

School/Academy:	Snape Wood Primary and Nursery School		Date of assessment	1.3.22
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School
National COVID-19 Status:	February 24 th 2022 – Removal of remaining domestic restrictions in England			
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance DfE: Contingency framework: education and childcare settings			
Date	Summary of school position			
1.3.22	V7 written and implemented according to the guidance from DFE and LA			
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
“Post-covid” Measures				
Note: From 1 April, the Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.	<ul style="list-style-type: none"> The school has started to consider and plan which measures and changes that will continue to be in place either in the short term or long term after the Government withdraws all COVID-19 specific guidance. These measures may either have other infection control benefits (e.g. hand washing regime to reduce potential norovirus outbreaks) or other benefits to the efficient running of the school. 	✓	School will continue with the following: <ul style="list-style-type: none"> hand washing regime at the beginning of the day and throughout where necessary Use of hand sanitisers (wall mounted and hand held) Use of sanitiser sprays for desks Continue with the one-way system for end of the day Continue with the intercom system in the reception to limit un-necessary entry to building Site Manager to continue to ensure that touch points are still part of the cleaning routine 	L

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Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	Uploaded to CPOMs and digital 'read' notice ticked. Emailed to staff with read receipt. RAV7 send 7.3.22 confirmation of read by 11.3.22 3:30pm.	L
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	✓	Staff to inform HT of any feedback by WE11:3.22	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the recent changes to government advice and any school rules and procedures. 	✓	RA V7 uploaded to website WB7.3.22	L
	<ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to 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. 	✓	Office admin to update visitor protocol and remind all visitors of school protocol. WB7.3.22	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.7) is shared with the Governing Body and employer. 	✓	Upload to Governor Hub 7.3.22 – Governors to tick 'sign to show read' by 17.3.22	L
Trade Unions	<ul style="list-style-type: none"> The completed (v.7) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	✓	Email to all TU's WB 7.3.22	L
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>Note: Although there are other symptoms associated with the Omicron variant, these three symptoms are still only used in determining whether someone must stay away from school.</p>	✓	Communicated to parents via website and Class Dojo WB 7.3.22	L

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	<p>PHE Campaign posters are available here.</p> <ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. The pupil must stay away from school for 10 days. Only a negative PCR test taken within two days will allow the pupil to attend school. The results of any lateral flow tests are irrelevant until days 5 and 6, when they may return early with two negative tests taken 24 hours apart and no high temperature (this applies whether or not a PCR test in response to the original symptoms). 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. Schools may continue to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>JS Office Admin to communicate with parents' carers. Print off as an aide memoire</p> <p>Noted.</p> <p>SBM and OA to ensure this is communicated with all visitors</p>	
Outbreak management	<p>See latest action plan for complete details</p> <ul style="list-style-type: none"> The following thresholds, detailed below, are used as an indication for when to seek public health advice if they are concerned: <ul style="list-style-type: none"> a higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to COVID-19 infection evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group In the event of the above, the school will: <ul style="list-style-type: none"> contact the DfE who will escalate the issue to the local health protection team (UKHSA) where necessary and advise if any additional action is required, such as implementing elements of 	<p>✓</p>	<p>School to follow LA advice and contact David Thompson.</p> <p>School to revert to safety measures from RAV6.3</p>	<p>L</p>

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	<p>an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1.</p> <ul style="list-style-type: none"> ○ immediately consider: <ul style="list-style-type: none"> – whether any (additional) activities could take place outdoors, including exercise, assemblies or classes – ways to improve ventilation indoors, where this would not significantly impact thermal comfort – one-off enhanced cleaning focussing on touch points and any shared equipment – limiting non-essential visitors – asking staff to undertake routine LFD tests 			
	<ul style="list-style-type: none"> ● School management are familiar with the DfE’s contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. 	✓	Noted	
	<ul style="list-style-type: none"> ● The school’s outbreak management plan considers the measures that may be necessary in school at the request of the organisations above: <ul style="list-style-type: none"> ○ Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. ○ Reintroduction ‘bubbles’ for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: 	✓	SLT noted and school to follow any recommendations from LA and NST	

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	<ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings 			
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> • Staff, parents, eligible pupils and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ 	✓	Office admin to share link on Covid tab on website.	L
	<ul style="list-style-type: none"> • The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. This information may be used to identify individuals who may be at higher risk. 	✓	SBM and Office Admin to create a database of the vaccination record – using the headings provided.	
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace and that country's status is subject to change at short notice. 	✓	Noted. RA V7 shared with staff WB 7.3.22	L
	<ul style="list-style-type: none"> • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance and that country's status is subject to change at short notice. 	✓	Noted. RA V7 shared with parents WB 7.3.22	
	<ul style="list-style-type: none"> • Reference: https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 	✓	Noted	

