

<b>School/Academy:</b>	SNAPE WOOD PRIMARY AND NURSERY SCHOOL		<b>Date of assessment</b>	15.7.20 16.10.20 – updated updated 3.11.20 Updated 29.11.20
<b>Who might be harmed?</b>	Pupils, staff, visitors and contractors		<b>How many are affected?</b>	Whole School
<b>Reference Documents:</b> <a href="#">Guidance for full opening - schools (5<sup>th</sup> November 2020)</a> <a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a>				
<b>Risk Assessment Review History</b>				
<b>Date applies to:</b>	<b>Decision summary</b>	<b>Notes</b>		
15.7.20	SLT meet to look at classroom settings for whole school return in Sept. Discuss curriculum to be taught in autumn term – PSHE. Decision to close school to have exceptional Inset days to prepare and plan for re-opening. Report to parents intention of re-opening in Sept	Exceptional Inset days 20.7.20 – 24.7.20. letter sent to parents 10.7.20. RA for staff. RA send to DT and Gobs to ratify.		
20.7.20	RA uploaded to Governor Hub for ratification – sent to David Thompson and Staff	Update RA once feedback for amendments from staff, Gobs and David Thompson. Amend and upload to website, share with SIA and NST <b>Approved by DT 27.7.20</b>		
19.08.20	Hand sanitisers replaced to sensor ones – in high traffic areas 18x by suppliers	High traffic areas have sensor sanitiser. Manual sanitisers will be kept to replace any damaged. <b>Approved by Gobs 19.8.20</b>		
12.10.20	Updates received in September from LA	Updates from LA are in Blue.14.10.20 <b>School updates are in blue text.</b>		
3.11.20	In light of the DfE GOV announcement for Tier 4 protocol	<b>Updated 3.11.20 in green – EYFS staff room, Y4 staffroom.</b>		
29.11.20	The latest update is in response to the updated DfE guidance released on the 22nd October which has been subsequently been updated again yesterday (5th November).	<b>Updated 29.11.20</b>		
<b>Hazard Aspect</b>	<b>Possible control measures</b>	<input checked="" type="checkbox"/> if in place <input checked="" type="checkbox"/> if not or n/a	<b>Where:</b> ✗ state action to be taken with timescales ✗ any additional control measures <input checked="" type="checkbox"/> 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>	<input checked="" type="checkbox"/>	SC to write the risk assessment and send to SLT, Site Manager, DT and Gobs – 20.7.20 All staff to read and comment on any changes-23.7.20 Staff to sign to say that they have read and understood the RA document on 24.7.20. Staff not on site have been emailed the copy and a confirmation of receipt of email sent back to HT that they have read and understood the RA document by 28.8.20	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>	<input checked="" type="checkbox"/>	Staff to feedback initially on the risk assessment WE 24.7.20 – table to be updated. Staff to email HT with suggestions to amend and update the risk assessment. 23.7.20 Updates to be added to the risk assessment and	

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			uploaded to staff secure area on website. Individual risk assessment to be updated in the same process and minuted by HT. (include BAME) Staff signature obtained to evidenced RA read and understood. As whole school re-opens there will be more touch points to consider and list updated. Ongoing review of the RA and update if necessary	
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. This includes for children old enough not touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.</li> </ul>	✓	<p>SC to communicate the risk assessment via email and website. Signage in place in the school environment – reminding parents, children and adults and visitors of social distancing, Drop off protocol at the gate. 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 sprayed on the grounds – 2M</p> <p>Letters, emails and Dojo messages sent to parents to update. Test and trace posters around school and posters sent by DT regarding testing uploaded onto website and around school. WE 24.7.20</p> <p>Parent Code Of conduct (Home school agreement) 15.6.20</p> <p>Behaviour policy addendum 15.6.20</p> <p>Visitor's signage in place in front reception and staff entrances. Deliveries are left at the entrance. Post delivered to reception – 2m social distancing protocol (Visitor Protocol to be emailed to contractors and visitors in advance)</p> <p>All visitors to fill in the form of contact with persons on site for track and trace internal purposes. Pod has been updated to include postcode and contact number on signing in 16.10.20</p>	L
	<ul style="list-style-type: none"> <li>If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).</li> </ul>	✓	<p>Completed RA published on Website, including letters to communicate whole school opening in September 2020</p> <p>Updated version published on website 25.10.20</p>	
Employer	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the employer following approval by the school's Governing Body.</li> </ul>	✓	RA sent to LA, SIA and NST once ratified by Govs. WB 20.7.20. <a href="#">Version 3.3 uploaded on Governor Hub 25.10.20</a>	L
Trade Unions	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded).</li> </ul>	✓	RA emailed to Trade Unions once checked and ratified by Govs and David Thompson. COG to sign and Vice Chair to do a on-site ZOOM or physical inspection before ratifying. Any amendments will be considered and updated	L

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			after consultation with DT, DT approval 16 <sup>th</sup> October 2020	
<b>Contracting / transmitting Covid-19</b>				
Preventing symptomatic persons attending school	<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: <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>or a high temperature</li> <li>or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> </ul> <p><a href="#">PHE Campaign posters are available here.</a></p>	✓	<p>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 7/14 days. Signage reminding of preventing and protocol to be displayed for parents, staff and visitors around school, including all entrances.</p> <p>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.</p> <p>Pupil with symptoms to be isolated in the medical room. PPE worn by staff member. Door opened. Parents informed to collect and informed to arrange for testing. SBM to monitor start and end date for isolation period for staff and pupils who are affected.</p> <p>Display PHE posters in school 20.7.20. Contact HR for advice if needed: <a href="mailto:debra.sibley@nottinghamcity.gov.uk">debra.sibley@nottinghamcity.gov.uk</a></p> <p>Signage at the delivery doors reminding of protocol. Deliveries are left at the door – this has been implemented by the delivery companies themselves.</p> <p>Signage on the floor – social distancing. Buzzer intercom to be used.</p> <p>5.6.20 – Prevention signage to be displayed on entrance doors. WB 1.6.20 &amp; 8.6.20</p> <p>No parents on site without prior arrangement – 1 adult per child. Letter to parents reminding of protocol WB 8.6.20</p> <p>Bubble letters sent to parents reminding of protocol 24.7.20, Staff vigilant of symptoms and must report to SLT</p> <p>NHS and DFE/NST symptom tracker uploaded onto the website WB 14.9.20</p>	L
	<ul style="list-style-type: none"> <li>For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.</li> </ul>	✓	<p>NHS and DFE/NST symptom tracker uploaded onto the website WB 14.9.20</p>	

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Reducing the number of persons on site	<ul style="list-style-type: none"> <li>Most staff are expected to attend school. It remains the case that wider government policy advises those who can work from home to do so. This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate.</li> </ul>	✓	<p>Staff will have an individual RA – wherever possible staff member deployed to work from home. If working in school – provision in place to minimise risk of infections (isolated room etc) – BAME RA included. Contact HR: <a href="mailto:debra.sibley@nottinghamcity.gov.uk">debra.sibley@nottinghamcity.gov.uk</a></p> <p>Regular reviews of RA and changes to circumstances taken into account when doing staff rota.</p> <p>All staff have the opportunity to fill in an individual RA. School has safe spaces for staff to have their PPA – if staff are anxious then PPA may be taken at home and off site with consultation with SLT. Staff are reminded to sanitise and use the anti-back wipes to ensure that all surfaces are clean.</p> <p>Staff may wear masks and other PPE – it is optional. Wherever possible, staff are not expected to remain on site and are reminded to social distance, use the one way system and not to burst bubbles unless essential. 29.11.20</p>	L
	<ul style="list-style-type: none"> <li>Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. less than 15 minutes). 2 metre social distancing protocols are followed.</li> </ul>	✓	<p>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.</p> <p>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. 1.6.20</p> <p>Share school visitor protocol via email prior to entering building. 29.11.20 – wherever possible, all visits to remain off site and done virtually. On site visits only if essential for school support where virtual visits is not suitable. Visitors will wear PPE/Masks, maintain social distancing and fill in forms on entry.</p>	
	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, but are kept to the minimum. They ensure they minimise contact and maintain as much distance as possible from other staff. The number of groups taught and locations worked in are minimised to reduce the number of contacts made. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.</li> </ul>	✓	<p>School RA shared with all individual agencies prior to entering building. Hand washing/sanitising reminders throughout. PPE available for visitors on request. Face Visor may need to be worn for those children that may spit or intimate care required.</p> <p>All visitors and supply staff to adhere to school protocol 14.10.20</p> <p>All visitors to the school site (including Site Manager contractors) will be required to put additional details in to Inventory system, therefore if required for 'test &amp; trace' school is able to contact this person effectively and promptly.</p> <p>All specialist teachers will be supported by class teachers in the delivery of their set lessons and are to follow the schools set hygiene and safety measures – this will include keeping a 2m distance from pupils.</p> <p>Additional SEND specialist staff will be designated a room/area of school to work in by the SENDco who will oversee and clearly communicate the safety measures for each individual visit.</p> <p>Additional visitors will be designated a room/area of school to work in by the Deputy/SLT/DSL who will oversee and clearly communicate the safety measures for each individual on site.</p>	

