

School/Academy:	SNAPE WOOD PRIMARY AND NURSERY SCHOOL	Date of assessment	15.7.20	
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School	
Reference: “Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ...”				
Guidance for full opening - schools (2nd July 2020)				
Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes	
	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 Govs 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, Govs and David Thompson. Amend and upload to website, share with SIA and NST Approved by DT 27.7.20	
	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. Approved by Govs 19.8.20	
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Communication				
Staff	• This completed risk assessment is shared with staff. Signatures are obtained.	✓	SC to write the risk assessment and send to SLT, Site Manager, DT and Govs – 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
	• Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and the identify additional touch points.	✓	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 uploaded to staff secure area on website. Individual risk assessment to be updated in the same process and	

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			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	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.	✓	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 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 Parent Code Of conduct (Home school agreement) 15.6.20 Behaviour policy addendum 15.6.20 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)	L
	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).	✓	Completed RA published on Website, including letters to communicate whole school opening in September 2020	
Employer	This completed risk assessment is shared with the employer following approval by the school's Governing Body.	✓	RA sent to LA, SIA and NST once ratified by Govs. WB 20.7.20	L
Trade Unions	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).	✓	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 after consultation with DT,	L

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Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	- Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: - a new, continuous cough - or a high temperature - or has a loss of, or change in, their normal sense of taste or smell (anosmia) PHE Campaign posters are available here.	✓	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. 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. 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. Display PHE posters in school 20.7.20. Contact HR for advice if needed: debra.sibley@nottinghamcity.gov.uk Signage at the delivery doors reminding of protocol. Deliveries are left at the door – this has been implemented by the delivery companies themselves. Signage on the floor – social distancing. Buzzer intercom to be used. 5.6.20 – Prevention signage to be displayed on entrance doors. WB 1.6.20 & 8.6.20 No parents on site without prior arrangement – 1 adult per child. Letter to parents reminding of protocol WB 8.6.20 Bubble letters sent to parents reminding of protocol 24.7.20, Staff vigilant of symptoms and must report to SLT	L
Reducing the number of persons on site	Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August 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.	✓	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: debra.sibley@nottinghamcity.gov.uk Regular reviews of RA and changes to circumstances taken into account when doing staff rota.	L

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	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. 15 minutes). 2 metre social distancing protocols are followed.	✓	SBM and Site manager ensure that contracted work is booked around the transitional times – school holidays – before school and after school. Companies will have their own risk assessments - forward to SBM/SM prior to commencing work. Notice to stipulate the 2M distance. Spots on pathways to ensure 2M distance is observed. Reception – Table in place for 2M distance – Buzzer intercom to be installed in the Nursery and Reception. 1.6.20 Share school visitor protocol via email prior to entering building.	L
	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.	✓	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.	
	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. 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.	✓	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. 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.	
	Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible.	✓	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	
	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).	✓	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	

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	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.	✓	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	
	Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible.	✓	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.	L
	School performances are not held with an invited physical audience.	✓	No performances planned for Autumn term 2020. All mass gatherings cancelled due to COVID-19	
Persons at higher risk of becoming seriously ill	- Staff and pupils in the “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. 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: - age – the risk increases as you get older - being a man - where in the country you live – the risk is higher in poorer areas - being born outside of the UK or Ireland	✓	All staff risk assessment has identified staff at risk. The school records have identified children vulnerable and at risk. Staff welfare checks weekly. Pupil welfare checks fortnightly. HT 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. NCC HR NST 27.5.20 email. SC to contact those staff self-isolating due to association about return to work.1.6.20. Now back at work 22.6.20 2 BAME staff – IRA to be completed by WE 8.6.20 reviewed in September 2020 All risk assessment to be updated and shared in Sept 2020. HT to use the new RA provided by DT 10.7.20	L
	Guidance is strictly followed for “clinically extremely vulnerable” groups of staff. They can return to work from 1 August as long as they maintain social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Individual risk assessments have been completed which detail these control measures.	✓	Staff who are isolating due to shielding household member will fill in a IRA. Vulnerable staff will fill in a IRA prior to engaging in returning to the school building. All IRA will be reviewed on a regular basis and recorded with updates – signed by HT and Individual Staff to use the guidance criterion for clinically vulnerable to fill in the IRA Extremely vulnerable staff will be isolating at home and working from home.	