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	<ul style="list-style-type: none"> Any member of staff has stayed overnight in the household of, someone who has COVID-19, are advised to: <ul style="list-style-type: none"> minimise contact with the person who has COVID-19 work from home if they are able to do so avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system. 	✓	All staff to note WB 7.3.22 and to ensure that school is informed.	
Reducing the number of persons on site	<ul style="list-style-type: none"> Management may continue to allow office staff and others who can work from home, to do so where they can work effectively and there is no detriment to the school. 	✓	Management to consider each case on individual circumstances.	L
	<ul style="list-style-type: none"> The school remains in dialogue with any proposed education professionals and contractors to explore whether they can undertake their work virtually where it is not detrimental to the process and outcome. 	✓	School to Risk Asses each visit dependent on local and national guidance	
	<ul style="list-style-type: none"> The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. 	✓	School continue with limiting non-essential visitors into the building and OA JS to use the intercom. Communication via phone encouraged.	
	<ul style="list-style-type: none"> Meetings are held virtually rather than physically where there is no detrimental effect. 	✓	This will be considered wherever possible.	
Performances	<ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. 	✓	School to consider safety precautions wherever possible when planning – sanitising, distancing wherever possible.	L
Persons at higher risk of becoming seriously ill * As at 14th December 2021, in this context,	<ul style="list-style-type: none"> Higher Risk to Covid-19* Staff <ul style="list-style-type: none"> Risk assessments have been completed for all higher risk to covid staff who have been fully vaccinated. All CEV staff who have not been fully vaccinated* and those where the vaccination has limited effect should act on their 	✓	No CEV or High risk staff on site – but noted.	L

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<p>fully vaccinated means 2 vaccinations and 14 days have passed since your final dose of a COVID-19 vaccine.</p>	<p>advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school.</p> <p>* Note: The DfE and wider Government in their guidance now refer to: “People previously considered clinically extremely vulnerable from COVID-19” and that “In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.”</p> <p>The Schools Health and Safety Team maintain that individual risk assessments must still be completed and reviewed as necessary. See also.</p> <ul style="list-style-type: none"> • In some circumstances pupils previously considered Clinically Extremely Vulnerable may have received personal advice from their specialist or clinician on additional precautions to take. The school continues to follow that advice. See also. • The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all fully vaccinated pregnant members of staff up to 26 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 26 weeks who have been fully vaccinated and non-fully vaccinated under 26 weeks. ○ Pregnant staff over 26 weeks who have not been fully vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 			
<p>School Visits</p>	<ul style="list-style-type: none"> • All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as 	<p>✓</p>	<p>School to follow any LA and Gov guidance when planning any trips – RA to be uploaded to Evolve. Staff to ensure that they take wipes and sanitisers with them. Whilst on the trip – encourage handwashing at all times.</p>	<p>L</p>

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	<p>hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <ul style="list-style-type: none"> International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. The school refers to the Foreign, Commonwealth and Development Office travel advice. 	<p>✓</p>	<p><i>No international visits planned</i></p>	
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 The school has purchased devices such as CPR facemask / resuscitation shields. 	<p>✓</p>	<p>Amanda, Julie and Tina to read as Paediatric First Aiders.</p> <ul style="list-style-type: none"> 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 <p>School to consult LA regarding advice for purchasing any equipment required – SBM and OA. (CPR face masks)</p>	<p>L</p>

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	<ul style="list-style-type: none"> Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) 	✓	Test days: Monday and Thursday or Sunday and Wednesday	
	<ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. The testing programme does not replace current (PCR) testing policy for those with symptoms. 	✓	Noted	
	<ul style="list-style-type: none"> Appropriate action is taken in the event of: <ul style="list-style-type: none"> A negative test result Two void test results A positive test result: <ul style="list-style-type: none"> Asymptomatic: Follow self-isolation requirements Symptomatic (one or more of the three symptoms): stay away from school. Follow this guidance. Obtain a confirmatory PCR test. 	✓	Noted: <ul style="list-style-type: none"> A negative test result (consecutive day 5 and 6) Two void test results (redo test) A positive test result: Follow DFE guidance this guidance – self isolate 	
	<ul style="list-style-type: none"> Necessary records of testing are kept. 	✓	SBM and OM to keep updated records	
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 When they change rooms Early Years: after using wheeled bikes, trikes and other large, movable toys 	✓	Staff to continue with handwashing, sanitising and wiping touch points. Sanitisers are around school and every classroom will have spray and sanitiser. Children to use the ‘catch it, kill it, bin it’ – bins, sanitiser and posters in class to remind.	L

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	<ul style="list-style-type: none"> ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>		Hand driers can be used by the children – hand washing with soap must take place first.	
	<ul style="list-style-type: none"> ● A process is in place for removing face coverings from pupils who use them when they 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. 	✓	Noted and staff to remind children if this is the case – parents to be communicated via Dojo or Text message.	
	<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. <p>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.</p>	✓	Site Manger to ensure that all sanitisers and sprays are topped up every day. Check the soap and paper towels too. Site manager to ensure that touch points are continued to be cleaned throughout the day.	
	<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. <p>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.</p>	✓	In place in all areas of the school including outdoor. Cleaners to be reminded to wash hands after emptying bins.	