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	<ul style="list-style-type: none"> <li>The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit.</li> <li>A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene.</li> </ul>	✓	<p>All visits arranged in advance. Room allocation on diary. Room cleaned before and after use. Signage regarding hand hygiene in all areas of school. Hand sanitiser available in the room.</p> <p>Junior Jam providers will move from room to room. They will observe school guidelines regarding hand washing. Signing in sheet at the front of school to say that they have understood and will follow our RA.</p> <p><a href="#">Junior Jam RA emailed to staff and kept in the school office. 14.9.20</a></p>	
	<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 if possible.</li> </ul>	✓	<p>Parent letter sent out 22.6.20 and will be repeated 24.7.20. Stipulated on the website under the bubble letters 22.6.20. Signage to stipulate protocol 15.6.20</p> <p><a href="#">Reminders sent to parents via text message and email 14.9.20 – this is ongoing and parents reminded on a weekly basis. Children are met and dropped off at designated gates.</a></p>	
	<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>	✓	<p>Information sent to parents via letter, email and Dojo - 22.6.20 and on school website. Reminders will be sent 23.7.20. School video uploaded with message 22.6.20</p> <p><a href="#">Parents reminded via email and text message sent 14.9.20.</a></p> <p>All parents drop and collect from designated gates. All communication via telephone, Dojo or email. Pre-arranged meetings, emergencies and urgent take place with PPE and social distancing. 29.11.20</p>	
	<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>	✓	<p>All non-essential visitors contact by phone, email or remotely – Office Admin to stipulate this when receiving calls. Signage in place in reception – No visitors without prior notice including staff on leave. SBM/OA to facilitate. All meetings are held virtually. If unavoidable (Safeguarding), the 2M social distancing applies. Handwashing/Sanitising applies. Areas used are cleaned using disinfectant</p>	
	<ul style="list-style-type: none"> <li>Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols.</li> <li>Governor monitoring visits are undertaken virtually if possible.</li> </ul>	✓	<p>All governor meetings to be held via ZOOM until further notice. This will be reviewed and protocol followed from LA and NST. Monitoring via ZOOM or phone call with person/s.</p>	L
	<ul style="list-style-type: none"> <li>If planning an indoor or outdoor face-to-face performance in front of a live audience, the schools follows the latest advice in the DCMS <a href="#">performing arts</a> guidance, implementing events in the lowest risk order as described. If planning an outdoor performance the school gives particular consideration to the guidance on delivering <a href="#">outdoor events</a>.</li> </ul>	✓	<p>No performances planned for Autumn term 2020. All mass gatherings cancelled due to COVID-19</p>	

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Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> <li><b>During Tier 3 (Very High Risk) Period:</b> Staff in the “clinically extremely vulnerable” categories have been identified. Guidance is strictly followed for these groups of <b>staff</b> when the area is in Tier 3 (Very High risk) area: “Where at all possible you are strongly advised to work from home, because the rate of transmission of the virus in your area is very high. If you cannot work from home, and are concerned about going into work, you may want to speak to your employer about taking on an alternative role or change your working patterns temporarily (for example, to avoid travelling in rush hour). If there is no alternative, you can still go to work.”</li> <li>Individual risk assessments have been completed for persons in this group.</li> </ul>	✓	<p>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.</p> <p>HT met 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.</p> <p>NCC HR NST 27.5.20 email.<a href="#">SC to contact those staff self-isolating due to association about return to work.1.6.20. Now back at work 22.6.20</a></p> <p><a href="#">2 BAME staff – IRA to be completed by WE 8.6.20 reviewed in September 2020</a></p> <p><a href="#">All risk assessment to be updated and shared in Sept 2020. HT to use the new RA provided by DT 10.7.20</a></p> <p><a href="#">Gov guidelines indicate that unless clinically vulnerable, then all staff to adhere to school policies and protocols. 14.9.20 Constant dialogue and communication with HT regarding staff vulnerability.</a></p> <p>Staff who are isolating due to shielding household member will fill in a IRA.</p> <p>Vulnerable staff will fill in a IRA prior to engaging in returning to the school building.</p> <p>All IRA will be reviewed on a regular basis and recorded with updates – signed by HT and Individual</p> <p>Staff to use the guidance criterion for clinically vulnerable to fill in the IRA</p> <p>Extremely vulnerable staff will be isolating at home and working from home.</p> <p><a href="#">As above</a></p>	
	<ul style="list-style-type: none"> <li><b>During National Lockdown:</b> Staff in the “clinically extremely vulnerable” categories have been identified. Guidance is strictly followed for these groups of <b>staff</b> during the national lockdown <b>from 4<sup>th</sup> November:</b> “Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work.”</li> </ul>	✓	<p>29.11.20 – currently, we do not have any staff that are classed as CEV.</p>	L



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	<ul style="list-style-type: none"> <li><b>During Tier 3 (Very High Risk) Period:</b> <b>Pupils</b> in the “clinically extremely vulnerable” categories have been identified and guidance is strictly followed. All pupils and students should continue to attend education settings at all local COVID alert levels unless they are one of the very small number of pupils or students under paediatric or other specialist care and have been advised by their GP or clinician not to attend an education setting. More advice is available from the <a href="#">Royal College of Paediatrics and Child Health</a>.</li> <li>Individual risk assessments have been completed where necessary.</li> </ul>	✓	<p>Children who are clinically vulnerable will fill in an Individual RA. This will be reviewed on a regular basis. Letter from GP to state safe to return to school. School to continue to provide work packs and welfare phone calls including door step visit. <a href="#">SENDCO to fill in a RA with the parent guardian – update or write care plans and share with appropriate staff.12.10.20</a></p>	
	<ul style="list-style-type: none"> <li><b>During National Lockdown:</b> <b>Pupils</b> in the “clinically extremely vulnerable” categories have been identified. Guidance is strictly followed for these groups of staff during the national lockdown from 4th November: Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</li> </ul>	✓	<p>29.11.20 – currently, we do not have any children who are classed as CEV. In the likelihood for future children who may be classed as CEV, work will be provided for those children to do at home.</p>	
	<ul style="list-style-type: none"> <li>Staff in the clinically vulnerable and BAME categories have been individually reminded to observe social distancing where possible, face to face contact is avoided and the aide memoire is used.</li> </ul>	✓	<p>29.11.20 – Individual RA are in place for all BAME employees.</p>	
	<ul style="list-style-type: none"> <li>For noting: Research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include:</li> </ul>	✓	<p>BAME and vulnerable staff reminded to follow government guidelines around social distancing and handwashing protocol. Headteacher has explained that only Extremely Clinically Vulnerable members of staff will now have an individual risk assessment. Headteacher and SLT to remind all BAME &amp; Clinically Vulnerable Staff about observing social distancing; these members of staff will be reminded to be actively conscious of <b>their own actions and distancing from other.</b></p>	

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	<ul style="list-style-type: none"> <li>○ age – the risk increases as you get older</li> <li>○ being a man</li> <li>○ where in the country you live – the risk is higher in poorer areas</li> <li>○ being born outside of the UK or Ireland</li> </ul>		29.11.20 - Information has been noted. BAME staff have been consulted and briefed on any amendments to be made for their safety.	
School Visits	<ul style="list-style-type: none"> <li>• Domestic (UK) overnight and overseas educational visits are not organised. Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination.</li> </ul>	✓	<p>All residential visits cancelled till further notice in line with guidance.</p> <p>Outdoor learning facilitated wherever possible – social distancing to be maintained or bubble clusters. Any equipment used must be sanitised and cleaned before using by next group. This measure will be in place and communicated to the providers or visit prior to going.</p>	L
	<ul style="list-style-type: none"> <li>• External sport facilities can also be used in line with <a href="#">government guidance</a> for the use of, and travel to and from, those facilities.</li> </ul>	✓	<p>Social distancing and handwashing protocol must be in place. Washing/sanitising of equipment must be in place – Risk assess prior to arranging a visit if necessary. SWPS does not use sports facilities except Bulwell Academy – dialogue regarding RA and protocol in place prior to arranging.</p>	
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> <a href="http://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>	✓	<p>All first aiders will have the link sent via email 9.6.20 A CPD form will be expected to be filled in to ensure that the information is noted and adhered to. <b>Deadline for email confirmation that the document has been read is 29.6.20.</b> <b>Email resent on 22.7.20</b> <b>All first aid staff to read and send a CPD form as proof of completion – resend 2.11.20</b></p>	L
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with: <ul style="list-style-type: none"> <li>○ a new, continuous cough</li> <li>○ <b>or</b> a high temperature</li> <li>○ <b>or</b> has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> <li>• they must: <ul style="list-style-type: none"> <li>○ be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have</li> </ul> </li> </ul>	✓	<p>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 and collect via Toybox entrance. Letter sent 22.7.20 <b>children will stay in their</b></p>	L