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	Guidance is strictly followed for “clinically extremely vulnerable” groups of pupils. The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category: “Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health.” Individual risk assessments have been completed where necessary.	✓	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. BAME and vulnerable staff reminded to follow government guidelines around social distancing and handwashing protocol.	L
School Visits	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.	✓	All residential visits cancelled till further notice in line with guidance. 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.	L
	External sport facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.	✓	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.	
Undertaking CPR	The following information has been shared with school first aiders:	✓	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	L

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	Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm		the information is noted and adhered to. Deadline for email confirmation that the document has been read is 29.6.20. Email resent on 22.7.20	
Persons becoming symptomatic whilst in school	- If anyone in the school becomes unwell with: - a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) - they must: - be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	✓	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 Advice of testing and staying at home for 7 days. If necessary the isolation will apply to all persons who have been in contact with the patient. All areas and surfaces will be cleaned and disinfected using the specified cleaning products. Signage will be displayed reminding all persons of hand washing and use of hand sanitisers. 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.	L
	- PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: - a face mask disposable gloves and an apron if contact is necessary eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.	✓	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.	

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	- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. - Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	✓	All persons are reminded of the hand washing rule – signage in the environment and in the medical room. Symptoms leaflet from the NHS displayed around school. All areas are cleaned using disinfectant advised by the LA. All staff made aware of the availability of testing. This will be on a factsheet for staff, newsletter to parents and uploaded on the website. Staff signed RA V2.3 15.6.20 SBM and Site Manager shared RA with cleaning team – 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.	
Test and Trace	The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. Posters are available here.	✓	Posters on website and around school 22.7.20. Test and Trace communicated via letter 29.6.20 Contact David Thompson: david.thompson@nottinghamcity.gov.uk	L
	Staff and parent telephone numbers are checked for accuracy.	✓	Office Admin to update contact details monthly and check against SIMS.	
	Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers.	✓	Signing in visitor sheet with the adjacent details – POD will also hold the data for visitors. Share visitor protocol.	
	- Ongoing records are kept of: - The names of pupils in the bubbles and members of staff who have accessed them. - Any close contact that takes places between children and staff in different bubbles. These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.	✓	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.	
	For noting:	✓	This information will be shared with staff and stake holders.	

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	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).			
Hygiene – General	- 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: - On arrival at school - After breaks and sport activities - Early Years: after using wheeled bikes, trikes and other large, movable toys - Before cooking and eating - After sneezing or coughing - After using the toilet - Before leaving home Note: Electric hand dryers may be used in schools	✓	Extra sinks installed outside (6 in total) to ensure that children and adults are observing the importance of handwashing at all times. Signage around school designated areas to remind around hand washing importance. Adults and children to wash hands at least every hour. Adults to remind chd to wash hands after sneezing or coughing. All equipment to be wiped using disinfectant – shared toys etc. after each use. Separate P.E equipment to be used to minimise contamination. Hand sanitisers outside all external doors, fence and in classrooms. Children to use the 'catch it, kill it, bin it' – bins, sanitiser and posters in class to remind. Hand driers can be used by the children – hand washing with soap must take place first. 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.	L
	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	✓	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	

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	can take home with them, and then wash their hands again before heading to their classroom.		masks and follow handwashing guidance.	
	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.	✓	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.	
	Posters 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.	✓	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	
	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.	✓	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.	
	Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place.	✓	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	
	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	✓	Pedal bins in each classroom and general footfall areas – clearly labelled COVID 19. Wash hands after disposal sign. Cleaned daily and double bagged. General waste bins without lids in class/areas will be used for paper towels and general waste – clearly labelled and washing of hands signage after use. Site staff/cleaners to clean lids and disinfect surface of	L

