via APP is used as a form of communication. Signage displayed for 2M rule protocol.	L
	<ul style="list-style-type: none"> <li>Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.</li> </ul>	✓	All meetings are held virtually. If unavoidable (Safeguarding), the 2M social distancing applies. Handwashing/Sanitising applies. Areas used are cleaned using disinfectant.	
	<ul style="list-style-type: none"> <li>Peripatetic visitors who would closely mix with staff and pupils are avoided if possible as there is a greater risk of contracting and transmitting Covid-19 to multiple schools. If allowed in school, school photographers will need to follow strict social distancing and hygiene guidelines.</li> </ul>	✓	2M social distancing rule applies. All non-essential visitors are discouraged to book appointments. All discussions via digital wherever possible or via telephone conversation.	
	<ul style="list-style-type: none"> <li>Volunteers are not re-engaged unless essential.</li> </ul>	✓	Not applicable during COVID-19	
	<ul style="list-style-type: none"> <li>Governor visits are cancelled and meetings held virtually.</li> </ul>	✓	In place and held via ZOOM	
	<ul style="list-style-type: none"> <li>Parent evenings are cancelled.</li> </ul>	✓	Interim reports will be sent out and an offer of a telephone discussion will be offered via an appointment system.	
	<ul style="list-style-type: none"> <li>School performances are not held unless they are filmed and recorded or live streamed (parental permission required).</li> </ul>	✓	All mass gatherings in school has been cancelled due to COVID – 19.	
	<ul style="list-style-type: none"> <li>Sports days <i>could</i> be held if parental access is not via the school building, and strict social distancing of parents/careers and pupils within their group bubble is guaranteed on the school field or playground. Hygiene will need to be considered with any equipment.</li> </ul>	✓	All social gatherings are cancelled. This will be reassessed when the COVID 19 R rates are low and social distancing protocol is embedded. This will be done in conjunction with consultation with staff, parents and pupils and governors. H&S paramount – risk assessment must be signed by Governors. No planned sports day until further notice.	

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Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> <li>• Staff and pupils in the “clinically vulnerable” and “clinically extremely vulnerable” categories have been identified. Staff and pupils living with someone in the “clinically vulnerable” and “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high.</li> <li>• Guidance is strictly followed for “clinically vulnerable” and “clinically extremely vulnerable” groups of staff, pupils and those that have household members in these categories. Individual risk assessments have been completed for:                             <ul style="list-style-type: none"> <li>○ Staff in the clinically vulnerable category</li> <li>○ Staff who have household members in the extremely vulnerable category</li> <li>○ (Staff in the extremely vulnerable category will be shielding at home and therefore no risk assessment is required)</li> </ul> </li> </ul>	✓	All staff risk assessment has identified staff at risk. The school records have identified children vulnerable and at risk. Staff welfare checks weekly. Pupil welfare checks fortnightly.  HT to meet with BAME staff and fill in a IRA (individual risk assessments) with guidance from government. This is reviewed regularly and notes are updated each time. Use the template provided by NCC HR NST 27.5.20 email.	L
School Visits	<ul style="list-style-type: none"> <li>• All school off-site visits are cancelled apart from those in the immediate locality (Category A venues). Indoor visits are allowed where strict hygiene procedures are followed and social distancing can be maintained at the venue. Outdoor visits (allotments, parks) are encouraged.</li> </ul>	✓	All visits have been cancelled due to COVID 19. Refunds have been facilitated where applicable. Outdoor learning to be facilitated wherever possible – social distancing to be maintained. Ensure any equipment used is cleaned with anti-bac after use.	L
Undertaking CPR	<ul style="list-style-type: none"> <li>• The following information has been shared with school first aiders: <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings</a></li> </ul>	✓	All first aiders will have the link sent via email. A CPD form will be expected to be filled in to ensure that the information is noted and adhered to.	L

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Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they are sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>. If a child is awaiting collection, they are moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	✓	Locations where pupils could be isolated: The medical room at the front of school will be used as the isolation room for children or staff that show symptoms. There is a toilet inside and a medical bed. The patient will wait inside and parents and carers will be contacted. The patient will be supervised by staff who will maintain social distancing and use PPE if necessary. Door to the room will remain open for ventilation. Handwashing and sanitisers must be used. Parents will be asked to wait observing social distancing. Patient will be escorted to the parent – social distancing. Advice of testing and staying at home for 7 days. If necessary the isolation will apply to all persons who have been in contact with the patient. All areas and surfaces will be cleaned and disinfected using the specified cleaning products. Signage will be displayed reminding all persons of hand washing and use of hand sanitisers.	L
	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .	✓	All persons are reminded of the hand washing rule – signage in the environment and in the medical room. Symptoms leaflet from the NHS displayed around school. All areas are cleaned using disinfectant advised by the LA. All staff made aware of the availability of testing. This will be on a factsheet for staff, newsletter to parents and uploaded on the website.	