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	<p>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.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. <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>Staff to continue to sanitise the photocopiers after use (staff room and front offices – Nursery)</p> <p>Staff to ensure that all surfaces are wiped between use (staff room and class room – including P.E equipment)</p> <p>Site Manager to incorporate into schedule and devise a list of touchpoints.</p>	
Hygiene – Classrooms	<ul style="list-style-type: none"> The contents of the classrooms and their ease of cleaning is considered. <ul style="list-style-type: none"> Teaching staff may wish to continue 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: <p>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>	✓	<p>All staff to minimise furniture in their rooms – this will ensure that there is only essential surfaces to be cleaned. All desks to be clear at the end of the day to enable cleaning and sanitising.</p> <p>Staff to use the sanitising sprays approved by LA COSHH.</p>	L
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 	✓	PPE available for all staff and situated in the medical room	L

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	<p>medical procedures.</p> <ul style="list-style-type: none"> • Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Staff to ensure to watch the correct dothing and donning of PPE (136) COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings - YouTube</p> <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> <p>Contact LA – David Thompson</p> <p>Noted:</p>	
<p>Face coverings in school</p> <p>From 27th January</p>	<ul style="list-style-type: none"> • Face coverings may be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a 	<p>✓</p>	<p>Noted: Staff may wear face coverings in communal areas if desired.</p>	<p>L</p>

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2022 and until further notice, face coverings are no longer recommended for use in schools.	regular basis. (Alternatively, school management may choose to <i>encourage</i> staff to wear them). <ul style="list-style-type: none"> Visitors in communal areas and in classrooms where they are not a barrier to any communication with pupils (if applicable) (School management may decide this is a mandatory requirement or simply encourage visitors to do this) Medical exemptions apply.			
	<ul style="list-style-type: none"> Staff will now have access to face coverings due to their increasing use in wider society. 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. 	✓	School has a supply of disposable face coverings if required.	
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. 	✓	Doors to remain open in classrooms and corridor fire doors to remain open .	L
	<ul style="list-style-type: none"> Where touch screen signing in systems are used they are included within the touchpoint cleaning schedule. 	✓	Joanne to sanitise after every use – staff to sanitise on entry to building to minimise risk.	
Organising the school day	<ul style="list-style-type: none"> Drop-off and collection times may continue to be 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. The views of parents/carers are taken into consideration. 	✓	School open and close time has resumed. One way system at the end of the day to continue – this minimises any un-necessary gatherings. Nursery times 8:45 – 11:30 and 12:30 – 3:30 R-Y6 – 8:55 – 3:15	L
	<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. 	✓	As above – one-way system t the end of the day. Nursery – drop and collect from Nursery entrance R-Y6 – drop main top gate – no parents in the morning. Collection – all grown- ups enter from top gate and walk one way to collect children from each class at 3:15 – exit through the Toy Box gate.	

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	<ul style="list-style-type: none"> The school has carefully considered the impact of any routine use of “bubbles” where the outbreak threshold has not been met, taking account of the detrimental impact they can have on the delivery of education. (Note: DfE guidance states for non-outbreak situations, “‘bubbles’ will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you no longer need to make alternative arrangements to avoid mixing at lunch.”) 	✓	School to ensure that windows are opened intermittently throughout the day – sanitising is still in place and hand washing to continue. Avoiding gatherings that are non-essential is still encouraged.	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 	✓	Screen to remain. All visitors to communicate via intercom. On-site is by prior appointment.	L
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	✓	Remote meeting used wherever possible.	L
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	✓	<i>In place – Site Manager to ensure that there is ventilation and sanitisers are checked daily</i>	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓	Considered wherever possible – weather permitting – social distancing wherever possible.	
Curriculum: School SportL	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	✓	Junior Jam and any external advisers – share RA (SBM and Office Admin)	L
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 	✓	Weather permitting – outdoor prioritised. If indoors – rooms need to be ventilated and sanitising encouraged. Equipment sanitised after each use.	
	<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. Sports equipment is thoroughly cleaned at regular intervals (or kept in quarantine for 72 hours) 	✓	Staff to note when using P.E equipment – sanitise and ensure that children are also encouraged to use the sanitiser on entry and on exit. Windows need to be open. Facilitate session outdoors wherever possible.	