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	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.		bins after emptying. Washing hands afterwards. 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	
	Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	✓	School has been deep cleaned and maintained cleaning throughout. Nursery and F2, front of school, dining room and staff room are cleaned thoroughly daily. Any area used by staff – staff notify SBM and this is then deep cleaned using disinfectant. All staff have own disinfectant spray bottle and cloth labelled and stored in a locked cupboard when not in use– this is checked and filled daily by Site Manager. Daily sign off sheets/touch point list in place and clarity around priority areas to be cleaned.	L
	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). 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. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups. 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.	✓	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. Site manager – light switches, door handles, toilets - ongoing throughout the day. EYFS toys to be cleaned throughout the day and inbetween transition – bubbles to be applied to minimise infection. All staff have own disinfectant spray bottle – class labelled and cloth to clean chairs etc and touched surfaces in their classroom. Bottle stored in locked cupboard when not in use. Cleaning equipment stored in a locked cupboard and in locked shed. Site Manager refills bottles with fluid – guidance led. RA from Cleaning services. Map of school identifies areas that are allocated to cleaners –	

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	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.	✓	quality assurance. 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	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.	✓	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 fairly 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	L
	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.	✓	All classroom furniture that is surplus to requirement is removed and stored 5.6.20 updated for full opening 20.7.20	
	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.	✓	Staff will have access to disinfectant – diluted (new bottles) to use throughout the day. Site Manager to check and refill bottles twice a day. All cloths to be disposed of at the end of each day – re-washable cloths will be washed at 60 degrees and dried ready for use. Site Manager to check and order stock. All classrooms to have boxes of tissues. CT/Adults to re-enforce use of tissues and handwashing. Area to be wiped using sanitiser. All to wash hands after. All equipment, touch points and resources touched must be wiped using disinfectant.(CT/TA) Milton Fluid used must be kept in a locked cupboard and out of reach.	

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
	Teachers wash or sanitise their hands before and after handling pupils' books.	✓	All classrooms have hand sanitiser for all adults to use.	L
	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.	✓	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. Coats on back of chairs. Surfaces wiped at regular intervals CT/TA	
	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.	✓	All shared equipment between bubbles are washed with soapy water between uses. 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. 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.	
	Resources that are shared between 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.	✓	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. If sharing equipment – wash with soap or sanitise using anti-bac. Timetable equipment on a 72 hour rota between bubbles – Phases share rota. 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. Minimal resources to be used – Audit and implement WB 8.6.20. regular cleaning, before and after use of equipment	

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
	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.	✓	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.	L
	The amount of shared resources that are taken home are limited.	✓	All work to stay in school. No work is required to be brought back by the child to reduce contamination. All staff and chd to use own resources allocated to them. Reading books to be wiped using disinfectant. All persons to be reminded not to touch their face and to follow the handwashing protocol before and after touching equipment or books.	
	Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.	✓	Disposable cups in every room. All children encouraged to bring own water bottle.	
	Guidance is followed with any proposed singing in schools.	✓	Guidance from the Music Hub is followed regarding Wider Opps – singing from Junior Jam – own RA	
	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 staff have to flush nursery toilets.	✓	Posters in all adults and children's toilets, including Nursery.	
PPE (Reference)	Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.	✓	Staff training regarding PPE – WB 8.6.20. Staff to have guidance sent by NST and DT regarding correct use of PPE. PPE stock in the medical room. Individual PPE pack for each member of staff. Optional to wear – wellbeing for staff. Staff to read social story of PPE to chd. PPE used for intimate care, first aid, close proximity for medical, or feedback in close proximity. All staff will have individual PPE (named and signed for) – Visors, goggles, masks, gloves and aprons – to minimise contamination and as part of wellbeing. Individuals will decide to wear or not – guidance states not essential. Full all in one suits available for those that will request. Tutorials and guidance on use of PPE delivered 15.6.20 Visors must be cleaned after use using disinfectant by individual users. Staff have the option to allocate outfits to use as 'scrubs' to minimise any contamination – this is optional. Staff have been advised to wash hands on entry and leaving the premises as well as throughout the day. Staff to inform children why PPE may be worn by staff – protect and	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
	• Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • 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: ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection • For noting: Routine wearing of face coverings is not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.	✓	stop spread of infection – safety from close proximity. Emailed staff poster around Doffing and donning PPE. Include link 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/videos https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf DFE guidance on 'Safe working in education, childcare and children's social care settings' https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	

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
Reducing number of touchpoints	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.	✓	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 cla	L
	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.	✓	Hand sanitiser in the reception before staff and visitors sign in. Screen on site manager list to clean throughout the day.	
	Consider whether drinking fountains need to be taken out of action.	N/A	No drinking fountains in school	
Site to site visits	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: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering	✓	Shared with staff – currently no-one uses public transport All staff have individual PPE and masks	L
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	Parents/carers and pupils are encouraged to walk or cycle to the school where possible.	✓	No car parking space for parents. Letter sent to encourage parents to walk.	L
	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.	✓	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.	