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	<ul style="list-style-type: none"> <li>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</li> <li>A larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> </ul>	✓	<p>All children and adults to remain in their bubbles throughout the day. Minimise social gatherings. All staff to remind children to stay in allocated zones. Any child or adult showing symptoms - all contacts will be notified and government guidelines followed. If larger scale – school will shut for deep cleaning for 14 days. School will re-open after H&amp;S RA.</p> <p>If isolated bubbles, that area will be cordoned off and area deep cleaned. It will not impact on other bubbles due to separated zones.</p> <p>Parents will be notified of any outbreaks and outline of cleaning, isolating will be communicated.</p>	L
Hygiene	<ul style="list-style-type: none"> <li>Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities:                             <ul style="list-style-type: none"> <li>On arrival at school</li> <li>After breaks and sport activities</li> <li>Early Years: after using wheeled bikes, trikes and other large, movable toys</li> <li>Before cooking and eating</li> <li>After sneezing or coughing</li> <li>After using the toilet</li> <li>Before leaving home</li> </ul> </li> <li><a href="#">Posters</a> are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils.</li> <li>Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	✓	<p>Extra sinks installed outside (6 in total) to ensure that children and adults are observing the importance of handwashing at all times. Signage around school designated areas to remind around hand washing importance. Adults and children to wash hands at least every hour. Adults to remind chd to wash hands after sneezing or coughing. All equipment to be wiped using disinfectant – shared toys etc. after each use. Separate P.E equipment to be used to minimise contamination. Hand sanitisers outside all external doors, fence and in classrooms.</p>	L
		✓	<p>Signage displayed around school at all designated areas – entrances, corridors, classrooms and above wash basins. CT identify high risk chd and use constant reminders and encourage frequent handwashing. Support using 2M social distancing. Posters to discourage touching of the face to be displayed around school. Implemented by 8.6.20</p>	



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	<ul style="list-style-type: none"> <li data-bbox="405 379 1238 496">• Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical.</li> <li data-bbox="405 531 1144 592">• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> </ul>	<p data-bbox="1308 371 1339 394">✓</p> <p data-bbox="1308 531 1339 553">✓</p>	<p data-bbox="1408 371 1962 515">Site Manager checks 2x daily and tops up – times on site will be reviewed weekly with SBM. Hand washing is prioritised first using soap and water – sanitisers in between. Signage to use the hand sanitiser and washing hands visible around school.</p> <p data-bbox="1408 531 1962 850">All doors and windows have been checked and are working order. Door s and windows to be opened in every classroom. Class doors around school to be wedged open (if not automatic), wedge to be removed in the event of a fire or fire drill, all doors except the front security doors to remain open throughout the day. Fire doors in corridors are fitted with automatic stops that can be disabled. Site manager to release at the end of the day. Practice drills prior to re-opening to children or adults. Staff to open but Site Manager to close – disinfecting the touched areas daily</p>	<p data-bbox="2047 595 2078 617">L</p>

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	<ul style="list-style-type: none"> <li>Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, certain medical procedures and in the event that someone becomes symptomatic on site. <a href="#">Reference</a>                              Training and instruction have been provided for the putting on, removing and disposal of PPE.                              Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</li> </ul>	✓	Staff training regarding PPE – WB 8.6.20. Staff to have guidance sent by NST and DT regarding correct use of PPE. PPE stock in the medical room. Individual PPE pack for each member of staff. Optional to wear – wellbeing for staff. Staff to read social story of PPE to chd. PPE used for intimate care, first aid, close proximity for medical, or feedback in close proximity. All staff will have individual PPE (named and signed for) – Visors, goggles, masks, gloves and aprons – to minimise contamination and as part of wellbeing. Individuals will decide to wear or not – guidance states not essential. Full all in one suits available for those that will request. Tutorials and guidance on use of PPE delivered 15.6.20 Visors must be cleaned after use using disinfectant by individual users. Staff have the option to allocate outfits to use as ‘scrubs’ to minimise any contamination – this is optional. Staff have been advised to wash hands on entry and leaving the premises as well as throughout the day. Staff to inform children why PPE may be worn by staff – protect and stop spread of infection – safety from close proximity.	
	<ul style="list-style-type: none"> <li>Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place.</li> </ul>	✓	Staff to isolate area using the hazard tabard. Vacate the area, Site Manager to clean and disinfect the area. Area will be deep cleaned and steamed. Site manager to update risk assessment for bodily fluid by 15.6.20	

