



## Health and Safety Risk Assessment – TEAM EDUCATION TRUST SCHOOLS – COVID-19

<b>Academy / School</b>	T.E.A.M Education Trust: Whaley Thorns Primary School		<b>Assessment No.</b>	10	
<b>Site</b>	Portland Road, Langwith , Mansfield	<b>Location</b>	Langwith		
<b>Subject of Assessment</b>	Re-opening schools to full use from 8 <sup>th</sup> March 2021 To maintain a safe and healthy school environment during the period of the Covid-19 pandemic, this assessment identifies the risks and sets out the associated actions in place to reduce the potential for virus transmission and to support the wellbeing of all within our school community.				
<b>Assessed by</b>	Annette Lupton	<b>Original Date</b>	August 2020	<b>Review date</b>	14 <sup>th</sup> January 2021
<b>Details of workplace/activity</b>	Students and employees taking part in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		<b>Persons Affected (Who may be harmed)</b>	Students, employees, contractors and all visitors to the school site	

### National Lockdown Restrictions (until planned government review dates April – June 2021):

- Outdoor sports venues, including tennis courts, and swimming pools, cannot be hired to external users
- Indoor gyms and sports facilities will remain closed
- Organised outdoor sport for disabled people is allowed to continue
- Sports, leisure and community facilities can remain open for schools to use where that is part of their normal provision but facilities cannot be used by members of the public



## SUMMARY OF IDENTIFIED HAZARDS

Hazards and Risks	
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic, or lack of information on how infection risks are controlled in the school.</p> <ul style="list-style-type: none"> <li>• Support for Parents &amp; Carers</li> <li>•</li> <li>• Helping Pupils to stay safe &amp; well</li> <li>• Vulnerable children and young people</li> <li>• Expectations on, and support for, Staff</li> <li>• Staff working from home</li> <li>• Staff who are either clinically extremely vulnerable (CEV) or clinically vulnerable</li> <li>• Pregnant Staff</li> <li>• Pupils who are either clinically extremely vulnerable or clinically vulnerable</li> <li>• Overseas Travel</li> </ul>
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Staff arrivals &amp; departure</li> <li>• Student arrival to the school site.</li> <li>• Entry to the school</li> <li>• Management of suspected COVID-19 symptoms</li> <li>• Management of confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• Suspected contamination of area(s)</li> <li>• End of the day: students leaving site</li> <li>• Transition into school of new pupils</li> </ul>
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities</li> <li>• Early years staff to student ratio</li> <li>• Adaptations across the school setting</li> <li>• Physical Education</li> <li>• Music</li> <li>• Extra-curricular activities</li> <li>• Break times and playgrounds</li> </ul>
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school</li> <li>• Safe wearing and removal of face coverings</li> </ul>
5.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p> <ul style="list-style-type: none"> <li>○ Expectations for all staff and students</li> </ul>
6.	<p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p> <ul style="list-style-type: none"> <li>• Cleaning routines</li> </ul>
7.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>



	<ul style="list-style-type: none"><li>• Retaining social distancing where possible</li></ul>
8.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: <ul style="list-style-type: none"><li>• Dealing with general First aid;</li><li>• Medications</li><li>• Waste Disposal Procedures following possible COVID-19</li><li>• Lack of trained first aiders;</li><li>• Inappropriate handling/removal of clinical waste</li><li>• Intimate care procedures.</li></ul>
9.	Spread/contraction of COVID-19 due to lack of social distancing measures for <b>external visitors</b> to the school, including: <ul style="list-style-type: none"><li>• All external visitors</li><li>• Parents;</li><li>• Supply teachers &amp; specialist provision</li><li>• Premises contractors/maintenance engineers</li><li>• Deliveries</li><li>• Site working across the school site</li><li>• TEAM Education Visits across Trust schools</li><li>• Home visits</li></ul>
10.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.
11.	Lack of staffing / insufficient staff ratios <i>Also see item 3: Early years staff to student ratio.</i>
12.	Lack of suitable premises management
13.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.
14.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.
15.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.
16.	Spread/contraction of COVID-19 during an educational visit.
17.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.
18.	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions apply.
19.	Spread/ contraction of Covid-19 due to Incorrect use of PPE



	Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic, or lack of information on how infection risks are controlled in the school.</p> <ul style="list-style-type: none"> <li>• Support for Parents &amp; Carers</li> <li>• Helping Pupils to stay safe &amp; well</li> <li>• Vulnerable children and young people</li> <li>• Expectations on, and support for, Staff</li> <li>• Staff working from home</li> <li>• Staff who are either clinically extremely vulnerable (CEV) or clinically vulnerable</li> <li>• Pregnant Staff</li> <li>• Pupils who are either clinically extremely vulnerable or clinically vulnerable</li> <li>• Overseas Travel</li> </ul>	<p><b>The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the NHS 111 Service COVID-19 guidance for households with possible coronavirus infection);</b></p> <p><b>Support for Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures;</li> <li>• The school has a corona virus updates page on the website which is regularly updated with Government/Local Authority information relating to the virus as well as the school and community responses to the virus.</li> </ul> <p><b>Helping Pupils to stay safe and well</b></p> <ul style="list-style-type: none"> <li>• Pupils will be taught a recovery curriculum and the use of recovery conversations as part of its plans for return to learning following extended periods of absence from face-to-face learning, in order to support students return to school, establish their lived experience of the pandemic, and help them to rebuild the strong relationships they had with staff;</li> <li>• The school will provide access to Physical Education activities on a weekly basis for all students where it is safe to do so;</li> <li>• The school will provide access to RSHE/PHSE activities, with a focus on well-being and mental health;</li> <li>• Staff are informed to record any concerns through their line manager;</li> </ul>	Medium	X



- pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- supervision of hand sanitiser is required given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative although the school also provides foams to reduce the risk of irritation.
- The school will support good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.

#### **Vulnerable children and young people**

- The school will allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people are strongly encouraged to take up the place.
- If vulnerable children and young people do not attend, the school will work together with the local authority 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 as well as work together with the local authority 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 the school grants a leave of absence to a vulnerable child or young person they will still 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.
- In the event of needing to temporarily stop on-site provision on public health advice, the school should inform the local authority to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so.
- The school will seek to work collaboratively with other schools and education providers and other local partners (including the local authority,



social workers, police, youth services, key workers etc.) to maximise opportunities for face-to face provision for vulnerable children.

**Expectations on, and support for, Staff**

- Staff are briefed and consulted on school procedures and the plans for re-admission of students after a period of closure or sustained absence;
- Employees have had sufficient training and briefing regarding infection control and school protocols;
- Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:  
<https://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>
- In relation to mental health and stress support, details are available to staff including confidential employee helplines and information that can be provided to students;
- Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing;
- There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;
- Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful;
- When possible staff will be permitted to work from home;
- Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications;
- If meetings must be face-to-face, all endeavours will be made for them to be accommodated out of school hours.
- Staff who support families out of school and across the local community, such as the Early Help Manager will ensure during home visits where possible that liaison with families takes place outdoors if a home visit is needed. Individual School RA will be followed and PPE will be worn and guidance followed in using hand sanitiser before and after the visit. Where possible both a face covering and visor should be worn. Where possible multiple visits to different households/ school sites will be avoided on the same day. link also with setting COVID RA and use of their visitor guidance, including PPE. Only one visit per school or family visit will be carried out each day. A diary will be maintained to support the school track and trace system.



- Staff lone working out in the community visiting parents or schools should adhere to the Lone Working Policy and ensure the emergency procedures are followed if in danger.

#### **Staff working from Home**

- Staff who will work from home are required to complete suitable training to ensure appropriate working arrangements are in place regarding equipment, management and supervision. 'Working from Home Safely' training is available for staff and management training 'Managing Staff Working from Home' for line managers through the Judicium e-learning portal.
- Staff working from home should complete a 'Working from Home Risk Assessment'

#### **Staff who are either clinically extremely vulnerable (CEV) or clinically vulnerable**

- Staff who are clinically extremely vulnerable (received a letter from NHS or GP), should work from home where possible and if this is not achievable do not go into work and 'Shield'. Such staff are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19: ([click here for Government guidance](#))
- Lockdown: Clinically extremely vulnerable (CEV) staff should not attend work and should **work** from home.
- Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible
- Individual risk assessments for staff are reviewed on an ongoing basis and as guidance changes.
- The school will work with individual staff who are vulnerable to review how they can support the effective delivery of the school's aims and objectives, this will include where possible the offer of alternative roles where social distancing can more easily be achieved or the opportunity if possible to work remotely;
- Where staff are willing to undertake new roles and these can be provided, the necessary training will be put in place to allow them to undertake this role successfully;
- Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made. A range of HR letters have been written to support the school in its plans to reopen fully linked to staff who are classified as clinically vulnerable and students



- who are under the care of a medical specialist from our records;
- The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate;

#### **Pregnant staff members**

- All pregnant staff will take particular care to practice frequent, thorough hand washing and cleaning of frequently touched areas in their home and workspace
- All staff who have made the school aware they are 28 weeks+ pregnant should be
  - (a) redeployed so that they are working from home.
  - (b) If redeployment is not possible, they are permitted to be in work with strict social distancing measures in place.If neither (a) nor (b) are possible then they must be placed on paid leave.
- Specific risk assessments for new and expectant mothers are completed and review updated guidance in relation to new or expectant mothers who have underlying health conditions or have reached 28 weeks gestation require additional risk assessment review.  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

