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DH



Coronavirus Action Plan

**Working document from
September 2020**





HM Government



**We must keep on
protecting each other.**



HANDS



FACE



SPACE

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

School Covid-Action Plan

1. Reducing infection risk in the classroom
2. Early Years Setting
3. Toilets
4. Start of day and hometime
5. Playtimes and lunchtime
6. Eating lunch
7. Corridors
8. Shared resources
9. Emotional distress – children
10. Emotional distress – staff
11. 1:1, intimate care and positive handling
12. Hygiene
13. Cleaning
14. Vulnerable staff and family members
15. Staff lunches/socialising
16. Breakfast club and Pit Stop
17. Employees becoming unwell
18. Children becoming unwell
19. Confirmed cases of Covid-19
20. Visitors to school
21. Office



Brighter Futures

West Road Primary Academy Coronavirus Risk Assessment

Coronavirus action plan 2020/21

Consideration	Action	By Whom?
<p>1. Reducing infection risk in classrooms</p>	<ol style="list-style-type: none"> 1. Classes/year groups to form bubbles:- EYFS = 1 bubble Year 1 = 1 bubble Year 2 = 2 class bubbles Year 3/4 = 3 class bubbles Year 5 class = 1 bubble Year 5/6 and 6 classes = 1 bubble 2. Rearrange excess furniture and desks to increase space if space to do so 3. Children keep to their desks as much as possible when in the room (age appropriate) – desks to face the front of the room to avoid pupils sitting face to face where possible. 4. Adults to maintain 2 m distance from children as far as possible. 5. Social distancing/hygiene rules/charter created for and with the children – then displayed prominently around the room. (Include instructions how to line up, use of toilet, moving around the classroom etc) 6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 7. Children reprimanded if cannot adhere to charter and spoken to re the need for social distancing 8. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction Children to use same desk if returning next day and as far as possible. Teacher and LSA are assigned to these children and stay with these children throughout the day (and on sub-sequent days) – as far as possible 9. Children stay in their classroom (unless learning outside) and do not mix with other groups 10. Outside learning is encouraged but stay within demarcated zone on field, in playgrounds, Jenny's Woods, MUGA etc and stick to relevant time table 11. Minimal equipment from home, eg pencil cases etc 	<p>All staff and children</p>

	<ol style="list-style-type: none"> 16. Children to keep own set of stationery/learning pack and resources to be cleaned/wiped frequently 17. All staff to remind themselves of fire escape routes in each classroom. Fire collection points for children will still be at the back of the field (in the same order) 18. All staff to remind themselves of lockdown procedures for the room in which they are Working 19. Staff must wear masks/face shields in corridors or communal spaces and may choose to wear a face mask/covering at any point of the day, including when teaching or supervising children in classrooms etc. 	
2. Social distancing in EYFS	<ol style="list-style-type: none"> 1. Unit stays isolated and self-sufficient with consistent staff as much as possible 2. Hands washed every time children move from outside to inside 3. Minimal equipment allowed from home, eg toys (reading bags permitted, boromi and bags of fun) 4. Regular reminders of hygiene/social distancing through pictures, rhymes, songs etc. 5. Regular and frequent toileting with close adult supervision 6. PPE worn by staff involved in intimate care 7. Anti-bacterial cleaning of shared equipment at least daily 8. Children upset on arrival should remain with parent in playground to be comforted before handover. At no point should staff take a child from a parent, breaking social distancing rules 9. Increased use of table top activities involving items with hard surfaces that can be cleaned frequently and effectively. 10. All staff to access school through main entrance. Side door (from car park) remains locked to ensure cleanliness of Reception classroom. Nursery parents to follow the new distance markings. 11. SLT to maintain monitoring of parent entering and leaving school each day. 12. Contact with parents as much as possible use the emails and reduce the need for them to go to the office. This is to minimise contact and entering the building where possible. Staff member at the beginning and the end of the day supporting parent questions near the main entrance to support this. 	EYFS staff and children
3. Toilets	<ol style="list-style-type: none"> 1. Only one boy and one girl allowed to go to toilet at a time. They must be supervised by an adult. 2. Allocated toilets for different groups of children 3. Hand washed thoroughly after toilet and checked by an adult if applicable eg SEN child 4. Extra signs in toilet re washing hands 5. Wedges for the toilet external toilet doors if not fire doors. 6. Extra soap ordered to ensure we do not run out 	All children Staff supervision