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"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. 	✓	Noted – No planned events.	
Curriculum: Music, dance and drama in school (see also Performances)	<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. It is important to ensure good ventilation. 	✓	Instruments used on Friday by Junior Jam – staff reminded to sanitise after every use – use the sanitisers in bottles for efficiency – including any IT equipment.	L
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. 	✓	Encouraged wherever possible for delivering the curriculum.	L
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 mechanical ventilation in school	
	<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). 	✓	Staff reminded to keep windows open intermittently throughout the day and keep classroom doors open.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> ○ Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. ● 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. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. ○ Rearranging furniture where possible to avoid direct drafts. ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. ● CO₂ monitors have been used to identify classrooms, indoor play areas, offices and meeting rooms with poor ventilation. Reasonably practicable measures are taken in rooms with recorded persistently high levels of CO₂ (noting the above requirement to ensure thermal comfort levels). 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Top windows in classrooms can be opened intermittently during learning. Leave windows open when out at break and lunchtime. Letter and message to parents reminding children to bring in a jumper or layers.</p> <p>Site manager to note.</p> <p>In place – Site Manage to monitor that the CO₂ monitors are to DFE and H&S guidance.</p>	
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> ● The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	<p>✓</p>	<p>Wraparound care is not in place due to lack of demand. After school clubs have started and in place</p>	<p>L</p>
Operational issues				
Availability of staff	<ul style="list-style-type: none"> ● The potential impact on staffing has been explored and contingency plans are in place when staff are absent due to covid or self-isolation (use of supply / re-deploying school staff). ● Contingency plans have been explored in the event that key 	<p>✓</p>	<p>SLT to ensure that cover is provided if the class teacher isolates. Any sen 1:1 staff that may isolate, will be covered.</p> <p>School to ensure that there is at least one first</p>	<p>L</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
	members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 		aider and one paediatric first aider on site. At least 1 DSL and SLT on site. In the event of site manager isolating, then school will contact NST or get supply cover.	
Personal Health and Safety Concerns (General)				
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. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	✓	Staff made aware of safety protocol. There are no children at SWPS that spit or use saliva as a sensory stimulant. However, there is one child that does sometimes spit – the use of face mask and shield is used. Parents are informed. Face shields can be worn in the event of any spitting.	L
Staff welfare and staff redeployment	<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. ● Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE’s workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry 	✓ ✓	Noted and shared. All L2 TA’s will be provided with planning which they may need to adapt. L3’s are able to plan and adapt provision. SEN children will not have any disruption to their support. Wherever possible, SLT will avoid any disruption to staffing and advance notice given wherever possible. Due to 1FE – this may not always be possible. SLT to read the documents highlighted. DfE’s workload reduction toolkit case studies to support remote education	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	out the work.			
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus Ref: Wellbeing for Education Return programme 	✓	SLT to speak to parents – offer support around DFE guidance. Virtual videos or on site visits can be arranged to support the parents. Parent swill also be reminded of the attendance protocol. SLT to familiarise with the document: Wellbeing for Education Return	L
	<ul style="list-style-type: none"> Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> away from school shielding vulnerable 	✓	DSL's to ensure there are well-being checks including doorstep visits and phone calls. Class teachers to have regular communication through class dojo or phone call.	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. 	✓	Recovery Curriculum – Ready to Progress NCETM CT upload basic skills booklets onto Class page on the Remote learning tab – ready for any isolation. CT/TA will use Class Dojo to support pupils – phone calls will also be made for welfare checks.	L
	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. 	✓	Remote Education Lead: Dan Wright DHT All staff to use Class Dojo to communicate with Parents. SLT use emails, phone calls and door step visits to support and monitor learning. Children will upload work on Class Dojo.	

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	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓	In place under Remote Learning on Website – This will be reviewed termly.	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	School will be following the recovery curriculum and focus on core skills. School has employed a catch-up practitioner.	L
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to stay at home, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	✓	DSL's to contact social worker or liase with Children and Families Direct for advice. All communication will be logged onto CPOMS DSL's will do welfare calls and support any remote learning. Work packs can be provided if accessing remote learning becomes difficult. Use of Class Dojo, email, text and face to face visits will be used to communicate.	L
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 learning at home during term time. 	✓	School to provide Grab Bags if required.	L
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 or UKHSA. 	✓	School will follow advice from NST and LA Health and safety – David Thompson – any updates etc will be amended.	L
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓	Any updates received will be amended or added – they will be highlighted as per recommendations.	

Are there any other foreseeable hazards associated with Covid-19?		Yes <input type="checkbox"/>
		No <input checked="" type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
ASSESSED BY (Print name) Shewley Choudhury		SIGNED <i>SChoudhury</i>
		DATE 7.3.22