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	<p>coronavirus.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>		<p>classrooms isolated and away from all children until collected via the Toy Box entrance. 16.10.20 – medical room will only be used if there are multiple cases.</p> <p>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.</p> <p>Signage will be displayed reminding all persons of hand washing and use of hand sanitisers.</p> <p>Y3/4 can isolate child in their staff room – keep fire door (outdoor) open for ventilation. Email Office to notify parent/carer. Take child to the parent/carer through gate by the Toybox entrance.</p> <p>any child displaying symptoms will wait in their class bubble - parents will be contacted – child will be met at the ToyBox gate for collection. School to seek advice from David Thompson.</p>	
	<ul style="list-style-type: none"> <li>PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> <li>a <b>face mask</b></li> <li><b>disposable gloves</b> and an <b>apron</b> if contact is necessary</li> <li><b>eye protection</b> if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.</li> </ul> </li> </ul>	✓	<p>All staff have individual PPE kit – spares or grab and Go PPE is available in the medical room, calming room as well as spares in their class medical box. Visors, face mask, gloves and goggles.</p> <p>Staff have been advised to wear masks when dismissing the children at the end of the day. SLT and those on gate duty to wear masks or visors. Parents have been reminded to wear masks when dropping or picking children up. 12.10.20</p>	
	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>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-</a></p>	✓	<p>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.</p> <p>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.</p> <p>Staff signed RA V2.3 15.6.20</p> <p>SBM and Site Manager shared RA with cleaning team –</p>	

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	<a href="#">healthcare settings guidance.</a>		copy sent to cleaning contractor (Sonia and Clive NCC) WE 8.6.20 Staff to notify SBM/SM if any child/adult has presented with symptoms – they will ensure the cleaners are notified of areas to clean.	
	<ul style="list-style-type: none"> <li>Records of persons with symptoms consistent with coronavirus are kept (ref: tracker).</li> </ul>	✓	New SWPS EXCEL COVID TRACKER is used and updated daily by SBM for staff and JS & SM for the pupils. Information about a child or household member that is symptomatic will be recorded on CPOMS also and will alert all relevant members of staff.	
Test and Trace	<ul style="list-style-type: none"> <li>The <a href="#">latest NHS/PHE test and trace information</a> has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. <a href="#">Posters are available here.</a></li> </ul>	✓	Posters on website and around school 22.7.20. Test and Trace communicated via letter 29.6.20 Contact David Thompson: <a href="mailto:david.thompson@nottinghamcity.gov.uk">david.thompson@nottinghamcity.gov.uk</a>	
	<ul style="list-style-type: none"> <li>The school understands the purpose of the school's own home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria: "You should only offer a home test kit to individuals who have developed symptoms while at school (or to their parent or carer if it is a pupil) in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested." Note that to book a test at a centre they will need their own transport (or walk). To book either a test at a centre or to request a home test kit access to the internet and mobile phone is required, or by telephoning NHS on 119.</li> </ul>	✓	Home kits have been delivered to SWPS (currently x10 in stock and kept in SBM office) these kits will only be given to families/staff where it has been assessed and decided that there is an exceptional circumstance and that there is a barrier to accessing a test elsewhere. This decision will be made by a member of SLT. <a href="#">We now have 9 test kits in school as one was issued to staff member 14.9.20</a>	L
	<ul style="list-style-type: none"> <li>Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus (ref. symptom summary sheet v.4)</li> </ul>	✓	Headteacher (or when not available) Member of SLT to call Public Health England. All SLT & School Attendance Officer to have 0344 2254 524 contact number at hand In the unlikely event that SLT, SBM or School Attendance Officer is unavailable – this will fall to SMT (CB, MW) <a href="#">29.11.20 – Summary sheet shared with staff and emailed on 29.11.20 and uploaded onto website for parents.</a>	

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	<ul style="list-style-type: none"> <li>Staff and parent telephone numbers are checked for accuracy.</li> </ul>	✓	Office Admin to update contact details monthly and check against SIMS. JS (office admin) and SM (Attendance Officer) to check for updated numbers, emails, dojo sign up. Follow up those parents who have yet to supply up to date information. 16.10.20	L
	<ul style="list-style-type: none"> <li>Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers.</li> </ul>	✓	Signing in visitor sheet with the adjacent details – POD will also hold the data for visitors. Share visitor protocol.	
	<ul style="list-style-type: none"> <li>Ongoing records are kept of:                             <ul style="list-style-type: none"> <li>The names of pupils in the bubbles and members of staff who have accessed them.</li> <li>Any close contact that takes places between children and staff in different bubbles.</li> </ul> </li> </ul> <p>These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.</p>	✓	Office Admin to keep spreadsheet of bubbles and their contact details – each staff member to have copies in their rooms. All cross mixing of bubbles and contact between staff and pupils to be logged with date, time, name of pupils/adults – Track and Trace. SBM to record. 29.11.20 – Please be aware that bubbles will not be burst but only essential mixing. If the nature of the role is to work across bubbles and cannot be facilitated virtually, then to maintain social distancing, masks may be worn – but up to individuals, sanitise and avoid face to face close contact.	
	<ul style="list-style-type: none"> <li>Where staff have downloaded the NHS Covid app:                             <ul style="list-style-type: none"> <li>If staff keep their mobile phones on their person during the working day then the app can be left on.</li> <li>If staff's mobile phones are not kept on their person during the working day e.g. in a drawer or locker, they are asked to keep their mobile phones switched off or the app turned off.</li> </ul> </li> </ul>	✓	Staff do not keep phones on their persons and are advised to keep them switched off – staff store their mobile phones in locked lockers. 29.11.20	
	<ul style="list-style-type: none"> <li>For noting: In the event that a pupil or member of staff reports symptoms, the rest of the bubble can continue to attend school awaiting the result of the test (apart from any siblings who are in, or not in, the same bubble who must also self-isolate with the rest of their household).</li> </ul>	✓	This information will be shared with staff and stake holders. All staff and pupils from the bubble are to remain in school unless there is a positive test result.	
Hygiene – General	<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:</li> </ul>	✓	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	L

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	<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> <p>Note: Electric hand dryers may be used in schools</p>		<p>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> <p>Children to use the 'catch it, kill it, bin it' – bins, sanitiser and posters in class to remind.</p> <p>Hand driers can be used by the children – hand washing with soap must take place first.</p> <p>Information shared with staff via email/ZOOM 15.6.20. Letter sent to parents 15.6.20 Children wash hands before, in-between activities and all transition times in school. Adults to constantly remind children of the handwashing protocol. Adults to remind children to use hand sanitiser after using the toilet and washing hands. Children reminded to use tissue when sneezing or coughing – dispose in the Covid 19 pedal bin. Wash hands immediately.</p>	
	<ul style="list-style-type: none"> <li>• A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> </ul>	✓	<p>Correct doffing and donning of PPE to be followed. Posters in every adults PPE pack. Children to be taught correct doffing and donning. Face masks must be stored in the children's pockets or disposed of in the COVID 19 bins, wash hands using soap and then enter the building. Same process for the adults – dispose of disposable masks and follow handwashing guidance.</p>	
	<ul style="list-style-type: none"> <li>• For noting: School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	✓	<p>School uniform to be worn by children. Trainers may be worn on alternative P.E days. Children to wear plain P.E kits on Fridays – Junior Jam P.E Sessions. No changing of clothes will be required. <a href="#">Text messages sent to parent to remind of P.E protocol – Sept 2020</a></p>	

