

School/Academy:	SNAPE WOOD PRIMARY AND NURSERY SCHOOL		Date of assessment	15.7.20 16.10.20 – updated updated 3.11.20 Updated 29.11.20 Updated 3.1.21 Updated 14.1.21 V4
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School
<p>The risks and control measures from the previous version of this risk assessment should be reviewed in light of the local transmission rate and the more infectious strain.</p> <p>Many of the control measures may already be deemed to be sufficient or no further actions may be deemed possible whilst the school endeavours to provide as normal a learning experience that is possible during the pandemic.</p>				Current Tier: National Restrictions
Reference Documents: Guidance for full opening - schools (30th December 2020) Restricting attendance during the national lockdown: schools Guidance for all schools in England (January 2021)				
Date	Summary of school position (include approximate numbers and classification of pupil cohort in school and homeworking and numbers of staff working from home)			
14.1.21	School is offering school place to Key worker and vulnerable – 26 KW, 36 Vulnerable and 99 Remote learners. Staff are on site and work from home whenever possible – PPA. 27 children are being followed up for key worker and vulnerable – including support for technical difficulties regarding remote learning. Home learning packs offered to those children isolating. SWPS does not have any CEV. FSM – Edenred vouchers WB18.1.21			
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Communication				
Staff	<ul style="list-style-type: none"> 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 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	Low

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			email sent back to HT that they have read and understood the RA document by 28.8.20 Shared with staff 3.1.21 via email – discussed with staff 4.1.21 via ZOOM. Register at the meeting and followed up with those not attended by 5.1.21 RA V4 – shared with staff via email with read receipt WB 18.1.21	
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and 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 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. All BAME Aid Memoir updated WB18.1.21	Low
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes instructing children old enough not to 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) 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	Low

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	<ul style="list-style-type: none"> 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). 	✓	<p>Version uploaded onto governor hub and website 3.1.21 – emailed to parents 4.1.21</p> <p>Completed RA published on Website, including letters to communicate whole school opening in September 2020 Updated version published on website 25.10.20 website 3.1.21</p>	
Employer	<ul style="list-style-type: none"> This completed risk assessment (v.4) is shared with the Governing Body and employer. 	✓	<p>RA sent to LA, SIA and NST once ratified by Govs. WB 20.7.20. Version 3.3 uploaded on Governor Hub 25.10.20 Governor Hub 3.1.21 Governor Hub WB18.1.21</p>	Low
Trade Unions	<ul style="list-style-type: none"> This completed (v.4) 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). 	✓	<p>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, DT approval 16th October 2020 David Thompson and trade unions 4.1.21 Share with Trade Unions after approval from David Thompson WB 25.1.21</p>	Low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> 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"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>PHE Campaign posters are available here.</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 meeting room at the front of school. Pupils to be escorted to the room via the outdoor doors through the carpark. Pupils to use the toilet before they come to the meeting room. Staff to wear visor or masks. Staff to sanitise all touch points. PPE worn by staff member. Door opened using fob. Windows to be opened prior to child going in – walkie talkie to be used to notify front office. PPE and water to be available in the meeting room. Parents informed to collect and informed to arrange for testing. Meeting room, Classroom and toilets to be deep cleaned at the end of day. Touch points in class to be sanitised immediately. 18.1.21</p> <p>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.</p>	Low

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			<p>Contact HR for advice if needed: debra.sibley@nottinghamcity.gov.uk</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 & 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>	
	<ul style="list-style-type: none"> 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. 	✓	<p>NHS and DFE/NST symptom tracker uploaded onto the website WB 14.9.20</p>	
Reducing the number of persons on site	<ul style="list-style-type: none"> It remains the case that wider government policy advises those who can work from home to do so considered in the wider context in keeping the school operational and safe. The minimum number of staff is on site at any given time. Where possible, the vulnerability of staff and their household to the virus is considered in determining rotas of staff working from home / school. As a rough guide the following priority list is used in the consultation with staff: <ul style="list-style-type: none"> (ECV staff - must work from home) Pregnant staff over 28 weeks CV staff with ECV household members CV staff including pregnant staff under 28 weeks Staff with ECV household members Staff with CV household members Staff in other higher risk groups (BAME, over 60-year olds) or living with higher risk individuals. 	✓	<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.</p> <p>Contact HR: debra.sibley@nottinghamcity.gov.uk</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.</p> <p>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> <p>Tier 4 restrictions. NEU section 44 staff: remote learning and available for key worker and vulnerable groups. Staff highlighted to gov guidance. 4.1.21</p> <p>NEU Section 44 letter no longer valid. All staff to read RA and notify HT of any individual RA or amendments WB 18.1.21</p> <p>1 pregnant member of staff not in work due to childcare and at risk group – all staff who are vulnerable to fill in BAME and Individual RA WB 18.1.21</p> <p>No ECV staff in school but 2 members live with ECV – signposted</p>	Low

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	<ul style="list-style-type: none"> The school allows and strongly encourages vulnerable children and young people to attend. 	✓	to gov guidelines. Must self-assess and use PPE.18.1.21 36 vulnerable children who attend the key worker provision in school – this will be ongoing dependant on need 17.1.21	L
	<ul style="list-style-type: none"> Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. Evidence is requested confirming the critical worker status if necessary. Parents and carers who are critical workers are informed to keep their children at home if they can. 	✓	All key workers to provide validation of work. SWPS has 26 Key worker children – this may increase as the guidance has broadened. Evidence is statutory and recorded on file. If above capacity for size of classroom (15 maximum), then the criterion for key worker will be prioritised for critical workers or a part time provision. Letter will be sent and uploaded to website outlining government criterion and reminders to key workers to keep their child at home if they can. WB 18.1.21	
	<ul style="list-style-type: none"> Early years provision continues to remain open and allows all children to attend full time or their usual timetable hours. Only vulnerable children and children of critical workers attend on-site reception classes. 	✓	Due to staffing and capacity – nursery is open to key worker and Vulnerable provision as is Foundation. Remote learning is offered as well as work packs. This will be reviewed following DFE and LA guidelines – staffing will need to be considered if opened fully 17.1.21	
	<ul style="list-style-type: none"> The school does not plan for rotas or allow children other than those who are vulnerable or whose parent or carer is a critical worker to attend on-site, even if the school believes it can accommodate more children safely. 	✓	Only Key worker and vulnerable with evidence qualify to attend school. School will cap class size to 15 – no part time or rota will be offered.17.1.21	
	<ul style="list-style-type: none"> 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 in one day). 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. 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. Tier 4- virtual meetings only unless discussed prior arrangements, Office closed – appointment only. Visits for recruitment outside school hours. 4.1.21 Reminded 18.1.21	Low
	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, but are kept to the minimum. 	✓	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	