#### **Pupils who are either clinically extremely vulnerable or clinically vulnerable**

- Only those who have been specifically advised by a GP or specialist should remain at home.
- The school will ensure that additional precautions such as social distancing, increased hygiene and increased housekeeping are implemented wherever possible.
- The school will make individual contact with all families and staff who have been shielding and are not able to attend the school site in order to ensure the safety measures put in place by the school will alleviate, as far as possible, any concerns they have about returning to site
- The school will review its records and make individual contact with all families and staff who we believe are under specialist care, in order to ascertain what conversations have taken place with them linked to a return to site following a longer period of absence
- Children with complex medical needs, such as tracheostomies will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not





		<p>possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances we will ensure that:</p> <ul style="list-style-type: none"> <li>○ only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li> <li>○ the room will not have clutter to make the process of cleaning the room as straightforward as possible</li> <li>○ clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters</li> </ul> <ul style="list-style-type: none"> <li>● The school will review the advice of the Royal College of Paediatricians and Child Health linked to this in order to support families with these discussions;</li> <li>● The school will ensure that where students are unable to return to setting due to medical advice, they have access from the first day of site reopening to remote education in whatever form is most appropriate for the individual child. This is to ensure that they are able to continue to progress with their learning.</li> <li>● Class staff will make weekly contact to support engagement and provide feedback on learning, working in close partnership with parents to ensure the best possible outcomes for the child;</li> </ul> <p><b>Overseas Travel</b> Staff and students who travel abroad to countries that are not on the <a href="#">Coronavirus (COVID-19): travel corridor list</a> will self-isolate for 10 days before they are due to return to the school site.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</p>		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>● Staff arrivals &amp; departure</li> <li>● Student arrival to the school site.</li> <li>● Entry to the school</li> <li>● Management of suspected COVID-19 symptoms</li> <li>● Management of confirmed cases of coronavirus (COVID-19) amongst the</li> </ul>	<p><b>Staff arrivals &amp; departure</b></p> <p>There will be strict start (7am site opens) for all staff and end of the day routines (4:00pm at the latest).</p> <p>The students will be provided with learning provision from 8:45-3:00 KS2 and 8:30-3pm EYFS and KS1.</p> <p><b>Student arrival to the school site</b></p>	Medium	X



	<p>school community</p> <ul style="list-style-type: none"><li>• Suspected contamination of area(s)</li><li>• End of the day: students leaving site</li><li>• End of the day: Parents &amp; Transport provider collection of students</li><li>• Transition into school of new pupils</li></ul>	<ul style="list-style-type: none"><li>• Parents are asked to wear face coverings when picking up and dropping of pupils</li><li>• A one-way system for parents arriving and leaving has been established outside the building to support with social distancing;</li><li>• Parents are advised to turn engines of whilst waiting for children.</li><li>• Drop-off and collection points and timings for each group have been identified, this information has been shared directly with parents;</li><li>• The school entrance has been demarcated to enable parents to remain 2m away from other parents during drop off of students;</li><li>• Parents are asked to not congregate outside school before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain outside the school reception keeping 2m away from others);</li><li>• Start times have been staggered for each class in order to prevent large numbers of parents in the reception area and on the school grounds;</li><li>• Parents are reminded to leave the site once their children have entered the building;</li><li>• Only one parent/guardian per child is permitted to line up</li><li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around or interact with other families;</li><li>• The school management will consult with parents or students who are not following the new procedures/start time for their group;</li></ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"><li>• Students will be collected at the gate by their teacher.</li><li>• Parents/Guardians are NOT permitted to enter the school buildings;</li><li>• Hand-wash stations are located at washroom areas across school. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li><li>• Clear hand washing signage is installed across the site to instruct students how to do this effectively;</li><li>• Help is available for children and young people who have trouble cleaning their hands independently;</li><li>• Hand washing demonstrations have been provided to students on how to adequately wash their hands;</li><li>• The school have implemented a process for removing face coverings when pupils or staff who use them arrive at school. Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home</li></ul>		
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#### **Management of suspected COVID-19 symptoms**

- If a child presents with one or more of the symptoms of Covid-19, the child will be removed from their classroom and escorted to the designated isolation area. Parents will be asked to collect their child from school.
- The school will follow government guidance and only ask staff and students to go home if they develop symptoms, if the person subsequently tests positive or they are told to do so as part of the NHS Test and Trace procedures;
- Staff will be expected to wear face coverings where they are supporting someone in close proximity who is presenting with suspected Covid-19 symptoms.
- For pupils who regularly spit or require physical contact in these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required.