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	<ul style="list-style-type: none"> <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. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	✓	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 8.6.20	
	<ul style="list-style-type: none"> <li>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. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</li> </ul>	✓	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. High profile SEN children – use baby non-sensitive wipes to be used as an alternative for sanitisers. Regular handwashing to be facilitated.	
	<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 -15.6.20	
	<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>	✓	<p>Pedal bins in each classroom and general footfall areas – clearly labelled COVID 19. Wash hands after disposal sign. Cleaned daily and double bagged.</p> <p>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.</p> <p>Site staff/cleaners to clean lids and disinfect surface of bins after emptying. Washing hands afterwards.</p> <p>All PPE is disposed of in the grey medical bins – Medical room and Nursery. Staff in classrooms may use the pedal bins COVID 19 to dispose of PPE</p>	L



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	<ul style="list-style-type: none"> <li>Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes).</li> </ul> <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <p>Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including schools) to advise on general cleaning.</p>	✓	<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>Site manager – light switches, door handles, toilets - ongoing throughout the day.</p> <p>EYFS toys to be cleaned throughout the day and inbetween transition – bubbles to be applied to minimise infection.</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.</p> <p>Site Manager refills bottles with fluid – guidance led. RA from Cleaning services.</p> <p>Map of school identifies areas that are allocated to cleaners – quality assurance.</p>	
	<ul style="list-style-type: none"> <li>Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins.</li> </ul>	✓	Only contactless payment accepted in school. If handling cash – visitors use hand sanitiser. Staff use hand sanitiser or wash hands with soap.	
Hygiene – Classroom group bubble	<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 in rooms which more than one bubble group uses.</li> </ul>	✓	<p>All soft furnishing and toys removed to limit infection. No playdough to be used, unless labelled individual sealed tubs are provided. All small parts removed. All surfaces cleaned with disinfectant. Water tray emptied end of day but must have fairy liquid in it. All chd wash hands before and after using sand and water. Sand has salt in advised by Mary Prest. Intricate toys removed due to high risk and impossible to clean. Lego and small items washed with soapy water daily using laundry bags. All equipment used in the sand must be cleaned with soapy water at least twice a day</p>	L



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	<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 as this reduces the amount of cleaning required.</li> </ul>	✓	All classroom furniture that is surplus to requirement is removed and stored 5.6.20 updated for full opening 20.7.20	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, e.g. in the event a pupil has 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.</p> <p>All classrooms to have boxes of tissues. CT/Adults to re-enforce use of tissues and handwashing. Area to be wiped using sanitiser. All to wash hands after.</p> <p>All equipment, touch points and resources touched must be wiped using disinfectant.(CT/TA) <b>Milton Fluid used must be kept in a locked cupboard and out of reach.</b></p>	
	<ul style="list-style-type: none"> <li>Teachers wash or sanitise their hands before and after handling pupils' books.</li> </ul>	✓	All classrooms have hand sanitiser for all adults to use.	
	<ul style="list-style-type: none"> <li>Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible.  Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names.</li> </ul>	✓	<p>All staff and children have own writing equipment – pencil cases with glue, scissors, colours etc – named. Staff use own named pencil case with equipment to support children. All surfaces are wiped using disinfectant. <b>Coats on back of chairs. Surfaces wiped at regular intervals CT/TA</b></p>	
	<ul style="list-style-type: none"> <li>Shared materials such as books and games 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>	✓	<p>All shared equipment between bubbles are washed with soapy water between uses.</p> <p>All classes have their own play equipment that is washed daily. Books brought in from home will be sanitised before handling – leave in a box for at least 3 days.</p>	

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			Small world equipment washed with soap and water. Children wash hands before and after using indoor and outdoor construction. All construction materials to be wiped using sanitiser frequently.	L
	<ul style="list-style-type: none"> <li>Resources that are shared <b>between</b> bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	✓	<p>All bubbles have their own play equipment and this can be used for P.E. P.E on Friday is Martial Arts – no equipment required except to social distance.</p> <p>If sharing equipment – wash with soap or sanitise using anti-bac. Timetable equipment on a 72 hour rota between bubbles – Phases share rota.</p> <p>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. <b>Minimal resources to be used – Audit and implement WB 8.6.20. regular cleaning, before and after use of equipment</b></p> <p>29.11.20 – bubbles have own play equipment and these may not need regular sanitising – half termly. Only shared P.E resources must be sanitised or quarantined before use. This must be communicated to all staff via email by class teachers. This applies to any shared resources.</p>	
	<ul style="list-style-type: none"> <li>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> </ul>	✓	Children only permitted water bottle, book bag and coat. All items kept by the child – coat behind chair. Hot dinners only for all children - no packed lunch (FSM and KS1) other chd encouraged not to bring packed lunch till spring term. Option of baguette or sandwiches offered – limit contamination.	
	<ul style="list-style-type: none"> <li>The amount of shared resources that are taken home are 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	

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			follow the handwashing protocol before and after touching equipment or books.	
	<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>	✓	Disposable cups in every room. All children encouraged to bring own water bottle.	
	<ul style="list-style-type: none"> <li>Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when <b>staff</b> have to flush nursery toilets.</li> </ul>	✓	Posters in all adults and children's toilets, including Nursery.	
PPE ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.</li> </ul>	✓	<p>Staff training regarding PPE – WB 8.6.20. Staff to have guidance sent by NST and DT regarding correct use of PPE.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>Staff have been advised to wash hands on entry and leaving the premises as well as throughout the day.</p> <p>Staff to inform children why PPE may be worn by staff – protect and stop spread of infection – safety from close proximity.</p> <p>Emailed staff poster around Doffing and donning PPE. Include link <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</a></p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></p> <p>DFE guidance on 'Safe working in education, childcare and children's social care settings'</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p>	L
	<ul style="list-style-type: none"> <li>Training and instruction have been provided for the putting on, removing and disposal of PPE.</li> </ul>	✓		L

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	<ul style="list-style-type: none"> <li>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> <li>Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> <li>a FFP2/3 respirator</li> <li>gloves</li> <li>a long-sleeved fluid repellent gown</li> <li>eye protection</li> </ul> </li> </ul>			
<b>Face coverings in school</b>  (Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection)	<ul style="list-style-type: none"> <li>The Head Teacher has determined whether to ask staff or visitors to wear, or agree to them wearing face coverings in circumstances where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms. Note that some individuals are exempt from wearing face coverings. (Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided).</li> </ul>	✓	Headteacher will be asking visitors to site to wear a face covering when with adults: Eg: - new parent/pupil induction visit tours <ul style="list-style-type: none"> <li>contractors who are based indoors on site with site manager</li> <li>all members of staff have the choice to wear face masks if they wish when with other adults, but not when working with pupils.</li> <li>Extremely Clinically Vulnerable staff to however where a visor when working with children instead of a mask.</li> </ul> If a person is exempt from wearing a face mask this reason must be explained and presented before an arranged visit on to the school premises for the Headteacher to make an informed judgement. 29.11.20 – face visors may be worn if changing nappies, PEGs or working with children who may spit. Children may have to wear face visors in the event of spitting during close contact – this will be in consultation with professionals and parents.	L
	<ul style="list-style-type: none"> <li>In the event that the Head Teacher recommends face coverings in circumstances identified above and where staff or visitors are struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to</li> </ul>	✓	<ul style="list-style-type: none"> <li>First Aid cupboard to have a supply of additional PPE.</li> <li>To be monitored weekly by Joanne Stafford</li> <li>JS to inform AH if supplies are running low.</li> <li>Headteacher to insist visitors on to site (unless agreed prior to the visit are exempt for exceptional circumstances) wear a face mask</li> </ul>	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
	meet such needs		and have the supplies to provide them with one if they do not have one. HT to review on a weekly basis whether or not to ask parents (when dropping off or picking up children) to wear a face mask whilst within the outdoor one way system. The HT decision will be informed by NST, local infection rates, national infection rates. Parents and staff advised to wear face masks at pick up and drop off 12.10.20	
	<ul style="list-style-type: none"> <li>Instructions are displayed / provided for wearers of face coverings of the correct way– available as a <a href="#">list here</a> and an <a href="#">infographic here</a></li> </ul>	✓	This information will be provided to all visitors on site and where required transparent pocket bags (supply in school office) will be given for visitors to store face masks in if required.	
Reducing number of touchpoints	<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 Manager). 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 class areas	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>	✓	Hand sanitiser in the reception before staff and visitors sign in. Screen on site manager list to clean throughout the day. <a href="#">JS to maintain touch points after each visitor</a>	
	<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. Staff to ensure that they fill 2 jugs of water ready for the classroom at the beginning of the day. Children must not be sent to fill the jugs or collect water. If a staff member is unable to leave their classroom – they must use the walkie- talkie and ask for assistance.	
Site to site visits	<ul style="list-style-type: none"> <li>Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></li> </ul>	✓	Shared with staff – currently no-one uses public transport All staff have individual PPE and masks (summer 2020)	L