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	<p>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.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.</p>		<p>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 & 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> <p>All group work in ventilated areas only – y3 boosting - dining room with windows and doors open – alternative area – outside Y1 with windows to quad open 4.1.21</p>	
	<ul style="list-style-type: none"> The school continues hosting initial teacher training (ITT) trainees throughout the national lockdown. Trainees continue to go into their school or college on placement to support teaching and also support schools in other ways, including supporting remote education, developing lesson materials and offering pastoral support 	✓	<p>School has 2 supply NQT's and 1 substantive NQT – all receive their allocated time and support in line with the guidance.</p> <p>All offering on-site provision as well as remote learning 18.1.21 – coached and mentored by MW and GS</p>	
	<ul style="list-style-type: none"> 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. 	✓	<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>Junior Jam RA emailed to staff and kept in the school office. 14.9.20</p> <p>Junior Jam protocol for RA provided WB 18.1.21</p>	
	<ul style="list-style-type: none"> Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible. 	✓	<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>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.</p> <p>Reminder text sent daily and reminder newsletters 4.1.21</p>	Low

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	<ul style="list-style-type: none"> 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. less than 15 minutes). 	✓	<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 Parents reminded via email and text message sent 14.9.20. 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 Reminder sent via newsletter and email 4.1.21 – parents and staff to wear PPE – masks or Visors – social distanced open space</p>	
	<ul style="list-style-type: none"> 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. 	✓	<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 4.1.21 – office staff reminded to advise visitors of protocol – arrange virtual meetings or after school – visors and face masks to be worn</p>	
	<ul style="list-style-type: none"> 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. 	✓	<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>	
	<ul style="list-style-type: none"> Schools do not host any performances with an audience. 	✓	<p>All mass gatherings cancelled due to COVID-19 – virtual only 18.1.21</p>	
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Following the reintroduction of shielding during national lockdown, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. See also staff welfare. 	✓	<p>29.11.20 – currently, we do not have any staff that are classed as CEV. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev 4.1.21 no CEV under Tier 4 in school – those living with CEV to follow government safety guidelines https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948066/CEV_letter_tier_4.pdf 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. 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. Staff who are isolating due to shielding household member will fill in a IRA.</p>	Low

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			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. As above SC to review with individuals WB 4.1.21 Virtual meeting	
	<ul style="list-style-type: none"> Clinically extremely vulnerable pupils are advised not to attend school during notational lockdown. 	✓	<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> <p>4.1.21 – No CEV children in school</p> <p>Children who are clinically vulnerable will fill in an Individual RA. This will be reviewed on a regular basis.</p> <p>Letter from GP to state safe to return to school.</p> <p>School to continue to provide work packs and welfare phone calls including door step visit.</p> <p>SENDCO to fill in a RA with the parent guardian – update or write care plans and share with appropriate staff.12.10.20</p> <p>SENDCO to fill in individual RA WB 4.1.21</p>	
	<ul style="list-style-type: none"> The following measures are in place for pregnant members of staff and recorded on the pregnancy Covid risk assessment: <ul style="list-style-type: none"> Up to 28 weeks: Avoid face to face contact, observe social distancing recommendations where possible. Over 28 weeks: Consider further precautions. 	✓	<p>One member of staff who is pregnant but is not on site – the RA for pregnant women will be filled in by the employee – if required onsite.17.1.21</p>	
	<ul style="list-style-type: none"> Staff in the BAME categories have been individually reminded to observe good prevention practice in the workplace and home settings. <p>For noting: There is clear evidence that certain BAME groups have higher rates of infection, and higher rates of serious disease, morbidity and mortality. There is no strong evidence that ethnicity by itself (or genetics) is the sole explanation for observed differences in rates of severe illness and deaths. What is clear is that certain health conditions are associated with increased risk of serious disease, and these health conditions are often</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.SC to contact those staff self-isolating due to association about return to work.1.6.20. Now back at work 22.6.20</p> <p>2 BAME staff – IRA to be completed by WE 8.6.20 reviewed in September 2020</p> <p>All risk assessment to be updated and shared in Sept 2020. HT to use the new RA provided by DT 10.7.20</p> <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.</p>	

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	overrepresented in certain BAME groups. It is also clear that societal factors, such as occupation, household size, deprivation, and access to healthcare can increase susceptibility to COVID-19 and worsen outcomes following infection.		Headteacher and SLT to remind all BAME about observing social distancing; these members of staff will be reminded to be actively conscious of their own actions and distancing from other. WB 18.1.21 29.11.20 - Information has been noted. BAME staff have been consulted and briefed on any amendments to be made for their safety. SC Review with all BAME staff WB 4.1.21 – virtual meeting complete by WB 18.1.21	Low
	<ul style="list-style-type: none"> Clinically vulnerable staff continue to attend school where it is not possible to work from home. They are individually reminded to observe social distancing where possible, face to face contact is avoided and the aide memoire is used. 	✓	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 Clinically Vulnerable Staff about observing social distancing; these members of staff will be reminded to be actively conscious of their own actions and distancing from other.18.1.21	
	<ul style="list-style-type: none"> Staff who live with those who are clinically vulnerable or clinically extremely vulnerable are individually reminded to observe good prevention practice in the workplace and home settings. 	✓	HT to meet with staff members who live with ECV/CV and discuss guidance and remind them that they must observe good prevention practice in workplace and home 14.1.21 Reminded WB 18.1.21	
School Visits	<ul style="list-style-type: none"> The school notes that the DfE advises against educational visits during the national lockdown. 	✓	All residential visits cancelled till further notice in line with guidance. No visits scheduled 14.1.21 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.	Low
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: 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 “It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands” 	✓	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. Deadline for email confirmation that the document has been read is 29.6.20. Email resent on 22.7.20 All first aid staff to read and send a CPD form as proof of completion – resend 2.11.20 All first aiders reminded to read the guidance again and then send an email to HT to confirm read 14.1.21	Low