#### **Management of confirmed cases of coronavirus (COVID-19) amongst the school community**

- In the event that the school participates in the rapid asymptomatic testing programme, the school will follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme.
- The school asks that parents of children attending school and staff informs them immediately of the results of any tests taken outside school and follow this guidance.
- If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter.
- If someone with symptoms tests positive. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.
- Where individuals who are self-isolating and are within our definition of vulnerable, the school will have a system in place to keep in contact with them, offer pastoral support, and check they are able to access education support.



- Close contact sent home to isolate - if the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

**Suspected contamination of area(s)**

- Where an area is suspected to have been contaminated by coronavirus (classroom and isolation room) once the individual leaves, the room will be subject to a hard surface clean with appropriate disinfectant products and disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set out in on [COVID-19: cleaning in non-healthcare settings](#)
- Staff or contractors carrying out work in the area will be provided with, as a minimum, disposable gloves, aprons, mop heads or paper towels.
- Where visible contamination of the area, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided;
- Waste disposal of PPE and resources used in a suspected Covid-19 case, will be disposed of in line with government guidance. As such items will be placed in a bin liner and tied when full, this will then be put in a second bin liner which is also tied. The bag will then be put into a yellow contaminated waste bag, and will be stored by site staff in the waste disposal point. The shed in the carpark, and then put into the normal waste collection after 72hours, or collected by the contaminated waste team if it is needed to be collected sooner;

**End of the day: Students leaving site**

- Students are collected from the gate by their parent
- Parents/Guardians are NOT permitted to enter the school buildings;
- Exit doors are held open where possible, reducing the number of occupants touching the doors;
- Students are reminded to wash hands as they leave the school building;
- Hand-wash stations are located at the washroom areas across school;
- Help is available for children and young people who have trouble cleaning their hands independently;
- Hand washing demonstrations have been provided to students on how to adequately wash their hands;
- Good hand washing signage to instruct students how to do this effectively is displayed;



		<ul style="list-style-type: none"> <li>Parents have been sent the keeping Whaley Thorns Safe document that addresses all the processes and mitigation measures in this risk assessment in line with the latest government guidelines.</li> </ul> <p><b>End of the day: Parents</b></p> <ul style="list-style-type: none"> <li>Parents are asked to wear face coverings when picking up and dropping of pupils, or visiting site</li> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>The school entrance has been demarcated to enable parents to remain 2m away from other parents during drop off of students;</li> <li>Parents are asked to not congregate outside school for no longer that 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others);</li> <li>Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds;</li> <li>Finish times are designed to enable one group of parents and students to leave the site before the next group arrive;</li> <li>Parents are reminded to leave the site once their children have been collected;</li> <li>Only one parent/guardian per child is permitted in the line</li> <li>If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around or interact with other families.</li> </ul> <p><b>Transition into school of new pupils</b></p> <ul style="list-style-type: none"> <li>Opportunities for transition onto site for new pupils will be made available to students as part of our Transition arrangement plan for all students - this will be discussed on an individual basis.</li> </ul>		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities</li> <li>Early years staff to student ratio</li> <li>Adaptations across the school setting</li> <li>Physical Education</li> <li>Music</li> <li>Extra-curricular activities</li> <li>Break times and playgrounds</li> </ul>	<p><b>Classroom Activities</b></p> <ul style="list-style-type: none"> <li>There will be no large gatherings such as assemblies or collective worship with more than one group/'bubble';</li> <li>Teacher corridors will be created at the front of the classroom, these will be used to deliver the lesson from;</li> <li>Teaching assistants will support students as needed, although they will be expected to work side-by-side and minimise the amount of time within 1m of any student;</li> </ul>	Medium	X



### **Early years staff-to-student ratio**

In accordance with the Early Years Framework, class sizes for early years will adhere to the following:

- Children aged three or over: 1 adult for every 13 children
- The timetable has been reviewed to determine which lessons or activities can be delivered to reduce movement around the school;
- All other classroom controls are the same as Primary classrooms outlined below.

### **Adaptations across the school setting**

- Classroom sizes are restricted to a normal number of students (not to exceed approximately 30), 1 teacher and TA if required depending upon the specific needs of class);
- Students are kept in small groups as they cannot socially distance themselves at all times;
- The class group will not interact with other groups within the school;
- Hand washing is completed on entrance to the class and between specific activities;
- Students are allocated resources and are not encouraged to share;
- Individual student desks have been assigned;
- Individual student packs to be produced. Each students will have their own clear plastic work wallet so that this can be wiped down;
- Individual and very frequently used equipment such as pencils and pens are not shared;
- Staff and pupils have their own items;
- Classroom based resources are only shared within a bubble. These resources are cleaned regularly by staff as are classroom surfaces;
- Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);
- Outdoor equipment is more frequently cleaned by staff after use or taped off to prevent use;
- The school limits the amount of equipment students bring to school to only essentials such as coats, books, stationery and mobile phones;
- School learning resources will not be taken home by students during this time;
- Students are regularly reminded not to touch their or other students faces;
- Classroom furniture has been reduced. Soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces;



- Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;
- Where possible classes/activities will be completed outside;
- Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group;
- The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days;
- The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;
- The school has limited student movement between rooms / areas as far as is reasonably practical;
- Classrooms have been organised to achieve 1m distances between students and Teachers at all times;
- Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;
- Students are managed while entering the room to avoid contact with each other or the Teacher;
- Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other year groups;

#### **Physical Education**

- The school has the flexibility to decide how physical education, sport and physical activity will be provided to pupils attending school while following the measures in their system of controls.
- The school can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.
- The ability for schools to offer team sports is limited.

#### **Music**

- The school will ensure that all safeguards are in place to reduce the risk of infection in environments where singing, chanting, playing wind or brass



instruments, dance and drama takes place.

- The school will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.
- The school will not host any performances with an audience.
- The school will continue to engage peripatetic teachers during this period, including staff from music education hubs.
- Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space, and therefore these risks need to be appropriately managed.
- Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room 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.
- Singing, wind and brass playing should not take place in larger groups. In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.
- Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Also, use microphones where possible or encourage singing quietly.

**Extra-Curricular activities**

- Extra-curricular activities will not be available to students as students are not able to work beyond their own class bubble.

**Break-times & playgrounds**





		<ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group;</li> <li>• Students are only permitted to complete suitable activities with their class group;</li> <li>• Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play <b>is not allowed</b> and will be prevented;</li> <li>• Daily inspection and enhanced cleaning programmes are in place for external areas and equipment;</li> <li>• Outside play equipment and toys will be used in rotation;</li> <li>• Equipment is cleaned before use by each designated class group;</li> <li>• Outside play equipment and toys have been reduced;</li> <li>• This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school</li> <li>• Safe wearing and removal of face coverings</li> </ul>	<p><b>Dining</b></p> <p>Separate lunch breaks are designated for each teaching group (bubble). Students will stay in these groups during lunch.</p> <ul style="list-style-type: none"> <li>• Students have packed lunches or are delivered school lunches to designated classrooms;</li> <li>• Tables are wiped clean by staff with an appropriate disinfectant before and after lunch;</li> <li>• Students are advised to clean hands before and after eating lunch in the classroom;.</li> <li>• Students and staff lunch seating kept 2m apart;</li> <li>• Dining is organised so that no person sits facing another while eating;</li> </ul> <p><b>Moving around the school</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the school is reduced as much as possible;</li> <li>• External doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridors that cannot provide 2m separation (although passing in the</li> </ul>	Medium	X



		<p>corridor is deemed low risk) are designated one way where possible;</p> <ul style="list-style-type: none"><li>• Corridor floors are demarcated to show direction and safe distance signage;</li><li>• Times are allocated for each group to reduce the need to pass one another in open spaces;</li><li>• Where possible students will move with their group only and will not mix with other groups;</li><li>• Staff will generally manage student movement but keep a suitable social distance from students and other staff;</li><li>• The school will keep a record of the bubbles it creates in school, as well as the bubbles linked to Transport.</li><li>• The school will also log all anticipated significant close contacts between groups or where there is known to be staff who will access the group which moves around the school in order to support Test and Trace procedures should the need arise</li></ul> <p><b>Safe wearing and removal of face coverings</b></p> <ul style="list-style-type: none"><li>• Both staff and pupils are made aware about the safe wearing of face coverings. Specifically, cleaning of hands before and after touching (including when putting them on and removing them). Staff are required to use single-use face masks that are provided by school. If, for any reason, staff or students are using washable masks they should be stored in sealable plastic bags between use.</li><li>• Pupils are instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.</li><li>• Staff, will wear face coverings in areas in outside their classroom bubble (communal areas) unless they are exempt from doing so.</li><li>• Students in year 7 and older are asked to wear a face covering in communal areas unless they are exempt from doing so.</li><li>• Damp face masks will not be worn and will be replaced</li><li>• Those who are exempt from wearing face coverings are supported by the school.</li><li>• Staff should wear disposable face coverings which will be supplied by the school. Where it is not possible for them to wear such a covering, they will be supported to find a suitable alternative.</li></ul>		
5.	Spread/contraction of COVID-19 due to lack of	<b>Expectations for all staff and students</b>	Medium	X