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	<ul style="list-style-type: none"> <li>The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.</li> </ul>	✓	Pedal bins in each classroom and general footfall areas – clearly labelled COVID 19. Wash hands after disposal sign. Cleaned daily and double bagged. General waste bins without lids in class/areas will be used for paper towels and general waste – clearly labelled and washing of hands signage after use.  Site staff/cleaners to clean lids and disinfect surface of bins after emptying. Washing hands afterwards.	L
	<ul style="list-style-type: none"> <li>Schools that have <b>not</b> had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.</li> </ul>	✓	School has been deep cleaned and maintained cleaning throughout. Nursery and F2, front of school, dining room and staff room are cleaned thoroughly daily. Any area used by staff – staff notify SBM and this is then deep cleaned using disinfectant. All staff have own disinfectant spray bottle and cloth labelled and stored in a locked cupboard when not in use– this is checked and filled daily by Site Manager.	

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	<ul style="list-style-type: none"> <li>Sufficient ongoing cleaning in areas occupied by staff and pupils. (Areas that are not occupied can be secured and cleaning does not need to take place in these areas for infection control purposes). Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. These include toys, books, desks, chairs, door handles and push plates, sinks, toilets, light switches and bannisters. The frequency of necessary cleaning has been identified.</li> </ul>	✓	<p>Areas that have been deep cleaned have a notice on the door. This is then on a rota to revisit and clean, to ensure that surfaces are constantly cleaned. High usage areas – reception steamed Monday – Nursery steamed Friday. Daily cleaning of the school. Interim cleaning by cleaner 2hrs of touched surfaces.</p> <p>All staff have own disinfectant spray bottle – class labelled and cloth to clean chairs etc and touched surfaces in their classroom. Bottle stored in locked cupboard when not in use. Cleaning equipment stored in a locked cupboard and in locked shed. Site Manager refills bottles with fluid – guidance led.</p> <p>Site manager has requested additional deep cleaning training for cleaners regarding COVID 19SBM/Site Manager to contact Sonia/Clive if additional cleaners are required – LA. Guidance to be in school by 15.6.20 Map of school identifies areas that are allocated to cleaners – quality assurance.</p>	L
	<ul style="list-style-type: none"> <li>Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, in the event a pupil has sneezed nearby to an item or dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.</li> </ul>	✓	<p>Staff will have access to disinfectant – diluted (new bottles) to use throughout the day. Site Manager to check and refill bottles twice a day. All cloths to be disposed of at the end of each day – re-washable cloths will be washed at 60 degrees and dried ready for use. Site Manager to check and order stock. All classrooms to have boxes of tissues. CT/Adults to re-inforce use of tissues and handwashing. Area to be wiped using sanitiser. All to wash hands after. All equipment, touch points and resources touched must be wiped using disinfectant.(CT/TA)</p>	