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Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 10 days and should arrange to have a test to see if they have coronavirus. <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p>	✓	<p>Locations where pupils could be isolated: The meeting room at the front of school will be used as the isolation room for children or staff that show symptoms. Staff or pupils will leave their classroom using the outside doors and use the car park gate to enter the meeting room. The patient will wait inside and parents and carers will be contacted. Staff member will leave the premises immediately using the outside door to classroom and car park gate. The patient will be supervised by staff who will maintain social distancing and use PPE. Doors and windows to the room will remain open for ventilation. Handwashing and sanitisers must be used. PPE and drinking water available. In emergencies medical toilet can be used, but this must be through the outside door to staff entrance and medical room must be deep cleaned at the end of the day and sanitised immediately after use. Parents will be asked to wait observing social distancing. Patient will be escorted to the parent – social distancing and collect via carpark entrance. Nursery will use the foyer and leave door open until parent arrives – child will leave through the main entrance. Staff must use PPE. Foyer will be deep cleaned at the end of day – touch points will be sanitised immediately – 18.1.21</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>Any child displaying symptoms will be escorted to the meeting room in front of school - parents will be contacted – child will be met at the car park gate for collection. School to seek advice from David Thompson. – leave by the car park entrance 4.1.21 child to remain in the meeting room until collected 18.1.21</p>	Low

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	<ul style="list-style-type: none"> 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"> 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. 	✓	<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 Reminder sent WB4.1.21 – website, text, letter</p>	Low
	<ul style="list-style-type: none"> 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. <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 COVID-19: cleaning of non-healthcare settings guidance.</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 – copy sent to cleaning contractor (Sonia and Clive NCC) WE 8.6.20</p> <p>Staff to notify SBM/SM if any child/adult has presented with symptoms – they will ensure the cleaners are notified of areas to clean. Site Manager to clean using disinfectant. Staff to use sanitiser and Milton on touch points 4.1.21 – if needed steam hard floors and wash carpets</p>	Low
	<ul style="list-style-type: none"> Records of persons with symptoms consistent with coronavirus are kept (ref: tracker). 	✓	<p>New SWPS EXCEL COVID TRACKER is used and updated daily by SBM for staff and JS & SM for the pupils.</p> <p>Information about a child or household member that is symptomatic will be recorded on CPOMS also and will alert all relevant members of staff.</p>	
Test and Trace	<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get 	✓	<p>Posters on website and around school 22.7.20. Test and Trace communicated via letter 29.6.20</p> <p>Contact David Thompson:</p>	Low

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	tests for their children if they develop symptoms.		david.thompson@nottinghamcity.gov.uk Share on school website and send email to staff – WB 81.1.21	
	<ul style="list-style-type: none"> 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. Reference. "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. 	✓	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. We now have 9 test kits in school as one was issued to staff member 14.9.20	
	<ul style="list-style-type: none"> Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus (ref. symptom summary sheet v.6) 	✓	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 – reminder 18.1.21 In the unlikely event that SLT, SBM or School Attendance Officer is unavailable – this will fall to SMT (CB, MW) 29.11.20 – Summary sheet shared with staff and emailed on 29.11.20 and uploaded onto website for parents.	
	<ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. 	✓	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 Office Admin JS to check all contact details WB 4.1.21	Low
	<ul style="list-style-type: none"> 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	

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	<ul style="list-style-type: none"> Ongoing records are kept of: <ul style="list-style-type: none"> 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. 	✓	JS continue to keep the visitor log 4.1.21 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"> Where staff have downloaded the NHS Covid app: <ul style="list-style-type: none"> If staff keep their mobile phones on their person during the working day then the app can be left on. 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 (i.e. contact tracing paused) 	✓	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 Staff reminded on 4.1.21	
	<ul style="list-style-type: none"> 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). 	✓	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. All staff must inform school if their test is positive or negative 18.1.21 – staff isolating will continue to work from home.	
Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> 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 	✓	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.	Low

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	<ul style="list-style-type: none"> ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>		<p>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.</p> <p>Letter sent to parents 15.6.20</p> <p>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.</p> <p>Children reminded to use tissue when sneezing or coughing – dispose in the Covid 19 pedal bin. Wash hands immediately. All reminded 4.1.21</p>	
	<ul style="list-style-type: none"> • 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. 	✓	<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"> • 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. The school may feel it is appropriate to relax their uniform policy whilst only certain categories of pupils are attending. 	✓	<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. Text messages sent to parent to remind of P.E protocol – Sept 2020 Parents reminded of warm clothes due to ventilation in cold weather – uniform policy to be relaxed due to health and safety of children and staff wellbeing – 4.1.21 – staff made aware Uniform policy can be lax for those children who will need to wear warm clothes – this is at discretion 18.1.21</p>	

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	<ul style="list-style-type: none"> 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 Reminded 4.1.21	Low
	<ul style="list-style-type: none"> 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. Reminded 4.1.21 High profile SEN children – use baby non-sensitive wipes to be used as an alternative for sanitisers. Regular handwashing to be facilitated. Reminded 4.1.21 – staff to use wipes if required	
	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> 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. 	✓	Pedal bins in each classroom and general footfall areas – clearly labelled COVID 19. Wash hands after disposal sign. Cleaned daily and double bagged. General waste bins without lids in class/areas will be used for paper towels and general waste – clearly labelled and washing of hands signage after use. Site staff/cleaners to clean lids and disinfect surface of bins after emptying. Washing hands afterwards. 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 Reminded 4.1.21	Low

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	<ul style="list-style-type: none"> Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <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>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> <p>Reminded 4.1.21 Reminded WB 18.1.21</p>	
	<ul style="list-style-type: none"> 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. 	✓	<p>Only contactless payment accepted in school. If handling cash – visitors use hand sanitiser. Staff use hand sanitiser or wash hands with soap.</p> <p>Reminded 4.1.21 – parents to use BACS</p>	
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> 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. 	✓	<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 Reminded 4.1.21</p>	Low