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<b>Contracting / transmitting Covid-19 – including the “Bubble” Model</b>				
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>	✓	No car parking space for parents. Letter sent to encourage parents to walk.	L
	<ul style="list-style-type: none"> <li>The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours.</li> </ul>	✓	Majority of children live locally in the Bulwell area – safety on public transport discussed with children. Staggered start times at the beginning and end of day.	
	<ul style="list-style-type: none"> <li>Families using public transport are referred to the safer travel guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	✓	Link will be uploaded in the COVID 19 section on the website	
Organising the school day	<ul style="list-style-type: none"> <li>Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups.</li> </ul>	✓	Staggered entry times – provisional EYFS/KS1 – 9:00 – 3:15 Enter through the pupil gate and exit through the ToyBox gate – video on website. <a href="#">Y1/2 – entry and exit – pupil gate</a> . EYFS – main entrance, Y3/4 – Toybox. Y5/6 Carpark	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 instructed not to congregate in groups on, or directly outside the school premises.</li> </ul>	✓	No loitering and social distancing posters in place. <a href="#">Daily text message sent to parents as a reminder to drop or pick and go.</a>	
	<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>	✓	Staggered lunch 11:45 – 12:15 EYFS/KS1 12:15 – 12:45 Y3/4 Y5/6 – <a href="#">all classes to organise staggered playtimes and remain in their zones</a> . <a href="#">Behaviour policy and safe play applies at all times.</a>	
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. <a href="#">1.6.20 – completed by WB 8.6.20</a> . <a href="#">Follow the hearts and stay 2M apart – hearts will be marked every 2M – slogan to be used in all communication and letters.</a>	L



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	<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.</li> <li>Instructional signage is displayed.</li> <li>Office staff to only allow this identified number into 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>	✓	<p>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.</p> <p>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</p>	
	<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. (Note that 1 metre distance is acceptable where screens are fitted)</li> </ul>	✓	<p>Screen is 2M from the receptionist and protected by a screen.</p> <p>Floor markings indicate social distancing</p>	
Office ( <a href="#">Reference</a> )	<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> <li>If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk: <ul style="list-style-type: none"> <li>Further increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working (rather than face to-face).</li> </ul> </li> </ul>	✓	One person in reception. 2 desks are available at 2M distance if more than one personnel required.	
	<ul style="list-style-type: none"> <li>Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.</li> </ul>	✓	Desks and workstations, touch points are cleaned and sanitised frequently throughout	

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			the day and in between visitors.	
Meeting rooms	<ul style="list-style-type: none"> <li>Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.</li> </ul>	✓	All meetings via Teams or Zoom whenever possible.	L
	<ul style="list-style-type: none"> <li>Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</li> </ul>	✓	Meeting room with windows and doors open. 2M/1M social distancing wherever possible. Sanitisers in every room – signage in every room of government guidance	
	<ul style="list-style-type: none"> <li>Pens, documents and other objects are not shared.</li> </ul>	✓	All visitors to bring own writing equipment – No sharing	
	<ul style="list-style-type: none"> <li>Hand sanitiser is provided in meeting rooms.</li> </ul>	✓	Hand sanitisers are in rooms including Milton fluid solution with cloths.	
	<ul style="list-style-type: none"> <li>Meetings are held outdoors or in well-ventilated rooms whenever possible.</li> </ul>	✓	Meetings can be held outdoors if possible in the Hive area. Sinks and sanitisers for hand washing. If not suitable, meeting rooms to have windows and doors open for ventilation.	
	<ul style="list-style-type: none"> <li>For areas where regular meetings take place, floor signage is used to help people maintain social distancing.</li> </ul>	✓	Signage for social distancing on floors and posters to remind of government guidance. Place cards used to social distance on tables during staff meetings or meetings.	
Staff room	<ul style="list-style-type: none"> <li>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures: <ul style="list-style-type: none"> <li>Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating.</li> <li>Stagger staff breaktimes</li> <li>Instruct staff not to congregate at the kitchen area.</li> </ul> </li> </ul>		<p>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)</p> <p>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.</p> <p>Contact outside of bubbles to be avoided. <b>Staff beverage facility to be arranged in class 4 and class 3 learning space for tea and coffee. if bringing own lunch must ensure that they are able to store in the learning room as staff room will be out of bounds. Staff in each bubble must not mix with another bubble to avoid cross contamination and reduce the risk of infection. Shared protocol 15.6.20. EYFS to use Nursery kitchen for staff room. Y1 and 2 to use the Hive staffroom. Key worker staff to have lunch in dining room after 12:20</b></p> <p><b>Additional seating removed and stored – social distancing signage. Wipe after use signage in place. Staff break time and supervision to be shared between the adults in the bubbles – rota.</b></p>	M/L

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			3.11.20 – staff rooms allocations to meet the guidelines of bubbles and avoiding non-essential mixing. EYFS staff to use the Nursery kitchen and use the seating area created in F2 – microwave provided. Y4,5,6 to use the main staff room for lunchtimes and break times. Y1,2,3 to use the library for lunch and break times. All staff to adhere to the allotted areas.	
	<ul style="list-style-type: none"> <li>Notices promoting hand hygiene and social distancing are visibly placed in the staff room.</li> </ul>	✓	Signage in place to remind of hand washing and social distancing.	
Corridors	<ul style="list-style-type: none"> <li>Movement around the school site is kept to a minimum.</li> </ul>	✓	One way system in place. Lunch for children in classrooms. Only need to move for P.E. and Junior Jam. 3.11.20 – EYFS to use the dining room as a footfall for using the GYM	L
	<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 in school – signage to show the direction. Reminder sent to staff via email 2.11.20	
Classrooms	<ul style="list-style-type: none"> <li>Small adaptations are made to the classroom to support distancing where possible. This include: <ul style="list-style-type: none"> <li>seating pupils side by side and facing forwards, rather than face to face or side on.</li> <li>moving unnecessary furniture out of classrooms to make more space if necessary.</li> </ul> </li> </ul>	✓	Seating in rows – side by side. All un-necessary furniture removed and stored.23.7.20 This school had also marked a 2 metre exclusion zone marked in tape at the front of the class for the Teacher. This has the benefit of reminding pupils not to encroach into this area unless the Teacher steps to one side (as they would if the pupils uses the interactive TV) and reminds the Teacher to remain in this area unless they have good reason not to do so - Teachers can assist pupils at their desks but they should do this when there is an educational or other benefit. This should be as infrequently and for the shortest duration possible If numbers increase, then tables will have to be configured in groups as it will encroach on the CT space of 2M.	L
	<ul style="list-style-type: none"> <li>Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal. This is not likely to be possible with younger children however</li> </ul>	✓	2 adults per room – 2M distance from the children front desk. CT to stand behind children when giving feedback. Observe handwashing guidance and use sanitisers for frequent touch points	<div>L</div>

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	teachers can still work across groups if that is needed to enable a full educational offer.			
	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate).</li> </ul>	✓	<p>All classes in bubbles and reduce number of staff that will be operating across bubbles. Junior Jam PPA facilitators to observe social distancing and sanitising equipment before use</p> <p>29.11.20 - Staff bubble mixing will only be facilitated if the role is such that it provision cannot be facilitated virtually. Non-essential bubble mixing is strictly prohibited – eg. Chatting to friends in other bubbles, crossing bubbles on their way to designated space if not essential. All staff to use RA measures, sanitising, social distancing etc.</p>	
	<ul style="list-style-type: none"> <li>DfE recommend that groups the size of a full class are implemented in primary schools. (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’)</li> </ul>	✓	All classes back to full capacity. Classroom setting in rows as per government guidelines.	
	<ul style="list-style-type: none"> <li>The bubble groups (pupils) do not mix with other bubble groups throughout the school day as much as possible. Mixing into wider groups for specialist teaching is allowed.</li> </ul>	✓	<p>All bubbles to stay in their designated classrooms – specialist teachers to follow school protocols and guidance when visiting classroom bubbles.</p> <p>29.11.20 - Staff bubble mixing will only be facilitated if the role is such that it provision cannot be facilitated virtually. Non-essential bubble mixing is strictly prohibited – eg. Chatting to friends in other bubbles, crossing bubbles on their way to designated space if not essential. All staff to use RA measures, sanitising, social distancing etc.</p>	
	<ul style="list-style-type: none"> <li>Classrooms are accessed directly from outside where possible.</li> </ul>	✓	All classrooms have an outside door to access their rooms – no internal access required.	
	<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 at different times, the area is cleaned adequately in between their occupancy.</li> </ul>	✓	<p>All children remain in their bubbles throughout the day. Cleaning will take place every day – CT/TA to clean touchpoints using Milton.</p> <p>29.11.20 – all touchpoints, equipment is sanitised after use using disinfectant and wipes provided.</p>	
	<ul style="list-style-type: none"> <li>Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary.</li> </ul>	N/A	No part time children in school.	