<p>4. Waiting to enter classroom in morning and at hometime</p>	<ol style="list-style-type: none"> 1. Staggered start times – Nursery 8.30 am/ 12.15 pm; Reception 8.45 am; Y1/2 8.45 am; Y3/4 – 8.35 am; Y5/6 – 8.30 am 2. Staggered finish times – Nursery 11.30 am/3.15 pm; Reception 3.00 pm; Y1/2 – 3.00 pm; Y3/4 – 2.50 pm; Y5/6 – 2.45 pm 3. Y1 enter through Y1 door; Y2 through Y2 door; Y5/6 come through bottom playground, walk along perimeter fence (behind climbing frame) and through Y1 outside area to access mobile classrooms and class 10; Nursery through Nursery entrance; Reception children through Reception entrance; Y3/4 through KS2 door (near IT suite) 4. One way system (clearly signed) on top playground – enter main gate, leave through Nursery gate 	<p>All staff and children</p>
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	<ol style="list-style-type: none"> 5. Staff ensure all parents are – 2 m apart at all times 6. Parents/carers are asked to wear face coverings when on school premises including when dropping off and picking up (in line with changing Government advice). 7. Instructions shared re social distancing between families in the morning with parents and children 8. Signage for parents and children displayed at school entrance and on playgrounds 9. SLT to be on duty to supervise start of day and end of the day 10. Staggered drop off and pick up times for different year groups and SLT monitoring gates 11. Year 6 leave through bottom playground – all use of the top playground by classes must end at 2.35 pm, to enable gates to be unlocked ready for Y6 departure. 	
<p>5. Lunchtimes and playtimes</p>	<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance (JW to distribute rotas) 2. Playtime equipment thoroughly cleaned after each use 3. Games discussed which encourage social distancing – football passing, no contact games 4. Staff supervision throughout – actively encouraging and insisting on social distancing when moving around school in bubbles. 5. Children practice talking/walking 2 metres apart where possible – modelled by staff 6. For EYFS, outside space and shared area is run a one bubble 7. Y1 children will access the bottom playground on a rota 	<p>All staff and children</p>
<p>6. Eating lunch</p>	<ol style="list-style-type: none"> 1. Children eat packed lunches in their classrooms 2. Hot meals to be eaten in the hall – children to stay with their bubbles EYFS – Nursery meals in Hall 11.30 am Reception meals served in hall 11.30 am Y1 meals served in hall 11.45 am Y2 meals served in hall 12.00 pm (play out from 11.30 am). Lessons resume at 12.30 pm. Y5/6 meals served in hall 12.15 pm (play out from 12.30 pm top playground, MUGA or field in zones until 1.00 pm.) Y3/4 meals served in hall 12.30 pm (play out from 12.00 pm – top/bottom playground, MUGA or field in zones) children back in classroom from 12.45 pm (or after finished eating) 	<p>Midday supervisors All staff Children</p>
<p>7. Corridors</p>	<ol style="list-style-type: none"> 1. Children staying in their classroom 2. Children should follow the one way system and keep to the left single file. Staff to wear masks in the communal areas and corridors. 3. One child going to toilet at one time. 4. Messages to classrooms/office via walkie-talkies and internal phone system where possible 5. Staff use empty classrooms and alcoves to maximise the distance between each other 	<p>All staff and children</p>