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	<ul style="list-style-type: none"> 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. 	✓	<p>All classroom furniture that is surplus to requirement is removed and stored 5.6.20 updated for full opening 20.7.20</p> <p>Class 6, calming room, class 5 and CL4 learning room decluttered. CL4 learning room as staff room 4.1.21</p>	Low
	<ul style="list-style-type: none"> 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. 	✓	<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. Staff reminded 4.1.21</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. 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. Antibac solution used and no longer needs to be in locked cupboard. AH to check inventory for each classroom regarding equipment and cleaning - replenish where necessary 4.1.21 Reminded WB 18.1.21</p>	
	<ul style="list-style-type: none"> Teachers wash or sanitise their hands before and after handling pupils' books. 	✓	<p>All classrooms have hand sanitiser for all adults to use. Gloves are available, sanitisers, soap to keep teachers safe – Milton solution and cloth available for all touch points – box for returned books is available for all classrooms 72 HR 4.1.21 Reminded 18.1.21</p>	
	<ul style="list-style-type: none"> 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. 	✓	<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. Coats on back of chairs. Surfaces wiped at regular intervals CT/TA Y2 coats in classroom, Y5 new door for access and coat pegs inside to segregate from Y4 – staff reminded to use own equipment provided – 4.1.21 Reminded 18.1.21</p>	

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	<ul style="list-style-type: none"> 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. 	✓	<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> <p>Small world equipment washed with soap and water.</p> <p>Children wash hands before and after using indoor and outdoor construction. All construction materials to be wiped using sanitiser frequently. Staff to use hand sanitiser for children, Milton solution to wipe touch points – remind children to wash or sanitise hands – must supervise 4.1.21</p>	Low
	<ul style="list-style-type: none"> 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. 	✓	<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.</p> <p>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</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> <p>Junior Jam to wipe equipment in between use. Staff to supervise sanitising hands of children before and after the activities 4.1.21 (staff and children to use the outside car park entrance to go to the gym for P.E and Junior Jam) – RA to send to JJ Junior Jam Protocol 18.1.21</p>	

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	<ul style="list-style-type: none"> 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. Packed lunch in disposable bags only – no lunch boxes. Daily water bottle and no bags larger than A4 4.1.21 – plastic bags on all entrances to empty lunch boxes. Reminders sent daily WB 18.1.21	Low
	<ul style="list-style-type: none"> 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. Creative homework to be stored in school out of touch point of children for 72 HRS 4.1.21 – washing hands must be implemented	Low
	<ul style="list-style-type: none"> 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. School has bought plastic bottle to supply to children who forget to bring a bottle – this is named and kept in school – the bottle is washed and stored if not required for that child 4.1.21 Parents reminded via text message on a regular basis WB 18.1.21	
	<ul style="list-style-type: none"> 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. Reminded 4.1.21	
PPE (Reference)	<ul style="list-style-type: none"> 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.	Low
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, 	✓		

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	<p>removing and disposal of PPE.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection 	<p>✓</p> <p>✓</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 Visors must be cleaned after use using disinfectant by individual users. Staff have the option to allocate outfits to use as 'scrubs' to minimise any contamination – this is optional. Staff have been advised to wash hands on entry and leaving the premises as well as throughout the day. Staff to inform children why PPE may be worn by staff – protect and stop spread of infection – safety from close proximity. 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_donning_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 All staff have personal PPE – stock is available. Staff to wear PPE during transition times – reminded 4.1.21 Reminded WB 18.1.21</p>	
<p>Face coverings in school</p> <p>(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)</p>	<ul style="list-style-type: none"> 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). 	✓	<p>Headteacher will be asking visitors to site to wear a face covering when with adults: Eg: - new parent/pupil induction visit tours</p> <ul style="list-style-type: none"> contractors who are based indoors on site with site manager all members of staff have the choice to wear face masks if they wish when with other adults, but not when working with pupils. Extremely Clinically Vulnerable staff to however where a visor when working with children instead of a mask. <p>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</p>	Low

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	<ul style="list-style-type: none"> Staff will now have access to face coverings due to their increasing use in wider society. <p>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 meet such needs.</p>	✓	<p>during close contact – this will be in consultation with professionals and parents. Staff must wear visors when attending to pupils 1:1 to administer medication etc 4.1.21</p> <ul style="list-style-type: none"> First Aid cupboard to have a supply of additional PPE. To be monitored weekly by Joanne Stafford JS to inform AH if supplies are running low. Headteacher to insist visitors on site (unless agreed prior to the visit are exempt for exceptional circumstances) wear a face mask and have the supplies to provide them with one if they do not have one. <p>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 infections rates. Parents and staff advised to wear face masks at pick up and drop off 12.10.20</p> <p>Reminder to wear face covering – masks or visors sent to all 4.1.21 Parents/Carers to wear face coverings when picking up/dropping off 17.1.21 – reminder sent via text</p> <p>All staff to wear face masks/Visors in communal areas – corridors, staff room (except when eating), front office when photocopying 18.1.21</p> <p>Staff should not go into the main front office unless they are photocopying – no loitering or social chats – all personnel must wear face coverings/visors 18.1.21</p>	
	<ul style="list-style-type: none"> Instructions are displayed / provided for wearers of face coverings of the correct way– available as a list here and an infographic here 	✓	<p>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. Reminded to check the directions 4.1.21</p>	
Reducing number of touchpoints	<ul style="list-style-type: none"> 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. 	✓	<p>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.</p> <p>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</p>	Low

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	<ul style="list-style-type: none"> 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. JS to maintain touch points after each visitor. All visitors and staff reminded to use sanitiser before and after signing in. Staff may choose to enter their classrooms via the outside door. Radio JS for attendance to minimise touch point and mixing. Staff must remain in their bubble without mixing or talking to other bubbles without any legitimate reasons 4.1.21. JS and Site Manager to clean on a regular basis with anti bac	
	<ul style="list-style-type: none"> Consider whether drinking fountains need to be taken out of action. 	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. Staff must fill the jugs first thing in the morning and must not leave classroom or allow children to fill jugs, staff reminded 4.1.21	
Site to site visits	<ul style="list-style-type: none"> 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 (summer 2020)	Low
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	<ul style="list-style-type: none"> 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.	
	<ul style="list-style-type: none"> The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. <p>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.</p>	✓	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.	Low