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Lunchtime arrangements	<ul style="list-style-type: none"> <li>A range of measures are considered and implemented to reduce the risk of transmission and contamination: <ul style="list-style-type: none"> <li>Lunches are served and eaten within the bubble classroom</li> <li>Several lunch sittings are organised.</li> <li>The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures.</li> <li>Midday Supervisors are allocated to the lowest number of consistent bubble groups.</li> <li>Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch.</li> <li>Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).</li> </ul> </li> </ul>	✓	<p>Lunch in classrooms via trolley service served by mid-days. Hot dinners. Minimise packed lunch brought in from outside. If packed lunch is brought in – children bring it in a plastic /paper bag and dispose of after eating. Plastic lunchboxes must be wiped with antibacterial wipes before entering the school building. CT/TA to have half hour lunch and supervise the children in the classrooms bubbles. Surfaces to be cleaned using ant-bac. Touch points to be cleaned. Playtime in Zones. EYFS. Y1/2 – 11:45 – 12:15 Y3/4/5/6 – 12:15 – 12:45 EYFS/Y5/6 – Staff room. Y4 – Y4 learning room. Y3/2/1 – Library 29.11.20 - Lunchtime supervision will have limited bubble mixing wherever possible. If supervision is required in multiple bubbles, staff are reminded to observe social distancing and to sanitise. PPE may be worn if staff feel they need to in order to support their anxiety.</p>	L
Curriculum: Science and D&T	<ul style="list-style-type: none"> <li>CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> <li><a href="#">P110 Practical activities in a bubble</a></li> <li><a href="#">P104 Managing hands-on activities in schools in locally locked down areas</a></li> <li><a href="#">P112 Practical activities for children in locally locked down areas.</a></li> </ul> </li> </ul>	✓	<p>This document will be shared with all staff to aid in the planning and preparation of practical DT &amp; Science lessons.</p>	L
Curriculum: School Sport	<ul style="list-style-type: none"> <li>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Contact sports are avoided. The school only provides team sports on the list available at <a href="#">return to recreational team sport framework</a>. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be</li> </ul>	✓	<p><a href="#">Learning outside as much as possible. P.E facilitated outside – gym if weather is not permitted. All shared equipment to be sanitised before and after use. Handwashing guidance to be followed at all times. KV – P.E lead to monitor</a></p>	L

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	physically active while encouraging physical distancing.			
	<ul style="list-style-type: none"> <li>Distancing is maximised between pupils as much as possible during all activities.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Plan lessons that ideally maximise distance between pupils and the sharing of equipment.</li> <li>Equipment to be cleaned between year group bubbles</li> </ul> <p>All pupils to have used hand sanitiser before PE lessons that involve the use of equipment. And IF equipment has been used, hand sanitiser again at the end of the sessions/when returning to class.</p>	
	<ul style="list-style-type: none"> <li>Pupils are kept within their bubble groups. Multiple bubble groups may use outdoor space at the same time providing they is a significant distance from each other at all times and equipment is not shared.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Utilise the use of 3 sectioned playground and school field wherever possible.</li> <li>Different year group bubbles are timetabled at different times and/or different locations.</li> </ul> <p>Different bubbles will not use the same equipment unless it has been cleaned between use.</p>	
	<ul style="list-style-type: none"> <li>Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> </ul> <p>Sports equipment thoroughly cleaned (or kept in quarantine for 72 hours) between each use by different individual groups.</p>	✓	<p>Children have own equipment in each bubble. All chd must sanitise before and after each activity. All equipment to be wiped after use where possible – emphasis on handwashing and sanitising. KV to monitor as P.E Lead</p>	
Curriculum: Music, dance and drama in school	<ul style="list-style-type: none"> <li>The school understands that singing, wind and brass instrument playing can be undertaken in line with DfE and other guidance but studies have also indicated that it is the cumulative aerosol transmission from both those performing in and attending events is likely to create risk.</li> </ul>	✓	<p>Music Hub RA in place and sent to Y4/5. Music teacher has assessed the space o facilitate the sessions. Sessions will take place in the Gym and in small groups. Only Y4 to access provisionally in the autumn term</p>	
	<ul style="list-style-type: none"> <li>Particular care is taken in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</li> </ul>	✓	<p>All lessons wherever possible to be facilitated outside or open space. Timetables or emails sent to staff if using the gym or dining room. EYFS and KS1 can use their outside space. Social distancing to be applied and observed at all times and wherever possible.</p>	L
	<ul style="list-style-type: none"> <li>Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing.</li> </ul>	✓	<p>Staff to ensure that any music played is at a level where the staff do not need to raise their voice.</p>	
	<ul style="list-style-type: none"> <li>Playing instruments and singing in groups take place outdoors</li> </ul>	✓	<p>Music sessions to take place in the dining room or gym where there is open space and ventilation.</p>	



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	<p>wherever possible.</p> <p>If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.</p>		<p>Music Hub and Junior Jam RA are in place and have been sent to all staff via email.</p> <p>All staff and pupils to sanitise in between the sessions.</p> <p>The facilitators to sanitise the equipment in between sessions.</p>	<div>L</div>
	<ul style="list-style-type: none"> <li>Singing, wind and brass playing do not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences*) and strict social distancing can be maintained. Teachers do not provide physical correction.</li> </ul> <p>In the smaller groups where these activities can take place, pupils are either:</p> <ul style="list-style-type: none"> <li>Positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players are positioned so that the air from their instrument does not blow into another player.</li> <li>Otherwise a 2 metre social distancing must be maintained.</li> </ul> <p>* This may be impossible to measure.</p>	✓	<p>Assemblies in class and not collective.</p> <p>Music sessions to take place in the dining room or gym where there is open space and ventilation.</p> <p>Music Hub and Junior Jam RA are in place and have been sent to all staff via email.</p> <p>All staff and pupils to sanitise in between the sessions.</p> <p>The facilitators to sanitise the equipment in between sessions.</p>	
	<ul style="list-style-type: none"> <li>Shared equipment is avoided wherever possible. Name labels on equipment have been considered to help identify the designated user. Handling of music scores, parts and scripts is limited to the individual using them.</li> </ul> <p>If instruments and equipment have to be shared, they are disinfected regularly.</p> <p>Increased handwashing is undertaken before and after handling equipment, especially if being used by more than one person.</p>	✓	<p>Brass instruments are already in school. Wipes are used in between uses.</p> <p>Session facilitated in the gym – open space.</p> <p>All staff and children to use sanitiser before and after each session</p> <p>Sating to be arranged facing at the front and at 2M distancing wherever possible.</p>	
	<ul style="list-style-type: none"> <li>The number of suppliers when hiring instruments and equipment is limited. Hired equipment, tools or other equipment is cleaned on arrival and before first use.</li> </ul>	✓	<p>Brass Instruments are already in school and not hired out to any other party. The equipment is sanitised before and after each use.</p>	
	<ul style="list-style-type: none"> <li><u>Music lessons in private homes:</u></li> </ul> <p>If there is no viable alternative, they can resume, following the</p>	✓	<p>There are no private sessions provided by SWPS</p>	

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	same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.			
School hall	<ul style="list-style-type: none"> <li>Large gatherings such as assemblies or collective worship with more than one bubble group are avoided.</li> </ul>	✓	No assemblies planned – virtual pre-recorded or Zoom sessions. Single bubbles can be in gatherings – marked 2 M distances.	L
	<ul style="list-style-type: none"> <li>Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups.</li> </ul>	✓	Cleaning all touch points after each use using sanitisers.	
Pupil toilets	<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). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</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. 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>The school makes use of outdoor spaces to support delivery of the curriculum – 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. <b>Bubbles can remain in their own zones. SM must be notified in advance if the field is to be used.</b>	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. <b>Non- touch activities to be incorporated. P.E lead to facilitate activities for all bubbles in support of limiting contact.</b>	
	<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,	

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			after and during breaks. <b>Non- touch activities to be incorporated. P.E lead to facilitate activities for all bubbles in support of limiting contact.</b>	
Lack of air changes / ventilation	<ul style="list-style-type: none"> <li>Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available <a href="#">here</a> (HSE) and <a href="#">here</a> (CIBSE).</li> </ul>	N/A	No Air-conditioning in the building	L
	<ul style="list-style-type: none"> <li>Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> <li><b>Opening windows</b> (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li><b>Opening internal doors</b> (note that this also has the benefit of reducing touch points).</li> <li><b>Opening external doors</b> where there are no security concerns and where it doesn't create uncomfortable drafts.</li> </ul> </li> </ul>		All doors and windows to remain open during the day. Fans may be used if weather permits. 29.11.20 – external doors may be shut due to weather changes in winter.	
	<ul style="list-style-type: none"> <li>To balance the need for increased ventilation <b>while maintaining a comfortable temperature</b>, the following measures should also be used as appropriate: <ul style="list-style-type: none"> <li><b>Opening high level windows</b> in preference to low level to reduce draughts</li> <li><b>Increasing the ventilation while spaces are unoccupied</b> (e.g. before and after classes, during break and lunch)</li> <li>Providing flexibility to <b>allow additional, suitable indoor clothing</b>.</li> <li><b>Rearranging furniture</b> where possible to avoid direct drafts.</li> </ul> </li> </ul>	✓	Site Manager to ensure that the temperature to heating is increased. Staff and children to wear fleeces and jumpers. 29.11.20 – coats are not suitable due to the bulk size.	