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
	Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	✓	Link will be uploaded in the COVID 19 section on the website	
Organising the school day	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.	✓	Staggered entry times – provisional EYFS/KS1 – 9:00 – 3:15 Enter through the pupil gate and exit through the ToyBox gate – video on website.	L
	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.	✓	No loitering and social distancing posters in place.	
	Break times including lunch are staggered so that all pupils are not moving around the school at the same time.	✓	Staggered lunch 11:45 – 12:15 EYFS/KS1 12:15 – 12:45 Y3/4 Y5/6	
Foyer / Reception	Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage.	✓	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. 1.6.20 – completed by WB 8.6.20. Follow the hearts and stay 2M apart – hearts will be marked every 2M – slogan to be used in all communication and letters.	L
	Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.	✓	Plan to redesign foyer for safety. Buzzer intercom to communicate with visitors. 1 in and 1 out signage displayed. 2M interval marking outside and inside. Visitors and parents to communicate nature of visit prior to entering school to enable minimal time spent in school. This can be done using email admin@snapewood.nottingham.sch.uk Or phone: 0115 9159146	
	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	✓	Screen is 2M from the receptionist and protected by a screen. Floor markings indicate social distancing	

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
	acceptable where screens are fitted)			
Office (Reference)	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.	✓	1 adult in one space protocol. If assistance required, 2M distance rule applied. Signage in place to remind social distancing protocol.	L
	- The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. 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: - Further increasing the frequency of hand washing and surface cleaning. - Keeping the activity time involved as short as possible. - Using screens or barriers to separate people from each other. - Using back-to-back or side-to-side working (rather than face to-face).	✓	One person in reception. 2 desks are available at 2M distance if more than one personnel required.	
	Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.	✓	Desks and workstations, touch points are cleaned and sanitised frequently throughout the day and in between visitors.	
Meeting rooms	Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.	✓	All meetings via Teams or Zoom whenever possible.	L
	Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).	✓	Meeting room with windows and doors open. 2M/1M social distancing wherever possible. Sanitisers in every room – signage in every room of government guidance	
	Pens, documents and other objects are not shared.	✓	All visitors to bring own writing equipment – No sharing	
	Hand sanitiser is provided in meeting rooms.	✓	Hand sanitisers are in rooms including Milton fluid solution with cloths.	

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
	Meetings are held outdoors or in well-ventilated rooms whenever possible.	✓	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.	
	For areas where regular meetings take place, floor signage is used to help people maintain social distancing.	✓	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	- 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: - Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating. - Stagger staff breaktimes - Instruct staff not to congregate at the kitchen area.		Signage in place – photocopier – 1 person at a time – then to wipe the touched surfaces using disinfectant. Signage to state observe social distancing. Staggered break and lunchtime rota to minimise social gathering (see timetable TBC) Staff room cleaned and disinfected daily. – cleaning protocol. Floor marking to ensure social distancing. Constant handwashing. Wiping of appliance handles after use. Staff to have own utensils and crockery to avoid cross contamination. Dishwasher to be used with heavy soiled application. Contact outside of bubbles to be avoided. 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 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.	M/L
	Notices promoting hand hygiene and social distancing are visibly placed in the staff room.	✓	Signage in place to remind of hand washing and social distancing	

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
Corridors	Movement around the school site is kept to a minimum.	✓	One way system in place. Lunch for children in classrooms. Only need to move for P.E.	L
	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.	✓	One way system in school – signage to show the direction.	
Classrooms	- Small adaptations are made to the classroom to support distancing where possible. This include: - seating pupils side by side and facing forwards, rather than face to face or side on. - moving unnecessary furniture out of classrooms to make more space if necessary.	✓	Seating in rows – side by side. All unnecessary 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
	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 teachers can still work across groups if that is needed to enable a	✓	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	