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	<ul style="list-style-type: none"> <li>Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use.</li> </ul>	✓	All soft furnishing and toys removed to limit infection. No playdough to be used. All small parts removed. All surfaces cleaned. Water tray emptied end of day. All chd wash hands before and after using sand and water. Intricate toys removed due to high risk and impossible to clean.	L
	<ul style="list-style-type: none"> <li>Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere.</li> </ul>	✓	All items stored in the Gym. Awaiting storage container. All soft furnishings will be removed if a classroom is to be used. A thorough check will be carried out by SBM/Site Manager and SLT.	
	<ul style="list-style-type: none"> <li>Activities are avoided which involve passing items around a class. The sharing of stationery, books and other resources and equipment is avoided where possible. Consider labelling items with pupil's names.</li> </ul>	✓	All staff and children have own writing equipment – pencil cases with glue, scissors, colours etc – named. Staff use own equipment to support children. All surfaces are wiped using disinfectant.	
	<ul style="list-style-type: none"> <li>Shared materials and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use.</li> </ul>	✓	All persons wash hands before and after using resources. Paintbrush handles to be washed with soap and wiped with disinfectant after each use. Outdoor equipment to be wiped frequently – scooter handles, slide, mud kitchen tubs. Adults to be on rota for frequent cleaning of touched surfaces.	
	<ul style="list-style-type: none"> <li>Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books.</li> </ul>	✓	Signage to promote handwashing protocol. Staff to use disinfectant spray for touched surfaces. Wherever possible, verbal feedback encouraged to minimise contact with resources. Marking can be done through airplay using an Ipad – or school to invest in Visualisers TBC after assessing week 1 of re-opening.	
	<ul style="list-style-type: none"> <li>The amount of shared resources that are taken home are limited and exchange of take-home resources between children, young people and staff is limited.</li> </ul>	✓	All work to stay in school. No work is required to be brought back by the child to reduce contamination. All staff and chd to use own resources allocated to them. Reading books to be wiped using disinfectant. All persons to be reminded not to touch their face and to follow the handwashing protocol before and after touching equipment or books.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> <li>Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.</li> </ul>	✓	Children bring their own water bottles – named. It is kept on their table. It is taken home at the end of the day. Surfaces are disinfected. Refill of water is monitored and surfaces are wiped using disinfectant. Staff wash hands after supporting refills.	
Touchpoints	<ul style="list-style-type: none"> <li>Create a list of touch points and surfaces that will receive regular cleaning. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels.</li> </ul>	✓	All touch points will need to be cleaned and wiped using disinfectant– at least 3x a day. CT/Adults to wipe surfaces after use. Signage to remind wiping. Disinfectant and cloths, including disposable towels available. Touchpoints list to be wiped by Site Manager/Cleaners at least 2x a day: These will include door and window handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels. Cleaner to wipe these surfaces at lunchtime every day.	L
	<ul style="list-style-type: none"> <li>Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices.</li> </ul>	✓	Doors and windows to be open in order to allow for ventilation – following fire regulation rules (Site Manger). Classroom doors can be kept open using a wedge, but this must be removed in the event of fire or fire drill. Fire doors are automatic and can be enabled to stay open – there is an automatic release in the event of fire or drill. All touchpoints to be cleaned regularly by class teachers, cleaners and site manager. Handwashing protocol followed at all times. Transition is minimised by confinement to designated classrooms. One way system in place.	L
	<ul style="list-style-type: none"> <li>Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times.</li> </ul>	✓	All visitors and staff to use hand sanitiser before and after signing in (No Barcode facility at school). No touching of the face reminders. Office Admin to wipe the surfaces that have been touched. Wiping the pod and the door handles regularly and after every visitor.	
	<ul style="list-style-type: none"> <li>Consider whether drinking fountains need to be taken out of action.</li> </ul>	N/A	No drinking fountains in school	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
<b>Contracting / transmitting Covid-19 – Social Distancing- The “Bubble” Model</b>				
<p><b>Principles:</b></p> <p>“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.</p> <p>You should, therefore, work through the hierarchy of measures set out in <a href="#">implementing protective measures in education and childcare settings</a>:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing</li> </ul> <p>It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</p> <p>Source: <a href="#">DfE Planning guide for primary schools</a></p>				
Parents and pupils travelling to school	<ul style="list-style-type: none"> <li>• Parents/carers and pupils are encouraged to walk or cycle to the school where possible.</li> </ul>	✓	School to encourage but cannot control mode of travel. Email, text will be sent out as constant reminders of 1 parent per family to avoid mass gathering and reduce infection.	L
Drop off and Collection arrangements	<ul style="list-style-type: none"> <li>• Drop-off and collection times are staggered. Specific arrangements are determined where parents/carers have children in different year groups.</li> </ul>	✓	Staggered drop off and pick up time. Siblings will be prioritised to avoid multiple travel and exposure. Currently starting with Y6. 3 groups. With 3 different staggered times. Video and PPT for parents to reinforce protocol and systems.	L
	<ul style="list-style-type: none"> <li>• Parents/carers’ drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are advised not to congregate in groups on, or directly outside the school premises.</li> </ul>	✓	1 parent 1 child rule. Drop and go signage. Signage to remind not to congregate. SLT to police the entrance, observing the 2M rule. PCSO Lowe support if required.	
Transport to School	<ul style="list-style-type: none"> <li>• Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Ref: <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>	✓	All parents will be encouraged to walk and reduce gatherings via text and emails. Majority of children are local – so encourage to walk to school. Remind chd to use sanitiser (manned by staff) at the gate.	L

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Foyer / Reception	<ul style="list-style-type: none"> <li>Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage.</li> </ul>	✓	Signage to observe 2M rule. Buzzer intercom in place. 2M interval markings on the ground throughout school. Instructions for waiting, delivery, speaking to school will be displayed using signage.	L
	<ul style="list-style-type: none"> <li>Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number in the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.</li> </ul>	✓	Plan to redesign foyer for safety. Buzzer intercom to communicate with visitors. 1 in and 1 out signage displayed. 2M interval marking outside and inside.  Visitors and parents to communicate nature of visit prior to entering school to enable minimal time spent in school. This can be done using email <a href="mailto:admin@snapewood.nottingham.sch.uk">admin@snapewood.nottingham.sch.uk</a> Or phone: 0115 9159146	
	<ul style="list-style-type: none"> <li>Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist.</li> </ul>	✓	No screens. 2M interval floor marking and Intercom used to minimise visitor approach. Provisional plans for screen for the desk. PPE provided – Visor, Mask to support exposure. In place already.	
Office	<ul style="list-style-type: none"> <li>Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.</li> </ul>	✓	1 adult in one space protocol. If assistance required, 2M distance rule applied. Signage in place to remind social distancing protocol.	L
	<ul style="list-style-type: none"> <li>The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified.</li> </ul>	✓	Current layout is a hazard for more than 1 person. Plan is in place to redesign the space £5000 – devolved capital. This will enable 2M social distance for multiple users. Interim – social distancing signage in place. Floor marking in place.	