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Y1/2/3 top gate – staggered leaving time. Y4/5/6 Car park – staggered exit time. EYFS main front gate. Staff must not engage in conversation on the gate – no matter what. Must wear face coverings and gloves (if required). 4.1.21	Low
	<ul style="list-style-type: none"> 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. Daily text message sent to parents as a reminder to drop or pick and go. Reminder sent daily in light of Tier 4 4.1.21	
	<ul style="list-style-type: none"> 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 12:00 – 13:00 Y1/2 Y3/4 Y5/6 – all classes to organise staggered playtimes and remain in their zones. Behaviour policy and safe play applies at all times. All lunch in classrooms – delivered on trolleys 18.1.21	
Foyer / Reception	<ul style="list-style-type: none"> 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.	Low
	<ul style="list-style-type: none"> 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. 	✓	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 No personnel permitted without prior arranged appointment. Office closed to parents – virtual or prior arrangement – 4.1.21	

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	<ul style="list-style-type: none"> 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) 	✓	Screen is 2M from the receptionist and protected by a screen. Floor markings indicate social distancing Intercom must be used to communicate with parents or visitors – non-essential or prior arranged entry is permitted. 18.1.21	
Office (Reference)	<ul style="list-style-type: none"> 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.	Low
	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. No Loitering, conversing in the foyer under any circumstances unless prior arrangement – essential only. 4.1.21 Reminded WB 18.1.21 Photocopier to be moved to front of the office so that it can be used by Y123. Sanitiser and wipes available. 4.1.21.	
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible. 	✓	All meetings via Teams or Zoom whenever possible. ZOOM protocol in place at all meetings and for remote learning. 18.1.21	Low
	<ul style="list-style-type: none"> 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	

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	<ul style="list-style-type: none"> Pens, documents and other objects are not shared. 	✓	All visitors to bring own writing equipment – No sharing – sanitise after use if required 4.1.21	
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	✓	Hand sanitisers are in rooms including Milton fluid solution with cloths.	
	<ul style="list-style-type: none"> 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.	
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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"> 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. 	✓	<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. 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.</p> <p>Y5,6 to use the main staff room for lunchtimes and break times.</p> <p>Y1,2,3 - to use the library for lunch and break times.</p> <p>Y4 to use Y4 learning room for lunch and breaks - All staff to adhere to the allotted areas.</p> <p>Kitchen will warm up food in requested in the morning.</p> <p>Payments to be made before or after school to avoid missing of bubbles.</p> <p>18.1.21</p>	Low/Medium
	<ul style="list-style-type: none"> 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. Staff reminded especially after using equipment. Staff to wipe the photocopier after every use.4.1.21	
Corridors	<ul style="list-style-type: none"> Movement around the school site is kept to a minimum. Busy corridors, entrances and exits are avoided. Staggered break times and lunch times are considered as necessary. 	✓	One way system in place. Lunch for children in classrooms. Only need to move for P.E. and Junior Jam. 18.1.21 – EYFS to use the nursery entrance to access the gym. Radio through for office admin to open the fire door– Y1,2,3,4,5,6, to walk outside through the car park and use	Low

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			the staff entrance to access the gym. In extreme weather, corridors may need to be used, but this will be assessed by SLT. Sanitise before and after all touch points 18.1.21 – Movement in school minimum – use radio for communication 17.1.21 – DO NOT engage in non-essential loitering or conversing 18.1.21	
	<ul style="list-style-type: none"> 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. Reminder sent to staff via email 2.11.20 Staff reminded 4.1.21 Reminded WN 18.1.21 email	
Classrooms	<ul style="list-style-type: none"> Small adaptations are made to the classroom to support distancing where possible. This include: <ul style="list-style-type: none"> 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 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. Classrooms decluttered – Y5, 6, calming room 4.1.21	Low
	<ul style="list-style-type: none"> Bubble sizes are kept as small as possible noting that fewer pupils per bubble will mean a greater number of bubbles and therefore greater number of staff on site. 	✓	Class bubbles will be capped to 15 – maximum capacity. DSL's will audit key worker and vulnerable. Devices will be loaned out to those that do not have them to reduce class sizes. If more than 15 – school will move to am and pm sessions.17.1.21	
	<ul style="list-style-type: none"> 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 – wherever possible (this cannot be guaranteed due to mitigating circumstances)– 2M distance from the children front desk. CT to stand behind children when giving feedback. Use think pinks with answers for older children Observe handwashing guidance and use sanitisers for frequent touch points SEND children – Risk Assessment in place – care	Low

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	<p>full educational offer.</p> <p>Social distancing should be encouraged between pupils wherever possible if this doesn't adversely affect learning.</p> <p>e.g. where there are fewer pupils in the class, they could be spaced out more. The 2-metre distance to the teacher at the front of the class may be easier to implement with the front row of desks vacant, assuming that the teacher does not need to raise their voice.</p>		<p>plan in place (staff may wear visors or face masks – gloves and aprons are available) – provision should be provided as per instructed by SENCO or provision map.</p> <p>Adults may cross bubbles in order to enable full educational offer – observe the guidance of social distancing and sanitising – hands, face, space.</p> <p>Children reminded to observe social distancing wherever possible. P.E Lead to send all staff social distancing P.E activities and games for outdoor breaks and lunch 17.1.21</p>	
	<ul style="list-style-type: none"> 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). 	✓	<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> <p>Reminder to staff 4.1.21 – only essential personnel will enter bubbles for reasonable purposes to the management of the school or supporting behaviour or nature of the role. Minimise length of stay in bubbles. Wherever possible, virtual option will be used. 4.1.21</p>	
	<ul style="list-style-type: none"> The bubble groups (pupils) do not mix with other bubble groups throughout the school day. 	✓	<p>All children remain in their bubbles throughout the day – classes to facilitate learning in class bubbles only – no mixing of class bubbles. 18.1.21 All children will be taught by their class teacher (remotely and provide learning for KW/V – provision reviewed weekly in staff briefing) – No mixing of classes. 18.1.21</p>	
	<ul style="list-style-type: none"> Classrooms are accessed directly from outside where possible. 	✓	<p>All classrooms have an outside door to access their rooms – no internal access required. Y5 door fitted 20.1.21</p>	