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
	full educational offer.			
	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).	✓	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	
	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')	✓	All classes back to full capacity. Classroom setting in rows as per government guidelines.	
	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.	✓	All bubbles to stay in their designated classrooms – specialist teachers to follow school protocols and guidance when visiting classroom bubbles.	
	Classrooms are accessed directly from outside where possible.	✓	All classrooms have an outside door to access their rooms – no internal access required.	
	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.	✓	All children remain in their bubbles throughout the day. Cleaning will take place every day – CT/TA to clean touchpoints using Milton.	
	Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary.	N/A	No part time children in school.	
Lunchtime arrangements	- A range of measures are considered and implemented to reduce the risk of transmission and contamination: - Lunches are served and eaten within the bubble classroom - Several lunch sittings are organised. - 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	✓	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.	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
	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. - o Midday Supervisors are allocated to the lowest number of consistent bubble groups. - o Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. - o Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).		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	
Curriculum	• CLEAPSS Guide Organising and managing hands on activities in science, D&T and art in a partially reopened primary school is followed.	✓	Emailed to staff 24.7.20 and printed to include in the induction on 28.8.20.	L
	• Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	✓	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.	
School hall	• Large gatherings such as assemblies or collective worship with more than one bubble group are avoided.	✓	No assemblies planned – virtual pre-recorded or Zoom sessions. Single bubbles can be in gatherings – marked 2 M distances.	L
	• Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups.	✓	Cleaning all touch points after each use using sanitisers.	
Pupil toilets	• 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.	✓	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

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
Playground and school field	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.	✓	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. Bubbles can remain in their own zones. SM must be notified in advance if the field is to be used.	
	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.	✓	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. Non- touch activities to be incorporated. P.E lead to facilitate activities for all bubbles in support of limiting contact.	
	Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix.	✓	Children play with their cluster. Staggered play to avoid cross mixing. Social distancing encouraged. Adapting games to include no touch. Handwashing protocol applies at all times – outdoor sinks to be used before, after and during breaks. Non- touch activities to be incorporated. P.E lead to facilitate activities for all bubbles in support of limiting contact.	
Site	The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.	N/A	No Air-conditioning in the building	L
	Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes.	✓	All doors and windows to remain open during the day. Fans may be used if weather permits.	
Breakfast and After School Clubs (Reference)	Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their	✓	No breakfast clubs in autumn 1 – to be reviewed once interest is ascertained in Autumn 1.	L

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	lessons, provide enrichment activities, and also support working parents.			
	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.	✓	No after school clubs - Children to be socially distanced if clubs are facilitated. Siblings together and bubbles contained in groups.	
Operational issues				
Availability of staff	- School leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some 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.	✓	Email sent to staff 24.7.20	
	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.	✓	Staff that fall into the quarantine category will work from home under the direction of the HT.	L
	- Trained staff are available to support pupil personal needs e.g. - lifting, use of hoists - intimate care - managing medical needs including medicines	✓	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. Visor/goggles labelled with staff names. Must be wiped using disinfectant after every use. Care plans in place and read by all staff members in the units.	L
	Sufficient Physical Intervention trained staff are on site (see “other issues” below)	✓	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	