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Staff Room	<ul style="list-style-type: none"> <li>• Staff can continue to use the staff room if they apply the same social distancing measures:                             <ul style="list-style-type: none"> <li>○ Identify seating that can be used 2 metres apart. Tape off other seating.</li> <li>○ Stagger staff breaktimes</li> <li>○ Instruct staff not to congregate at the kitchen area.</li> </ul> </li> </ul>	✓	Signage in place – photocopier – 1 person at a time – then to wipe the touched surfaces using disinfectant. Signage to state observe social distancing. Staggered break and lunchtime rota to minimise social gathering (see timetable TBC) Staff room cleaned and disinfected daily. – cleaning protocol. Floor marking to ensure social distancing. Constant handwashing. Wiping of appliance handles after use. Staff to have own utensils and crockery to avoid cross contamination. Dishwasher to be used with heavy soiled application. Contact outside of bubbles to be avoided.	L
	<ul style="list-style-type: none"> <li>• Notices promoting hand hygiene and social distancing are visibly placed in the staff room.</li> </ul>	✓	Signage for social distancing, handwashing, photocopy protocol displayed on walls and near equipment – cupboard doors. Staff encouraged to wash /use dishwasher immediately for equipment used.	
Corridors	<ul style="list-style-type: none"> <li>• Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.</li> </ul>	✓	Trolley service for lunch in the designated classrooms. Restricted movement required by pupils. All classrooms used have their own toilets and outdoor door. Staggered timetable in place to minimise gatherings.	L
	<ul style="list-style-type: none"> <li>• The timetable and selection of classrooms or other learning environment are selected to reduce movement around the school.</li> </ul>	✓	Class 6,4 and 3 to be used due to having access to outside and toilets – avoid gatherings and exposure.- children and adults assigned to the class and remain – limited movement required as all facilities are within the classroom. Cleaning of toilets before school, midday and after school.	
	<ul style="list-style-type: none"> <li>• Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> </ul>	✓	One way system inside school. No movement through school required unless medical, emergency or safeguarding. 2M rule social distancing. One line protocol.	

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Classrooms	<ul style="list-style-type: none"> <li>For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant) – “The bubble”</li> </ul> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher if safe to do so.</p> <p>The identified classes (pupils) do not mix with other classes throughout the school day.</p> <p>The same teacher(s) and other staff assigned to each group are as far as possible, stay the same during the day and on subsequent days.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.</p>	✓	<p>HT/SLT/SBM/SM have measured the classrooms. Tables have been laid out to ensure that they observe the 2M social distancing. 7 chd maximum per class. 3 classrooms, with adjoining toilets and outdoor space is to be used. Staff on a rota and strictly allocated to their bubbles: Red, Blue, Green and Yellow bubbles.</p> <p>CI 6,4 and 3 to be used. Staff rota and timetable devised to ensure capacity for the bubbles as well as key worker provision. Each bubble to have a CT and a TA. SEN and vulnerable chd in F2 classroom with identified adults.</p> <p>Room layout and plan of school will be devised and shared with parents, staff and LA – including Govs. By 8.6.20 Photos of the school environment will be taken and shared with all stakeholders.</p> <p>Class layout 2M distance. 7 tables – 7 children. All equipment and resources allocated to children in a labelled pencil case. Staggered entry and exit. Staggered playtimes and lunchtimes.</p> <p>CT and TA in each class – no rota – containment of bubble and minimise exposure.</p> <p>Rota if designated staff are unable to facilitate.</p>	L