	<p>hand-washing and general poor hygiene.</p> <ul style="list-style-type: none"> <li>○ Expectations for all staff and students</li> </ul>	<ul style="list-style-type: none"> <li>● Staff and parents are encouraged to use education resources such as <u>e-bug</u> and <u>PHE schools resources</u>;</li> <li>● Hand washing stations are positioned at each entrance, main work areas and in each classroom;</li> <li>● All those entering the school are required to wash/sanitise their hands;</li> <li>● Hand washing sinks are located within each toilet provision;</li> <li>● Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>● Students and staff have been shown how to wash hands properly;</li> <li>● Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>● Hand washing is recommended frequently and required at the following times:             <ul style="list-style-type: none"> <li>○ Entry and exit from the school;</li> <li>○ After using the toilet;</li> <li>○ When returning from breaks/playtime</li> <li>○ When (if) using the dining hall</li> <li>○ Before and after eating;</li> <li>○ On entry and exit from each classroom.</li> </ul> </li> <li>● Unnecessary touching of the face is discouraged.</li> <li>● Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> <li>● Toilets and wash stations have single-use paper towel for drying hands.</li> </ul>		
6.	<p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p> <ul style="list-style-type: none"> <li>● Cleaning routines</li> </ul>	<p><b>Cleaning Routines</b></p> <ul style="list-style-type: none"> <li>● The school has implemented additional cleaning regimes. This includes the following:             <ul style="list-style-type: none"> <li>○ Frequent cleaning of classrooms, Toilets and common areas;</li> <li>○ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>● Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms;</li> <li>● Classrooms will be cleaned at lunch breaks and after school;</li> <li>● Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>● Common areas will be cleaned once a day;</li> <li>● Equipment used by the students and staff will be suitably cleaned at the</li> </ul>	Low	X



		<p>end of each day or before it is used by another person;</p> <ul style="list-style-type: none"> <li>• School equipment used by staff such as computers, laptops, radios, photocopiers etc should all be wiped down at the beginning of the day, throughout the day and at the end of the day using the cleaning station cleaning sprays and disposable blue roll;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings.</li> <li>• A fogging machine will be used to deep clean areas following a suspected case or confirmed case of Covid in school to ensure a deep clean in hard to clean areas and equipment has taken place</li> </ul>		
7.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p> <ul style="list-style-type: none"> <li>• Retaining social distancing where possible</li> </ul>	<p><b>Retaining Social Distancing where possible</b></p> <ul style="list-style-type: none"> <li>• All staff should seek to establish a minimum of 2 metre distancing where possible; even when working within a class bubble.</li> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• The shared staff room is not to be used. Staff should remain in their classroom, go outside for fresh air or use the cooking room for breaks at a safe social distance from each other;</li> <li>• Staff are encouraged to bring a packed lunch keeping a suitable distance from other occupants;</li> <li>• Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>• Employees will be provided with and wear PPE when required in accordance with Government guidance. This will be for those providing PCA support or first aid.</li> <li>• Where a pupil or member of staff has had Close Contact with an individual who has had a positive test, they should arrange to be tested and self-isolate for 10 days. If the test result is negative, the individual should continue to self-isolate for the full 10 days and if the test result is positive, the individual and their household should also isolate for 10 days.</li> </ul> <p>The definition of Close Contact is:</p>	Medium	X



		<p>Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:</p> <ol style="list-style-type: none"> <li>1. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>2. been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>3. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>4. travelled in the same vehicle or a plane</li> </ol>		
8.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling/removal of clinical waste</li> <li>• <b>Aerosol Generating Procedures (AGP)</b></li> </ul>	<p><b>Dealing with general First Aid requests</b></p> <ul style="list-style-type: none"> <li>• A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Where staff have delivered first aid, they will wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</li> <li>• It is planned that each Bubble has a named First Aider; however, in some</li> </ul>	Low	X



cases staffing will make it impossible to ensure that one is present within each class. In the event of a First Aid incident where a First Aider is not in the bubble, the First Aider closest will be called and will attend the request; they should wear a face covering and gloves. On completion of the task, the First Aider will return to their bubble following doffing PPE and handwashing routines.

#### **Medications**

- Medication will continue to be stored in the office however as this is a controlled access space, and ensures the medication is appropriately stored to meet the requirements around this
- Staff dispensing medication to students should minimise contact and wash their hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication
- Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.

#### **Waste disposal measures (following possible COVID-19)**

Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:

- Put in a plastic rubbish bag and tied when full;
- The plastic bag is placed in a second bin bag and tied;
- It is put in a suitable and secure place and marked for storage until the individual's test results are known;
- Waste is stored safely and kept away from children;
- Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;
- If the individual tests negative, this can be put in with the normal waste;
- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;
- If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.