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	<ul style="list-style-type: none"> <li>Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	✓	As above. 29.11.20	
Breakfast and After School Clubs ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</li> </ul>	✓	No breakfast clubs in autumn 1 – to be reviewed once interest is ascertained in Autumn 1. Early Bird sessions will resume in Autumn 2 – email and text sent to parents 16.10.20. SEMH support by Mr Meese – 8:15 – 8:45 (SEMH sessions) Marie Millar to facilitate 8:00 -8:45 – DSL's to look at additional vulnerable children to invite in.	L
	<ul style="list-style-type: none"> <li>Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</li> </ul>	✓	No after school clubs - Children to be socially distanced if clubs are facilitated. Siblings together and bubbles contained in groups. After school clubs to be planned for implementing in Spring 2021. Targeted children will be invited to attend sessions. Clubs will be in bubbles to minimise risk.	
	<ul style="list-style-type: none"> <li><b><u>During National Lockdown:</u></b> The following guidance is followed:                          "Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:                         <ul style="list-style-type: none"> <li>work or search for work</li> <li>undertake training or education</li> </ul>                         Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.                     </li> <li>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions."</li> </ul>	✓/X	Breakfast club was provided for parents but the uptake had only 2 children who already had alternative childcare arrangements. If the demand is there, school will reconsider the provision. 29.11.20	L

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Hiring out the school facilities	<ul style="list-style-type: none"> <li>Risk assessments / covid-safe procedures are requested from external bodies or organisations such as external coaches or after-school or holiday clubs. In doing so, the schools should ensure that they complement the school's risk assessment measures and they have had due regard to any other <a href="#">relevant government guidance</a>.</li> </ul>	✓	N/A	L
<b>Operational issues</b>				
Availability of staff	<ul style="list-style-type: none"> <li>School leaders have discussed leave arrangements with staff referencing that travel to most countries require a quarantine for 14 days on their return. The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> </ul>	✓	Email sent to staff 24.7.20 <a href="#">Any new guidance regarding shielding or isolating will be shared with staff.</a> 29.11.20 – all staff are aware as this was discussed at Inset day and staff meetings.	L
	<ul style="list-style-type: none"> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	✓	Staff that fall into the quarantine category will work from home under the direction of the HT. <a href="#">Staff have been made aware of government guidelines.</a> <a href="#">HR will be consulted for any staff that fall into this category.</a>	
	<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>	✓	Staff to observe safeguarding rules when facilitating intimate care – 2 people observing. Observe PPE. Trained staff for MW (Water) on rota. WS nappy changing – EYFS team on rota. PPE requirement and handwashing protocol. <a href="#">Visor/goggles labelled with staff names. Must be wiped using disinfectant after every use.</a> Care plans in place and read by all staff members in the units. <a href="#">Face Visor to be worn by staff when administering medication. MB in Y5. Record of administering medication must be kept updated.</a>	
	<ul style="list-style-type: none"> <li>Sufficient Physical Intervention trained staff are on site (see “other issues” below)</li> </ul>	✓	No Handling required unless a child is a danger to themselves or others. PI training to be facilitated in Autumn term – priority for 1:1 children – Ann Baldwin to arrange the training – SENCO <a href="#">Inset booked for 9.11.20 – 12 members of staff to be trained in RPI</a>	

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	<ul style="list-style-type: none"> <li>Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating.</li> </ul>	✓	29.11.20 – if CT isolate, then L3 will teach. If TA's isolate, this will not be covered unless 1:1, or ratio implications.	
Supervision	<ul style="list-style-type: none"> <li>Supervision ratios are met (for identified individual pupils)</li> </ul>	✓	Ratio in whole school as per guidelines 2:30 and Nursery and EYFS 2:30, 2:13	L
First Aid	<ul style="list-style-type: none"> <li>Adequate number of first aiders (FAW / EFAW) are on site.</li> </ul>	✓	3 PFA, 7 FA	L
	<ul style="list-style-type: none"> <li>Adequate number of paediatric first aiders are on site.</li> </ul>	✓	3 on site and one to remain on site at all times.	
Medication	<ul style="list-style-type: none"> <li>Necessary pupil medication has been returned to school.</li> </ul>	✓	No medicine to be administered in school.	L
Catering	<ul style="list-style-type: none"> <li>Assurance has been obtained that the school's catering provider complies with the <a href="#">guidance for food businesses on coronavirus</a>.</li> </ul>	✓	Catering RA available in school.	
<b>Site Health and Safety Concerns (General)</b>				
Legionella	<ul style="list-style-type: none"> <li>Rarely used outlets have been identified taking into account current usage of taps.</li> </ul>	✓	Regularly checked and recorded by Site Manager	L
Fire Procedures	<ul style="list-style-type: none"> <li>Fire drills are undertaken as normal.</li> </ul>	✓	Fire Drill in the second week back 7.9.20 <a href="#">GW – Site manager to facilitate fire drill in autumn 2</a> . 29.11.20 – Fire drills held and children were able to social distance in their bubbles on the yard and the designated points.	L
	<ul style="list-style-type: none"> <li>No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point).</li> </ul>	✓	All to assemble and observe 2M distancing – use the markings on the playground. All procedures are the same. EYFS – KS2 KS” playground	
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>	✓	Been partially open since 23.3.20 – <a href="#">facilitation on touch point cleaning is prioritised</a> . Ensuring the soap and sanitises are filled daily including the cleaning fluid in each area in school.	L
<b>Personal Health and Safety Concerns (General)</b>				
Pupil Behaviour ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour.</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	L



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	<p>These have been communicated to staff, pupils and parents/carers.</p> <p>The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND section below).</p>		<p>children.</p> <p>Behaviour protocol shared with parent and children prior to attending and a signed agreement in place.</p> <p>Behaviour policy updated and shared with staff, parents, pupils and governors – WB 15.6.20 – published on the website. Behaviour policy and addendum published on the website.</p>	
	<ul style="list-style-type: none"> <li>The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.</li> </ul>	✓	<p>SENCO and SLT and CT meet to discuss provision for 2 SEBD children on part time timetable. (at secondary school Sept 2020) 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. One page (pen portraits) to be shared with staff (on server) SENCO to facilitate and consult with staff and parent</p> <p>Steve Meese to work with parents WB 29.8.20 Steve Meese to liaise with Senco to support children with SEMH and SEBD.</p>	
SEND 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>	✓	<p>SENCO and SLT and CT meet to discuss provision for 2 SEBD children on part time timetable. Children have now left school and attend secondary school – Sept 2020. 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. One page (pen portraits) to be shared with staff (on server) SENCO to facilitate and consult with staff and parent</p>	L
	<ul style="list-style-type: none"> <li>Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities.</li> </ul>	✓	<p>SENCO to share with relevant staff 24.7.20 and offer support to staff and parents. SEN email set up so that staff are able to communicate their concerns in a collective place. 12.10.20</p> <p><a href="mailto:sen@snapewood.nottingham.sch.uk">sen@snapewood.nottingham.sch.uk</a></p>	

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	<ul style="list-style-type: none"> <li>Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes.</li> </ul>	✓	<p>SENCO to work with relevant staff – EYFS, Y4, Y3 in particular - provision maps, transition booklets, social stories and meetings via ZOOM with professionals. July 2020</p> <p>SC is supported by SEN LA regarding SEN children. SC in consultation with GH to facilitate strategies in the classroom 16.10.20 Gemma Smeed – Autism team advice given to facilitate learning in the classroom. Cary Wright and Liz Johnson – BEST SC to support staff in facilitating the teaching and learning for SEN children in the classroom – autumn 2. RA need to be in place for NB and DS. Medical care plan for MW, MB</p>	
	<ul style="list-style-type: none"> <li>Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> </ul>	✓	<p>Trained staff deployed to support children with SEND – timetable in place.L1 supply TA to support with HLN child Oct 2020</p>	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> <li>Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> </ul>	✓	<p>Staff welfare checks by SLT, COG check in with HT, NST Mentor and SIP check in and support HT. Welfare day working at home 24.7.20 Staff and Pupil wellbeing survey to be completed by 6.2.20 – results to be shared with staff and Governors.</p>	
	<ul style="list-style-type: none"> <li>Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> </ul>	✓	<p>Discussion with HT Fill in individual RA, including BAME staff. Phased return timetable. Work from home if possible. Review all RA from May 2020 in September 2020. SC constantly checking in with staff regarding their concerns and implementing any reasonable adjustments to enable them to feel secure and re-assured in the work place. Staff well-being survey will be used to get a current picture in school 6.2.20</p>	L
	<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</li> </ul>	✓	SAS Services signposted to staff.	