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	<ul style="list-style-type: none"> <li>For secondary schools classes should normally be split in half, with no more than 15 pupils per small group and one teacher. If safe to do so, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.</li> <li>The identified classes (pupils) do not mix with other classes throughout the school day.</li> <li>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary there will be some subject specialist rotation of staff.</li> <li>Rearrange classrooms and workshops with sitting positions 2 metres apart.</li> <li>Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged.</li> </ul>	N/A		L
	<ul style="list-style-type: none"> <li>Classrooms are accessed directly from outside where possible.</li> </ul>	✓	All children enter and leave via the classroom door – no mixing throughout the day.	
	<ul style="list-style-type: none"> <li>Pupils occupy the same classroom throughout the school day where possible. Where different groups of pupils use the same classroom, the area is cleaned adequately in between their occupancies.</li> </ul>	✓	Y6 split into 3 groups – 7 in each class, in designated classroom. No mixing. Cleaning schedule as per normal and if surfaces require additional cleaning – notify SBM	
	<ul style="list-style-type: none"> <li>Teaching approaches have been discussed that keep a distance from children in class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.</li> </ul>	✓	Mon – Thurs teaching. Friday PPA and work prep for those home learning. Self-marking using think pink. Airplay via I pads to be used for feedback. T4W booklets for writing, White Rose transition units to be taught. Topic – America's in the afternoon. PSHE and SEAL included. Facilitate outdoor learning if possible. 2 SEBH chd – social story. TA to facilitate provision in the Hive. 2M distance protocol. Transition work	

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KS3 and KS4 curriculum	<ul style="list-style-type: none"> <li>• <a href="#">CLEAPSS Guide to doing practical work in a partially reopened school – D&amp;T, food and Art</a> is followed.</li> </ul>	N/A		
	<ul style="list-style-type: none"> <li>• <a href="#">CLEAPSS Guide to doing practical work in a partially reopened school – Science</a> is followed.</li> </ul>	N/A		
School Hall	<ul style="list-style-type: none"> <li>• Assembly groups are staggered keeping the same groups of pupils together.</li> </ul>	✓	No assembly – mass gatherings cancelled due to COVID 19	L
	<ul style="list-style-type: none"> <li>• Halls, dining areas and internal and external sports facilities for lunch and exercise are used at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> </ul> <p>This could mean having several lunch sittings or serving lunch in more than one location, including if appropriate in a classroom, or asking your caterers to look at other flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting (for example taking cold or 'packed' lunches to children in the areas they are in for the day).</p> <p>Consider whether floor markings 2 metres apart are required on the occasions when children sit on the school hall floor. Dining room / assembly / exam seating is arranged 2 metres apart.</p>	✓	<p>Shared spaces – Gym will be staggered and cleaning protocol followed if required. Lunch in classrooms, Trolley service served by Middays – children collect from trolley – observe 2M protocol.</p> <p>No outside packed lunch to avoid contamination.</p> <p>Outdoor areas to be used as a first port of call.</p> <p>Lunch staff rota in place – bubble staff stay with bubbles on rota and in designated colour coded areas.</p> <p>Key worker provision for lunch in dining room – 2M distance.</p> <p>Signage displayed to observe 2M distance. Tables in dining room set out to follow the 2M apart protocol.</p> <p>Cleaners to clean light touch areas in classrooms.</p>	
Lecture theatres	<ul style="list-style-type: none"> <li>• Seating is identified which may be used obeying the 2 metre social distancing protocol.</li> </ul>	✓	Each class set out with tables and seating plan – 2M rule Name plates on tables. Individual trays on each table with child's equipment. Coats to be on back of chairs.	L

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Pupil toilets	<ul style="list-style-type: none"> <li>Toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time.</li> </ul>	✓	Site Manager runs all taps daily and all toilets are flushed including the unused ones. This is recorded and logged with dates and time.	L
	<ul style="list-style-type: none"> <li>Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules).</li> </ul>		Signage – 1 in and 1 out – handwashing protocol. Use of sanitiser once in class. Each class has designated adjoining toilets – no requirement to share. If shared – cleaning identified and protocol followed.	L
Playground and school field	<ul style="list-style-type: none"> <li>Lessons or classroom activities could take place outdoors have been identified – outdoor education can limit transmission and more easily allow for distance between pupils and staff.</li> </ul>	✓	Learning Outside the Classroom must be staggered and planned so that there is no mixing. 2M rule will apply. Staff to remind children of social distancing. Handwashing protocol to apply before and after activity.	L
	<ul style="list-style-type: none"> <li>The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> </ul>	✓	Staggered playtimes and lunchtimes. Any play equipment – designated to each class. Class teacher responsibility to wipe equipment after each use. Larger scale cleaning to be delegated to the Site Manager. Sharing of equipment must be avoided. Permanent marker to be used to write group name on.	
	<ul style="list-style-type: none"> <li>Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix.</li> </ul>	✓	Children play with their cluster. Staggered play to avoid cross mixing. Social distancing encouraged. Adapting games to include no touch. Handwashing protocol applies at all times – outdoor sinks to be used before, after and during breaks.	
Pupils	<ul style="list-style-type: none"> <li>Individual pupils have been identified who may be in particular challenging with social distancing and individual practical measures put in place.</li> </ul>	✓	Children reminded of social distancing protocol at the beginning, including a COVID 19 behaviour protocol. SEBD children will have social stories and provision provided in an alternative unit. Handwashing protocol and social distancing adhered to. SEN outside support sought if required. Consultation with Parents must be robust.	L