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			children – Ann Baldwin to arrange the training - SENCO	
Supervision	Supervision ratios are met (for identified individual pupils)	✓	Ratio in whole school as per guidelines 2:30 and Nursery and EYFS 2:30, 2:13	L
First Aid	Adequate number of first aiders (FAW / EFAW) are on site.	✓	3 PFA, 7 FA	L
	Adequate number of paediatric first aiders are on site. (Ref: Early years foundation stage: coronavirus disapplications and associated risk assessment – this is subject to change)	✓	3 on site and one to remain on site at all times.	
Medication	Necessary pupil medication has been returned to school.	✓	No medicine to be administered in school.	L
Catering	Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus.	✓	Catering RA available in school.	
Site Health and Safety Concerns (General)				
Legionella	Rarely used outlets have been identified taking into account current usage of taps.	✓	Regularly checked and recorded by Site Manager	L
Fire Procedures	A fire drill has been organised for early in the school year.	✓	Fire Drill in the second week back 7.9.20	L
	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).	✓	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	Specific site management tasks are undertaken after re-opening following a lengthy closure*.	✓	Been partially open since 23.3.20	L
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers.	✓	CT to remind children of school behaviour policy and rules. CT to address the conditions outlined by Gov in Annex A. This is then communicated with parent carer children. Behaviour protocol shared with parent and children prior to attending and a signed agreement in place.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	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). 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.		Behaviour policy updated and shared with staff, parents, pupils and governors – WB 15,6,20 – published on the website.	
SEND pupils	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.	✓	SENCO and SLT and CT meet to discuss provision for 2 SEBD children on part time timetable. Consult with parents around protocol – expectation of behaviour. Share social stories. Weekly reviews on how the child is coping with the new system. Seek outside provider support. One page (pen portraits) to be shared with staff (on server) SENCO to facilitate and consult with staff and parent Steve Meese to work with parents WB 29.8.20	
	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.	✓	SENCO to share with relevant staff 24.7.20 and offer support to staff and parents.	L
	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.	✓	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	

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
	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.			
	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.	✓	Trained staff deployed to support children with SEND – timetable in place.	
Staff welfare and staff redeployment	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.	✓	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	L
	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.	✓	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.	
	Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).	✓	SAS Services signposted to staff.	
	Telephone counselling services are available.	✓	SAS Services available – shared with staff June 2020. PAM Assist leaflet sign posted to staff.	
	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.	✓	Re-deployment considered if needs arise – currently all staffing in place to facilitate provision for all children including SEND	

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
	- 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 workload reduction toolkit. - DfE has also published a range of resources, including case studies to support remote education 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.	✓	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 (Reference)	- 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.	✓	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.	L
	- The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus - support pupils with approaches to improving their physical and mental wellbeing	✓	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.	
	- The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. - This is monitored and appropriate proactive and reactive measures taken.	✓	Staff to follow the school behaviour policy around bullying. All concerns to be logged and a consultation with parents sought.	

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
Other Issues				
Contingency plans for outbreaks	For individuals or groups of self-isolating pupils, remote education plans are in place.	✓	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.	L
	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.	✓	School will continue to provide home learning – core skills only in RWM. Welfare calls made and progress calls will be made against the learning expectations. Work will be marked and feedback given – Dojo. Details will be finalised by the end of September 30 th 2020.	
Training certificates that have expired during the partial closure.	Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning.	✓	Educare training website and The Key E-learning will be used to catch up on statutory and mandatory training. SEND training to be facilitated by Ann Baldwin – RPI, PEG, EPI-Pen First Aid Training – Basic to be arranged by SBM	L
	HSE has agreed a final deadline for first aid requalification for these qualifications of 30 September 2020.	✓	SBM to audit any First Aid training lapse and book refreshers. Trained first aider identified on the rota, including PFA. PFA not required unless EYFS children are back at school. Expired first aid certificates – 3 month extension SBM to investigate virtual training opportunities – RPI, FA, Safeguarding	

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
	There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate.	✓	Ann Baldwin to liaise with SBM to rebook training if applicable due to COVID 19.	
	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.	✓	SC, AH, SM and MW are trained and have up to date training. SC is lead DSL and has train the trainer training.	
Incident Reporting	If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting system and to the HSE according to RIDDOR requirements: https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)	✓	Contact: David.Thompson@nottinghamcity.gov.uk	L
Safeguarding	DSL or a deputy always available during school hours for staff.†	✓	SLT, MW AH are available on the rota or on call at all times.	L
	DSLs (and deputies) are provided with more time, especially in the first few weeks of term, 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.	✓	Weekly DSL meeting. Communication via DSL email.	
Reviews	Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	✓	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. NST meetings, Follow and respond to updates from DFE, NST, EIP and LA.	L

Are there any other foreseeable hazards associated with the Covid-19?		Yes ☐ No ☒
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

*** Reopening after a lengthy closure:**

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

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

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

† Designated safeguarding leads (DSLs)

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

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

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

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

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- 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