#### **Lack of trained first aiders**

- School will always ensure there is at least one member of first aid trained staff on each site
- Where necessary First Aiders will move across bubbles
- Where school does not have the necessary provision to ensure site



		<p>can open safely it will close</p> <p><b>Inappropriate handling/removal of clinical waste</b></p> <ul style="list-style-type: none"> <li>• Cleaning staff will be briefed by the school site manager linked to this</li> <li>• School have briefed staff on the importance of double bagging any PPE/Waste which is generated whilst working with someone who has potential Covid-19 symptoms, so that is can be stored securely for 72hours in line with guidance.</li> </ul> <p><b>Intimate care procedures</b></p> <ul style="list-style-type: none"> <li>• Staff will wear full PPE during this time, changing gloves and aprons between students</li> </ul>		
9.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for <b>external visitors</b> to the school, including:</p> <p>Parents;</p> <ul style="list-style-type: none"> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> <li>• People hiring the premises.</li> </ul>	<p><b>All external visitors</b></p> <ul style="list-style-type: none"> <li>• Markings have been added to the floor asking visitors to stay back at least 2m from the door</li> <li>• Touch screen sign in equipment in Reception is to be wiped after use and all staff and visitors will be signed in by the reception cover</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available.</li> <li>• Unexpected visitors will be turned away;</li> <li>• Visitors will be provided with copies of our updated visitor expectations and risk assessments prior to arrival wherever possible with the expectation that they will confirm via e-mail that they have read them and will follow them when on site;</li> <li>• Visitors will only be permitted into the school if their attendance has been agreed by the Principal, they have an appointment and have read the Visitor guidance and school Covid – 19 Risk Assessment;</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained through the sign in system in place;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; if not possible social distancing measures will be adhered to at all times;</li> <li>• The visitor’s host at the school is required to attend reception in good time to meet their visitor;</li> <li>• Face to face meetings in small rooms or within 2m are not permitted</li> <li>• Professional meetings such as EHCP reviews will be undertaken using teleconferencing software;</li> </ul>	Low	X



#### **Parents**

- Parents are not permitted to enter the school;
- Parents have been asked to call the school office or email if they have any questions or concerns;
- If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect;
- The SLT are able to meet via video link if face to face meetings are required;

#### **Supply Teachers & Specialist Provision**

- The number of ITT trainees, supply teachers, peripatetic teachers and volunteers will be reduced where possible on site;
- Where **Music and Art Therapy** is provided staff will utilise virtual learning approaches where possible, and where not will maintain rigorous hand hygiene practices and maintain distance as much as possible;
- **Timetables for specialists** will be considered to limit the number of social bubbles which are cross-contaminated within any day, with provision for Art and Music Therapy rotating as necessary on a half termly basis to ensure equality of access for all students;
- The **Specialist Art Teacher** in school will work within the student's classes thus minimising their movement around school wherever possible. Materials required to deliver specialist lessons such as Art will be brought to the class;
- Where it is necessary for groups to use a **specialist room** e.g. Food Tech or the Art/DT room, they will move to the room when corridors are clear and thorough cleaning will take place following the visit by staff within the group. This room will then not be used for the rest of the day until it has been further cleaned by the cleaning staff at the end of the day;
- Training deemed as necessary will be delivered on site (such as SCIP) in the hall or in a well ventilated space within class bubbles. **Staff Training** that requires close contact between trainers or staff will be asked where possible to wear both a face covering and visor.
- If staff Covid-19 rapid testing programme is established, all supply staff and peripatetic staff will be included.

#### **Premises contractors/maintenance engineers**

- Premises contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time

#### **Deliveries**

- Deliveries will be accepted at designated quiet times only;





		<ul style="list-style-type: none"> <li>The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided</li> </ul> <p><b>Staff working across the school site</b></p> <ul style="list-style-type: none"> <li>Where the staff role is such that they will have to work across bubbles e.g. PCAs, Therapists, Physios, SALT, OTs, SLT and staff who provide cross-school cover there will be an expectation that they will demonstrate rigorous hand hygiene and will keep their distance from staff and pupils as much as possible, as well as will avoid face to face contact and limiting any time they have to spend within 1m of someone else;</li> </ul> <p><b>TEAM Education Visits Across Trust Schools</b></p> <ul style="list-style-type: none"> <li>As part of TEAM Education Trust some staff have a role that will require them to travel between schools within the Trust. Where this is needed, staff will travel in their own car, and will only visit the sites before to the arrival of students, all other meetings will take place virtually. During Lockdown, travel to schools will be limited to the delivery of packages or to attend the front reception area only.</li> </ul> <p><b>Home Visits</b></p> <ul style="list-style-type: none"> <li>During the pandemic, no staff are able to undertake a home visit without prior agreement of the Principal.</li> <li>Any Home visits will be undertaken by the school in line with our Pupil Attendance Policy and TEAM Education Trust Safeguarding Policy; In certain exceptional cases, where the health, wellbeing and safety of the child is deemed to be at risk, the school will make endeavours to enter the home; if this is not possible, a 'garden gate' visit will take place.</li> <li>Where home visits are undertaken staff will maintain social distancing at all times. A hand sanitiser spray will also be provided to staff on visits, however staff have been notified that this must not be left in a hot space e.g. a car, as it can have the potential to explode. As far as possible, staff will not enter the house and meetings will take place outside.</li> </ul>		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<p><b>Toilet facilities &amp; student support</b></p> <ul style="list-style-type: none"> <li>Staff will also ensure that 2 minutes passes between the usage of the same toilet to minimise the risk of transmission;</li> </ul>	Medium	X