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	Bereavement Policy).			
	<ul style="list-style-type: none"> <li>Telephone counselling services are available.</li> </ul>	✓	SAS Services available – shared with staff June 2020. PAM Assist leaflet sign posted to staff.	
	<ul style="list-style-type: none"> <li>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND.</li> </ul>	✓	Re-deployment considered if needs arise – currently all staffing in place to facilitate provision for all children including SEND	
	<ul style="list-style-type: none"> <li>Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <a href="#">workload reduction toolkit</a>. DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</li> </ul>	✓	Staffing structure in place. Coaching sessions every Friday since June 2020. Planning time in CPD training days. WB 20.7.20 – Planning for new year group for English and Maths in place. 1:1 coaching sessions with all staff WB 20.7.20 – to support with any concerns raised.	
Pupil welfare and mental health support ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Plans have been developed for re-engaging them.</li> </ul>	✓	Individual RA in place for children who are vulnerable Social story for children displaying anxiety Welfare phone calls from CT – Home visits by CT. Transition booklets SEND and vulnerable. Welfare calls weekly by pastoral officer. Fortnightly welfare calls by CT. SEN support sought if required for specific children. KOOH referral must be made if children suffer from extreme mental health. <a href="#">5 children have been signposted to KOOH. Referrals to be made in Autumn 2.</a>	L
	<ul style="list-style-type: none"> <li>The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> <li>support the rebuilding of friendships and social engagement</li> <li>address and equip pupils to respond to issues linked to coronavirus</li> <li>support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> </ul>	✓	Daily PSHE lessons. 1:1 lessons for specific pupils with additional adults 3.9.20 and 4.9.20 – focus on wellbeing and re-integration for pupils. <a href="#">Samples of the sessions to be recorded on the celebration book with pupil voice – Use the assembly schedule as a starting point.</a>	

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	<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.	
<b>Other Issues</b>				
Remote Education	<ul style="list-style-type: none"> <li>Remote education plans are in place for individuals or groups of self-isolating pupils or because they are complying with clinical or public health advice. Ref: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></li> </ul>	✓	<p>Home learning packs will be given to children – this will be collected in weekly. Phone calls to check on welfare by Pastoral and attendance officer – daily. Learning links will be on the website for those children who can access the remote learning from devices at home.</p> <p>School will continue to provide home learning – core skills only in RWM.</p> <p>Welfare calls made and progress calls will be made against the learning expectations. Work will be marked and feedback given – Dojo.</p> <p>Details will be finalised by the end of September 30<sup>th</sup> 2020.</p> <p>Remote Learning policy on website and emailed to staff. 16.10.20.</p> <p>Staff protocol for school closure etc policy to be completed and sent to staff WE 2.11.20</p>	L
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> <li>Expired group and individual training certificates have been identified.</li> </ul> <p>Some training may be available via virtual learning (Teams, Zoom, Meet)</p> <p>Some refresher requalification training may be available via eLearning.</p>	✓	<p>Educare training website and The Key E-learning will be used to catch up on statutory and mandatory training.</p> <p>SEND training to be facilitated by Ann Baldwin – RPI, PEG, EPI-Pen</p> <p>First Aid Training – Basic to be arranged by SBM</p> <p>RPI Inset 9.11.20. First Aid – we have 4 Paediatric trained staff in school. PEG and EPI PEN training completed Autumn 1.</p>	L
	<ul style="list-style-type: none"> <li>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</li> </ul>	✓	<p>SBM to audit any First Aid training lapse and book refreshers.</p> <p>Trained first aider identified on the rota, including PFA.</p> <p>PFA not required unless EYFS children are back at school. Expired first aid certificates – 3 month extension</p>	

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
	<p>The validity of current paediatric certificates first aid certificates which expired on or after 16 March 2020 can be extended to 25 November 2020 at the latest.</p>		<p><b>SBM to investigate virtual training opportunities – RPI, FA, Safeguarding</b>  RPI Inset 9.11.20. First Aid – we have 4 Paediatric trained staff in school. PEG and EPI PEN training completed Autumn 1.  29.11.20 – all training is up to date</p>	
	<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>	✓	<p>Ann Baldwin to liaise with SBM to rebook training if applicable due to COVID 19.  PI training 9.11.20 – RA must be in place for the children concerned and a PI form filled in every time.</p>	
	<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>	✓	<p>SC, AH, SM and MW are trained and have up to date training. SC is lead DSL and has train the trainer training March 2020  NST training will be accessed – awaiting dates for Spring 2021.</p>	
Incident Reporting	<ul style="list-style-type: none"> <li>A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.  <a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a>  (Contact your Safety Adviser for advice)</li> </ul>	✓	<p>Contact:  <a href="mailto:David.Thompson@nottinghamcity.gov.uk">David.Thompson@nottinghamcity.gov.uk</a>  29.11.20 In place and as above – contact David Thompson.</p>	L
Safeguarding	<ul style="list-style-type: none"> <li>DSL or a deputy always available during school hours for staff. (Note the potential for school leaders to self-isolate)</li> </ul>	✓	<p>SLT, MW AH are available on the rota or on call at all times.</p>	L
	<ul style="list-style-type: none"> <li>DSLs (and deputies) are provided with more time to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> </ul>	✓	<p>Weekly DSL meeting. Communication via DSL email.  29.11.20 – protocols in place and signs of safety is carried out by all staff, including attendance door step visits and attendance trends. Regular and weekly DSL meetings ensure that there is a robust system.</p>	
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</li> </ul>	✓	<p>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. <b>NST meetings,</b></p>	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
	Health England.		<p>Follow and respond to updates from DFE, NST, EIP and LA.</p> <p>HT to receive daily updates from DFE HT to receive weekly updates from NST HT to receive regular updates from David Thompson H&amp; S Chef Executive at Nottingham City</p> <p>HT will respond to all reviews promptly and inform all staff and members of the governing body where appropriate.</p>	
	<ul style="list-style-type: none"> <li>Updates are highlighted on the risk assessment and shared with staff.</li> </ul>	✓	<p>29.11.20 – In place since MRCH 2019. Staff are emailed updated RA and all updates are in different colours.</p>	



Are there any other foreseeable hazards associated with the Covid-19?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
Non-attendance of pupils	Pupils who refuse to return to school, especially pupils who are vulnerable. Weekly (possibly twice weekly) home visits will be needed, impact on DSL workload Remote learning to be provided, additional work for class teacher to provide this – attendance officer to drop and pick up work packs	M
Shortage of cleaning / hygiene products	Large demand for cleaning and hygiene products. If shortages occur this could impact on the running of school and potential class /school closure	
High staff absence	Large number of staff members off work – ill or isolating – at one time. Shortage of staff to cover classes and continue the safe running of school. Potential class closures – If HT and SLT isolating – NST will need to be contacted for interim SLT support.	
Local lockdown / multiple classes/bubbles self-isolating	Running school alongside a virtual school. Increase on staff workload which could impact staff well-being. Lack of devices for children and internet access – problematic with siblings at one household, Steve Meese to phone and audit by 6.11.20	
29.11.20 - Mixing of bubbles	Bubble mixing will be strictly monitored and staff made aware that non-essential mixing of bubbles is prohibited once entered the school premise. If the role of the adult is essential in supporting the child or children in different bubbles, then social distancing, sanitising and cleaning the resources and touchpoints must be adhered to. Wherever possible, if collecting children, use the walkie talkie to signal CT to release the children to wait at the door to minimise entering the class bubbles, or signal from the door.	

## † 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)
- <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools>
- [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 – Head Teacher

**SIGNED**



**DATE**

24.07.20

16.10.20 updated

29.11.20 - updated