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	<ul style="list-style-type: none"> Pupils occupy the same classroom throughout the school day where possible. Where unavoidably different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy. 	✓	<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> <p>If nursery is open- midday cleaning must be facilitated before used by another group 18.1.21</p>	
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A range of measures are considered and implemented to reduce the risk of transmission and contamination: <ul style="list-style-type: none"> 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 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. Midday Supervisors are allocated to the lowest number of consistent bubble groups. Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory). 	✓	<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.</p> <p>EYFS.– 11:45 – 12:15 Y1/2/3/4/5/6 – 12:00 – 13:00 EYFS – EYFS unit. Y5/6 – Staff room. Y4 – Y4 learning room. Y3/2/1 – Library</p> <p>18.1.21</p> <p>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. Staff reminded 4.1.21 All staff reminded to use the Milton to wipe surfaces before and after use including lunchtimes 18.1.21</p>	Low
Curriculum: Science and D&T	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> P110 Practical activities in a bubble P104 Managing hands-on activities in schools in locally locked down areas P112 Practical activities for children in locally locked down areas. 		<p>This document will be shared with all staff to aid in the planning and preparation of practical DT & Science lessons.</p>	Low

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Curriculum: School Sport	<ul style="list-style-type: none"> PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. <p>Competition between different schools do not take place, in line with the local restrictions on grassroots sport.</p>	✓	<p>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 P.E Lead reminded to support Class teachers with activities and resources 4.1.21 Reminded via email 18.1.21</p>	Low
	<ul style="list-style-type: none"> Contact sports are avoided. <p>The school only provides team sports on the list available at return to recreational team sport framework.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>	✓	<p>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 P.E Lead reminded to support Class teachers with activities and resources 4.1.21</p>	
	<ul style="list-style-type: none"> Distancing is maximised between pupils as much as possible during all activities. 	✓	<ul style="list-style-type: none"> Plan lessons that ideally maximise distance between pupils and the sharing of equipment. Equipment to be cleaned between year group bubbles <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"> 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. 	✓	<ul style="list-style-type: none"> Utilise the use of 3 sectioned playground and school field wherever possible. Different year group bubbles are timetabled at different times and/or different locations. <p>Different bubbles will not use the same equipment unless it has been cleaned between use.</p>	
	<ul style="list-style-type: none"> 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. <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.E Lead reminded to monitor the sanitising of equipment 4.1.21</p>	
Curriculum: Music, dance and drama in school	<ul style="list-style-type: none"> Singing, wind and brass playing do not take place in larger groups. In smaller groups as additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space, the mitigations should be assessed to see whether they are adequate. 	✓	<p>School no longer participates with music hub. Junior Jam music adheres to school RA and sanitising equipment protocol. Reminder sent to Junior Jam 4.1.21</p>	Low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Particular care is taken in all 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. Pupils should use seating where practical to help maintain social distancing. 	✓	<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> <p>Staff reminded to use outdoor space for P.E 4.1.21 P.E lead to support staff with P.E activities.</p>	
	<ul style="list-style-type: none"> 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. 	✓	<p>Staff to ensure that any music played is at a level where the staff do not need to raise their voice. Staff reminded 4.1.21</p>	
	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. 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>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"> 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. If instruments and equipment have to be shared, they are disinfected regularly. Increased handwashing is undertaken before and after handling equipment, especially if being used by more than one person. 	✓	<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"> 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. 	✓	<p>Brass Instruments are already in school and not hired out to any other party. The equipment is sanitised before and after each use. School no longer has Brass sessions 4.1.21</p>	
School hall	<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one bubble group are not undertaken. 	✓	<p>No assemblies planned – virtual pre-recorded or Zoom sessions. Single bubbles can be in gatherings – marked 2 M distances. All assemblies are virtual 4.1.21</p>	Low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	✓	<p>Site Manager runs all taps daily and all toilets are flushed including the unused ones. This is recorded and logged with dates and time.</p> <p>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.</p>	Low
Playground and school field	<ul style="list-style-type: none"> 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. 	✓	<p>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.</p>	Low
	<ul style="list-style-type: none"> 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. 	✓	<p>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 4.1.21</p>	
	<ul style="list-style-type: none"> Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix. 	✓	<p>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 4.1.21.</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
Lack of air changes / ventilation	<ul style="list-style-type: none"> 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 here (HSE) and here (CIBSE). 	N/A	No Air-conditioning in the building	Low
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (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). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	<p>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.</p> <p>Quad windows and classroom windows must be opened. Class doors must be open 4.1.21. Children may wear jumpers due to cold weather – uniform policy relaxed for jumpers and hoodies. 4.1.21</p>	
	<ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct drafts. 	✓	<p>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.</p> <p>Staff and children to wear warm jumpers or fleeces – not coats or school coats. Uniform policy relaxed due to cold weather for jumpers. 4.1.21</p>	
	<ul style="list-style-type: none"> Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓	As above. 29.11.20	
Breakfast and After School Clubs (Reference)	<ul style="list-style-type: none"> Where possible, breakfast club and after school provision is provided to help support the children of critical workers. 	✓	Demand for breakfast club and afterschool provision is low – so the facility will not be provided. This will be reviewed on a regular basis	Low
	<ul style="list-style-type: none"> 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 before or after school provision until Tier level drops 4.1.21	

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Hiring out the school facilities	<ul style="list-style-type: none"> 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 relevant government guidance. 	✓	N/A	Low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> Trained staff are available to support pupil personal needs e.g. <ul style="list-style-type: none"> 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. 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. - SENCO Face Visor to be worn by staff when administering medication. MB in Y5. Record of administering medication must be kept updated visor to be worn when changing nappies, administering medication 4.1.21.	Low
	<ul style="list-style-type: none"> 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 children – Ann Baldwin to arrange the training – SENCO Inset booked for 9.11.20 – 12 members of staff to be trained in RPI Avoid RPI unless significant harm to self or others – 0 tolerance – child collected by responsible adult and work pack sent home 4.1.21	Low
	<ul style="list-style-type: none"> Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. 	✓	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.	Low
Supervision	<ul style="list-style-type: none"> 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. Individual children will be assessed on provision by SENDCO and implemented	Low
First Aid	<ul style="list-style-type: none"> Adequate number of first aiders (FAW / EFAW) are on site. 	✓	3 PFA, 7 FA No medicine to be administered in school – unless care plan in place – SENCO to implement 4.1.21	Low
	<ul style="list-style-type: none"> Adequate number of paediatric first aiders are on site. 	✓	3 on site and one to remain on site at all times.	