		<ul style="list-style-type: none"> <li>• Student use of toilets outside of early years' is managed by staff and communicated to students;</li> <li>• Staff will track who has accessed designated toilet facilities in case of a confirmed Covid-19 case occurring to support with test and trace. Nursery/Rec will use Nursery/Rec toilets, KS1 will use toilets in KS1 and KS2 will use toilets near the main door.</li> <li>• Students and staff are to be encouraged to use the blue roll provided to dry their hands rather than the hand driers when using the toilet facilities (awaiting confirmation that all the dryers can be switched off);</li> <li>• Toilets are cleaned at lunchtime and after school</li> </ul>		
11.	Lack of staffing / insufficient staff ratios <i>Also see item 3: Early years staff to student ratio.</i>	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times;</li> <li>• In the event that there are insufficient staff available to lead a class bubble, it may be necessary to close the bubble for the day or period of staff absence</li> </ul>	Medium	X
12.	Lack of suitable premises management	<p>To respond to the risk of suitable premises management;</p> <ul style="list-style-type: none"> <li>• The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• A Managing Premises Functions separate risk assessment has been completed;</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> <li>• External door opening may be used where doors are not fire doors and where it is safe to do so</li> <li>• Windows will be opened just enough to provide constant background ventilation and more fully during breaks to purge the air space.</li> <li>• Internal doors will be opened where safe to do so to create a throughput of air</li> </ul>	Low	X



		<ul style="list-style-type: none"> <li>• High level windows will be opened where possible in preference to low level to reduce draughts</li> <li>• Ventilation will be increased in spaces that are unoccupied, eg. When a room is being unused</li> <li>• Furniture will be rearranged where necessary to avoid direct drafts</li> </ul>		
13.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<p>To respond to the responsibility of the school to ensure that any hazardous substances are appropriately managed in line with COSHH standards, the following processes have been put in place;</p> <ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff. These are located in reception;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Low	X
14.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed:             <ul style="list-style-type: none"> <li>○ Safe assembly points for occupants following social distancing requirements;</li> <li>○ Safe exit via the nearest available final exit;</li> <li>○ Training occupants of any changes to evacuation;</li> <li>○ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school;</li> <li>○ Use of the school has been reduced to enable safe sweeping and evacuation.</li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low	X
15.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>• The Kitchen/Catering Manager through the sub-contracted Mellors catering provision has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u></li> <li>• The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance</li> </ul>	Low	X



		<ul style="list-style-type: none"> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> <li>The reception member of staff is to make sure school dinner choices are confirmed with the kitchen by 10am each day, this is to include any staff meals.</li> <li>MDS staff will collect meals from the canteen and distribute to classrooms. All pupils will eat in the classroom</li> <li>Dining will be organised so that no person sits facing another while eating</li> </ul>		
16.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out.</li> <li>The school recognizes the importance of external visits and receiving visitors and this will be considered in line with Government guidance.</li> </ul>	Low	X
17.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> <li>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>;</li> <li>Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding;</li> <li>The school keeps informed of Government and Department for Education guidance and updates;</li> <li>To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate;</li> <li>A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> <li>Response to any infection in school as follows:</li> <li>Engage with the NHS Track and Trace Process</li> <li>Manage confirmed cases of Coronavirus amongst the school community</li> <li>Contain any outbreak by following local health protection team advice</li> </ul>	Low	X
18.	Spread/contraction of Covid-19 due face	<ul style="list-style-type: none"> <li>Face coverings are not required in classrooms;</li> </ul>	Low	X



	coverings not being worn where local area restrictions apply.	<ul style="list-style-type: none"><li>• Face covering are worn where social distancing between adults can not be maintained.</li><li>• The school has measures in place to contact staff and parents in good time should local restrictions result in face coverings being required.</li></ul>		
19.	Spread/ contraction of Covid-19 due to Incorrect use of PPE	<ul style="list-style-type: none"><li>• Staff needing to wear FFP3 Face Masks to support 3 pupils who require aerosol procedures have been trained in either the BSI group single use filtering face-piece respirators or the GVS safety respirator, this training has ensured staff have a secured fit mask and understand the procedures and guidance that comes with the specialist equipment</li><li>• Guidance from the manufacturer relating to both respirators has been provided to staff</li></ul>	Low	X