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<b>Operational issues</b>				
Supervision	• Supervision ratios met (general)	✓	7 children and 2 adults in each class (y6). Key worker provision will require 1:4 ratio.	L
	• Supervision ratios met (individual pupil)	✓	MW and WS require 1:1 sessions for medical and nappy changing. PPE to be used at all times. 2 people present for nappy changing. All used PPE to be disposed of in the grey medical bins. Rota identifies that suitable adults are available to facilitate the provision.	
First Aid	• Adequate number of first aiders (FAW / EFAW) are on site.	✓	List of first aiders available. First Aider on duty every day as well as on call.	L
	• Adequate number of paediatric first aiders are on site. (Ref: <a href="#">Early years foundation stage: coronavirus disapplications</a> and associated risk assessment)	✓	3 PFA. At least one on duty every week for key worker provision.	
Medication	• Necessary pupil medication has been returned to school.	✓	MW water provision in place in school – record kept in his bag and school. – Key worker child. Chd with inhalers – kept in their tray on the table. Wiped using disinfectant and hand washing protocol applied.	L
KS3 and KS4 curriculum	• <a href="#">CLEAPSS Guidance for D&amp;T departments returning to school after an extended period of closure</a> is followed.	N/A		
	• <a href="#">CLEAPSS Guidance for science departments returning to school after an extended period of closure</a> is followed.	N/A		
<b>Site Health and Safety Concerns (General)</b>				
Legionella	• Rarely used outlets have been identified – more taps are used on a regular basis, therefore a reduction in flushing required by the Site Manager / Caretaker.	✓	Daily running of taps by Site Manager and legionella log recorded.	L
Fire Procedures	• A fire drill has been organised for shortly after the school re-opens.	✓	Planned and in place to maintain the fire alarm system and to run drills at different times of the day. Scheduled to do fire drill once school re-opens. Partially open – fire drill already done – next one scheduled after re-opening. Feedback given	L

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	<ul style="list-style-type: none"> <li>Review of fire evacuation procedures in light of fewer staff and pupils.</li> </ul>	✓	Skeleton staff briefed on route, fire exits and protocol. Practice session implemented 3 weeks ago. Next one scheduled for June 2020.	L
Various site tasks	<ul style="list-style-type: none"> <li>Specific site management tasks are undertaken after re-opening following a <b>lengthy</b> closure*.</li> </ul>	✓	Weekly meetings with SBM and Site Manager to discuss tasks and duties. Logged and minutes of meeting taken. Site Manager and SBM to make a list of key tasks.	L
<b>Personal Health and Safety Concerns (General)</b>				
Pupil Behaviour	<ul style="list-style-type: none"> <li>The school behaviour policy has been updated to reflect the new rules and routines, and these have been communicated to staff, pupils and parents/carers. Ref: <a href="#">Planning guide for primary schools Annex A: Behaviour principles</a> <ul style="list-style-type: none"> <li><b>Annex A: Behaviour principles</b></li> </ul> </li> <li>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.</li> <li>Areas schools may wish to add to their behaviour policy are:                             <ul style="list-style-type: none"> <li>following any altered routines for arrival or departure</li> <li>following school instructions on hygiene, such as handwashing and sanitising</li> <li>following instructions on who pupils can socialise with at school</li> <li>moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</li> <li>tell an adult if you are experiencing symptoms of coronavirus</li> <li>rules about sharing any equipment or other items including drinking bottles</li> <li>amended expectations about breaks or play times, including where children may or may not play</li> <li>use of toilets</li> <li>clear rules about coughing or spitting at or towards any other person</li> <li>clear rules for pupils at home about conduct in relation to remote education</li> <li>rewards and sanction system where appropriate</li> <li>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</li> </ul> </li> </ul>	✓	CT to remind children of school behaviour policy and rules. CT to address the conditions outlined by Gov in Annex A. This is then communicated with parent carer children. Behaviour protocol shared with parent and children prior to attending and a signed agreement in place.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
High profile pupils	<ul style="list-style-type: none"> <li>Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site.</li> </ul>	✓	SENCO and SLT and CT meet to discuss provision for 2 SEBD children on part time timetable. Consult with parents around protocol – expectation of behaviour. Share social stories. Weekly reviews on how the child is coping with the new system. Seek outside provider support.	L
	<ul style="list-style-type: none"> <li>Risk assessments, EHCP, individual healthcare plans and personal emergency evacuation plans are shared with the staff who are in school.</li> </ul>	✓	No EHCP chd in Y6. Pen portraits of the 2 SEBD children shared with staff that identifies triggers and calming strategies.	
	<ul style="list-style-type: none"> <li>Trained staff are available to support pupil personal needs e.g.                             <ul style="list-style-type: none"> <li>lifting, use of hoists</li> <li>intimate care</li> <li>managing medical needs including medicines</li> </ul> </li> </ul>	✓	Trained staff for MW (Water) on rota. WS nappy changing – EYFS team on rota. PPE requirement and handwashing protocol. Care plans in place and read by all staff members in the units.	
	<ul style="list-style-type: none"> <li>Sufficient Physical Intervention trained staff are on site (see “other issues” below)</li> </ul>	✓	PI trained staff on standby and on rota. PI must be avoided and used for health and safety due to social distancing and risk of spitting. Handwashing protocol applies. PI form to be filled in after each event if applicable.	
Staff welfare	<ul style="list-style-type: none"> <li>Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).</li> </ul>	✓	Welfare calls from SLT, Quiz nights weekly. Policies printed and put in the staff room.	L
	<ul style="list-style-type: none"> <li>Telephone counselling services available.</li> </ul>	✓	Welfare officer – Alison signposted. PAM assist signposted. Ed psych poster sent to all staff for supervision support.	
Pupil welfare	<ul style="list-style-type: none"> <li>Wellbeing support for all pupils are in place and also those that require additional support.</li> </ul>	✓	Welfare calls weekly by pastoral officer. Fortnightly welfare calls by CT. SEN support sought if required for specific children. KOOTH referral must be made if children suffer from extreme mental health.	L



Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> <li>The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness.</li> </ul> <p>This is monitored and appropriate proactive and reactive measures taken.</p>	✓	Staff to follow the school behaviour policy around bullying. All concerns to be logged and a consultation with parents sought.	
Redeployment	<ul style="list-style-type: none"> <li>Any staff that have been temporarily redeployed to different roles have been provided necessary training and instruction.</li> </ul>	N/A		
<b>Other Issues</b>				
Some training certificates may have expired during the partial closure.	<ul style="list-style-type: none"> <li>Expired group and individual training certificates have been identified.</li> <li>Some training may be available via virtual learning (Microsoft Teams, Zoom)</li> <li>Some refresher requalification training may be available via eLearning.</li> </ul>	✓	SBM to check safeguarding training for all staff. Staff identified for retraining. DSL online training for KS1 lead and acting DHT. SEND training videos sent to all staff (Ann Baldwin)	L
	<ul style="list-style-type: none"> <li>If a first aid certificate expired on or after 16 March 2020 and they cannot access requalification training because of coronavirus they may qualify for a 3-month extension. This applies to: First Aid at Work (FAW), Emergency First Aid at Work (EFAW) and paediatric courses.</li> </ul>	✓	SBM to audit any First Aid training lapse and book refreshers. Trained first aider identified on the rota, including PFA. PFA not required unless EYFS children are back at school.	
	<ul style="list-style-type: none"> <li>There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate.</li> </ul>	✓	Ann Baldwin to liaise with SBM to rebook training if applicable due to COVID 19.	
	<ul style="list-style-type: none"> <li>For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.</li> </ul>	✓	SC, AH, SM are trained and have up to date training. SC is lead DSL and has train the trainer training. MW is doing an online DSL training to expand capacity.	
Safeguarding	<ul style="list-style-type: none"> <li>DSL or a deputy always available during school hours for staff.†</li> </ul>	✓	SLT, MW AH are available on the rota or on call at all times.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Reviews	<ul style="list-style-type: none"> <li>Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.</li> </ul>	✓	Weekly reviews during SLT. Weekly DSL meetings to identify any risks. Staff to send any reviews to SLT to update. Staff meeting/Briefing weekly to ensure that communication of any updates is shared.	L

Are there any other foreseeable hazards associated with the Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

**\* Reopening after a lengthy closure:**

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
  - all fire doors are operational
  - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

**† Designated safeguarding leads (DSLs)**

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

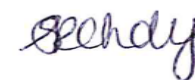
Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

**Reference Websites:**

- [www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings](http://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
- [www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak](http://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak)

**ASSESSED BY (Print name)**  
Shewley Choudhury - Headteacher

**SIGNED**



**DATE**

**28.5.20**