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Catering	<ul style="list-style-type: none"> Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus. 		Catering RA available in school.	Low
Site Health and Safety Concerns (General)				
Legionella	<ul style="list-style-type: none"> Rarely used outlets have been identified taking into account current usage of taps. 	✓	Regularly checked and recorded by Site Manager	Low
Fire Procedures	<ul style="list-style-type: none"> Fire drills are undertaken as normal. 	✓	Fire Drill in the second week back 7.9.20 GW – Site manager to facilitate fire drill in autumn 2 . 29.11.20 – Fire drills held and children were able to social distance in their bubbles on the yard and the designated points.	Low
	<ul style="list-style-type: none"> 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 KS1 playground	Low
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	<ul style="list-style-type: none"> The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. <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>	✓	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. 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. 0 tolerance for behaviour due to TIER 4 restrictions 4.1.21 – pupil will be sent home to be educated off site – remote learning or work pack 4.1.21	Low
SEND pupils	<ul style="list-style-type: none"> Individual pupil risk assessments are subject to regular reviews noting 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. (at secondary school Sept 2020) Consult with parents around protocol	Low

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			– 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 Steve Meese to liaise with Senco to support children with SEMH and SEBD. DSL and SENCO to support children with SEMH and liaise with parents – KOOTH referral 4.1.21 SENDCO to review and amend or draw up Risk Assessment and care plans by WB 18.1.21	
	<ul style="list-style-type: none"> The school uses their best endeavours to secure the special educational provision called for by the pupils' needs. The school work with families to deliver an ambitious curriculum noting that they may not be able to access remote education without adult support. 	✓	SLT/SENDCO to liaise with families to ensure the provision for SEN children is the best it can be – phone calls and work packs including advice from professionals will be implemented. Quality first teaching must be provided by class teachers for all SEN children – including remote teaching and KW/V 18.1.21	Low
	<ul style="list-style-type: none"> 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. L1 supply TA to support with HLN child Oct 2020 Staff may be deployed within school to ensure ratio and SEND support for the educational setting to function fully 18.1.21	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> 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 Staff and Pupil wellbeing survey to be completed by 6.2.20 – results to be shared with staff and Governors. Weekly feedback sessions to enable staff to inform HT. Remote learning policy and lesson protocol identifies reduction of teacher workload and expectations. White Rose and Oak Academy used to reduce teacher workload. Staff must communicate their concerns to the HT in order for the HT to support 18.1.21	
	<ul style="list-style-type: none"> Schools have considered the potential concerns of staff who may be reluctant or anxious about being in school 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 and families that 	✓	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	Low

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	<p>have been personally affected.</p> <p>The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p>		<p>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 - ongoing</p> <p>SC to review RA and have 1:1 meeting with staff WB 18.1.21</p> <p>SC implemented weekly feedback sessions – staff must communicate their concerns in order for HT to make reasonable adjustments 18.1.21</p>	Low
	<ul style="list-style-type: none"> 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. Regular email, text to individual staff by SLT or HT.	
	<ul style="list-style-type: none"> Telephone counselling services are available. 	✓	SAS Services available – shared with staff June 2020. PAM Assist leaflet sign posted to staff.	
	<ul style="list-style-type: none"> Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ 	✓	If staff are in isolation, then communication is opened by school – SLT via email, phone call or text. Staff will be emailed with the link – or signposted to it.	
	<ul style="list-style-type: none"> 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 Re-deployment as and when necessary – mitigating circumstances – staff shortage or behaviour need 4.1.21 Reminded 18.1.21	
	<ul style="list-style-type: none"> 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. 	✓	<p>1:1 coaching sessions with all staff WB 4.1.21 – to support with any concerns raised.</p> <p>Remote learning expectations reviewed in weekly feedback sessions – if no response offered by staff then HT will assume the provision and systems in place are working.</p> <p>Live lessons will be offered – this will be reviewed weekly (coaching by MW to find the balance and method to teach both remote and key workers)</p>	

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	Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.		Lesson and remote learning expectations shared with staff Workload has been reduced – welfare calls, follow up calls now facilitated by admin staff. All provision provided by SWPS is bespoke to parental feedback and needs for the setting. All DFE docs are used alongside any decision making. Any staff struggling or has concerns must communicate with MW – ADHT or SC – HT to enable support. 18.1.21	
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> The Wellbeing for Education Return programme and referrals to the local NHS children and young people's mental health service are made where pupils including vulnerable children are experiencing severe anxiety or depression as a result of the pandemic. 	✓	Individual RA in place for children who are vulnerable Social story for children displaying anxiety Welfare phone calls from CT/SLT/DSL – Home visits by DSL. Transition booklets SEND and vulnerable. Welfare calls weekly by DSL. Fortnightly welfare calls by CT. SEN support sought if required for specific children. KOOOTH referral must be made if children suffer from extreme mental health. KOOOTH referral Spring 1	Low
	<ul style="list-style-type: none"> The school has considered the provision of pastoral and extra-curricular activities to pupils, particular groups or individuals designed to: <ul style="list-style-type: none"> 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 <p>The school considers how they are working with school nursing services to support the health and wellbeing of their pupils.</p>	✓	Individual RA in place for children who are vulnerable Social story for children displaying anxiety Welfare phone calls from SLT/DSL – Home visits by DSL. Transition booklets SEND and vulnerable. Welfare calls weekly by DSL. Fortnightly welfare calls by CT. SEN support sought if required for specific children. KOOOTH referral must be made if children suffer from extreme mental health KOOOTH referral Spring 1 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. Samples of the sessions to be recorded on the celebration book with pupil voice – Use the assembly schedule as a starting point. PSHE lead to support staff	

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			with resources and activities 4.1.21 School nurse contacted by DSL	
	<ul style="list-style-type: none"> The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. <p>This is monitored and appropriate proactive and reactive measures taken.</p>	✓	<p>Staff to follow the school behaviour policy around bullying. All concerns to be logged and a consultation with parents sought.</p> <p>PSHE lead to support staff with resources and activities 4.1.21</p> <p>Anti-bullying focus for assemblies spring 1 4.1.21</p>	Low
Other Issues				
Remote Education	<ul style="list-style-type: none"> 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. <p>The remote education provided is equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided is as a minimum:</p> <ul style="list-style-type: none"> Key Stage 1: 3 hours a day on average across the cohort, with less for younger children Key Stage 2: 4 hours a day 	✓	<p>Home learning packs will be given to children who are isolating – this will be collected in weekly. Phone calls to check on welfare by DSL– 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 and phonics (live). – Topic and wider curriculum as independent task</p> <p>Welfare calls made and progress calls will be made against the learning expectations. Work will be marked and feedback given – Dojo. – this will be reviewed WB 25.1.21</p> <p>School will use Oak Academy for English and White Rose for Maths.</p> <p>EYFS/N and Y1 will provide learning activity booklets and packs Covid English, Maths and Curriculum books will be provided to all children learning at home – including pencil cases with stationary.</p> <p>Maths toolkits, whiteboards and English toolkit essentials will be available for parents WE 18.1.21</p> <p>School will use Class Dojo to communicate and Zoom to facilitate live learning – ZOOM protocol sent to staff and Parents WE15.1.21</p> <p>Coaching provided by MW ADHT for live remote and KW/V teaching</p> <p>Remote Learning Tab used on the website to upload activities and information for each class daily/weekly</p> <p>ZOOM links sent to parents, DSL's and Joanne to support any technical difficulties</p> <p>Attendance registers sent to DSL by 12 – DSL's follow up any</p>	Low

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			attendance or safeguarding concerns Remote Learning policy on website and emailed to staff. 16.10.20. Staff protocol for school closure etc policy to be completed and sent to staff WE 2.11.20 Updated remote learning policy shared with staff 4.1.21 – all parents to be contacted and Dojo updated. Teaching protocol and ZOOM protocol shared with staff WE 15.1.21	
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> 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 RPI Inset 9.11.20. First Aid – we have 4 Paediatric trained staff in school. PEG and EPI PEN training completed Autumn 1.	Low
	<ul style="list-style-type: none"> 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. 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. 	✓	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 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	
	<ul style="list-style-type: none"> 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 March 2020 NST training will be accessed – awaiting dates for Spring 2021.	
Incident Reporting	<ul style="list-style-type: none"> 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 	✓	Contact: David.Thompson@nottinghamcity.gov.uk 29.11.20 In place and as above – contact David Thompson	Low

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>exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.</p> <p>https://notifications.hse.gov.uk/riddorforms/Disease</p> <p>(Contact your Safety Adviser for advice)</p>			
Safeguarding	<ul style="list-style-type: none"> DSL or a deputy always available during school hours for staff.† (Note the potential for school leaders to self-isolate) 	✓	SLT, MW AH are available on the rota or on call at all times.	Low
	<ul style="list-style-type: none"> 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. 	✓	<p>Weekly DSL meeting. Communication via DSL email.</p> <p>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>	
	<ul style="list-style-type: none"> When a vulnerable child is asked to self-isolate, schools notify their social worker (if they have one). 	✓	DSL's will facilitate – welfare calls, door step visit and delivering and collecting work packs.	
	<ul style="list-style-type: none"> If vulnerable children do not attend, the school: <ul style="list-style-type: none"> works together with the LA and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests work together with the LA and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate Where schools grant a leave of absence to a vulnerable child they will speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home. Where providers have had to temporarily stop on-site provision on public health advice, they inform the LA to discuss alternative arrangements for 	✓	<p>DSL's will facilitate – welfare calls, door step visit and delivering and collecting work packs.</p> <p>DSL's to notify social care or assigned social worker.</p> <p>DSL's to continue to work with parents regarding provision for vulnerable children.</p> <p>SENDCO to work with parents if the vulnerable child is SEN.</p> <p>Work Packs or Loaned devices will be provided until the child is at school – all in liaison with appropriate LA and social workers.</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
	vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so.			
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are not attending school. 	✓	School has registered to EDENRED voucher scheme 18.1.21 JS to continue to send text reminding parents regarding FSM application and change of circumstances. School will continue to do hardship hampers for those struggling	
Reviews	<ul style="list-style-type: none"> 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. HT to receive daily updates from DFE HT to receive weekly updates from NST HT to receive regular updates from David Thompson H& S Chef Executive at Nottingham City HT will respond to all reviews promptly and inform all staff and members of the governing body where appropriate.	Low
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓	29.11.20 – In place since MRCH 2019. Staff are emailed updated RA and all updates are in different colours. Yellow highlights 4.1.21	

Are there any other foreseeable hazards associated with Covid-19?		Yes <input checked="" type="checkbox"/> No <input checked="" 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 – DSL to drop and pick up work packs	L
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	M
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. Remote learning/ZOOM protocol and teaching protocol must be read and regular feedback to SLT must be communicated by class teachers and TA's for any reasonable adjustments to be made or to implement support.	M
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, Audit by SLT	M/L
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.	L
HR advice 18.1.21	One way system must be adhered to at all times during school hours with or without children. Staff must leave the building using outside doors or front exit – they must not stop and talk to adults in school for chit chat or catch up under TIER 4 especially – must not 'hang' around outside colleague's classrooms – must not loiter. Staff must wear PPE in corridors or when transitioning through school 4.1.21 – reminded 18.1.21 Advice from HR: staff who do not adhere to safety protocols in school and the Risk Assessment, may be subjected to be in breach of the Code Of Conduct and could face formal process of misconduct. Staff must adhere to school protocols in order to keep themselves and other colleagues safe.	L/M
Photocopying 4.1.21	To minimise non-essential mixing Y123 to use reception photocopier, y456 to use staff room copier and EYFS to use the EYFS copier. Work can be emailed to Joanne in advance to print and she will then deliver outside classrooms. Communication via walkie talkie. Staff must not leave their bubbles to photocopy once in their bubble. Only permitted to leave bubble for rest break or toilet break. 4.1.21 In emergencies – must send to print to front office and office admin will take down – must use radio as a form of communication.	

† 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 OF UPDATES

24.07.20

16.10.20 updated

29.11.20 – updated

4.1.21 updated TIER 4 restriction

18.1.21 VERSION 4