	6. One- way system around the school corridor – clearly signed walking to the left 7. Agree instructions with children concerning going and returning to toilet	
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	<ol style="list-style-type: none"> 7. When moving class around the school – 2 metres between children where possible – one adult at back insisting the distance is maintained – regular practice this in the first few days 8. Staff must wear face masks/coverings in communal spaces including corridors 	
8. Shared resources	<ol style="list-style-type: none"> 1. Children have packs of stationery labelled with their name on 2. Tubs of resources for individuals if needed – maths cubes etc – cleaned after each use 3. Resources washed with anti-bacterial fluid each night and left to dry if not same bubble using them the next day. 4. Tables, door handles and other surfaces cleaned with anti-bacterial fluid every night and enhanced midday cleaning of this also. 5. Lessons planned so resources are used for each individual bubble. 6. Children told to wash hands before lessons and after each lesson, and when changing areas. 	All staff and children
9. Emotional distress of children	<ol style="list-style-type: none"> 1. Children to have class teacher and LSA (if possible under vulnerable staff guidance) in the first instance 2. Small numbers of children to support their emotional need and selected calm classroom areas available for these children eg hogwarts 3. Socially distanced Inclusion Team provision available for children who are distressed Thrive curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load. Staff use Thrive and Jigsaw PSHE strategies. 	Inclusion Team All staff
10j. Emotional distress of staff	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting – to discuss concerns and shared control measures, social distancing and well ventilation in the hall. 3. Other meetings with parents, outside agencies through calls and Teams. 4. Sharing of support helplines – Talking Shop 5. SLT members of staff on site everyday for staff to share their concerns with. 6. Separate risk assessment for the office area – and specific recognised adults with medical needs have their own risk assessments. 7. Planned time for planning and preparation within the week 8. Shielding staff work in line with latest Government guidance 9. Vulnerable staff – adhere to strict social distancing – in school with strict 2 metre distancing measures in place 10. Gloves provided for all staff. BFLPT staff must wear face coverings in communal/social areas unless they have a medical reason not to. 11. The staffroom limited to 6 staff at any one time enabling other staff to access the kitchen facilities, over spill lunch time in the meeting room and conservatory. 	All staff

	<p>12. The school endeavours to keep all staff updated on latest developments relating to Covid19. The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none">• The UK Government (UK Gov) (https://www.gov.uk/coronavirus),	
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	<ul style="list-style-type: none"> Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-toemployers-and-businesses-about-covid-19), Department for Education (DfE) (https://www.gov.uk/government/publications/coronaviruscovid-19-implementing-protective-measures-in-education-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-andchildcare-settings), National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) https://www.hse.gov.uk/news/coronavirus.htm Updates are passed to all staff members to ensure that they are kept informed. 	
11. Positive handling and intimate care	<ol style="list-style-type: none"> Extra gloves ordered and available to all staff Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk Restorative practice used before positive handling Nappy changing areas cleaned thoroughly after each usage BTLPT staff must wear a face covering in school in communal and social areas unless they have a medical reason not to. Face coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed. Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask. If the child is coughing, spitting or vomiting, then eye protection should be worn. (These emergency items of PPE will be stored in the school office and EYFS) 	All staff
12. Maintaining good hygiene	<ol style="list-style-type: none"> Hand gel dispenser in all classrooms for staff and regular intervals for washing hands for pupils with soap and hot water Extra soap and re-fills in each classroom and toilets Children hand-wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze Washing hands posters replaced in all washing areas Reminders how to wash hands properly – videos and posters Procedure agreed for children to wash hands so thorough hand washing Reminders how to cough/sneeze safely 	All staff and children
13. Cleaning	<ol style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial fluid and enhanced cleaning at lunch time Particular attention to frequent cleaning of <ul style="list-style-type: none"> Classroom desks and tables 	Metroclean All staff as required

	<ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids - staff • Computer equipment (including keyboards, mouse and photocopiers) • Sports equipment • Toys • Telephones <ol style="list-style-type: none"> 2. PPE will be worn by all cleaning staff if applicable 3. Some resources will be rotated and left to de-contaminate for 3 days after cleaning to reduce the risk of indirect transmission 4. Regular deep cleaning of all classrooms and all teachers/TAs accountable for classroom hygiene 5. DH to request continuation of extra cleaning hours midday 	
<p>14. Vulnerable staff, children and family members</p>	<ol style="list-style-type: none"> 1. Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should adhere to Government guidance. Personal risk assessments 2. Employees who are classified as clinically extremely vulnerable should adhere to current DfE guidance. Personal risk assessments 3. Clinically vulnerable employees should adhere to current DfE guidance, personal risk assessment. 4. Any person living with other persons who are categorised as clinically vulnerable (but not extremely clinically vulnerable) are permitted to attend school as normal. 5. Any person living with other persons who are categorised as extremely clinically vulnerable should only attend school if social distancing can be adhered to. This might only be possible for older children and adults. 	<p>All staff and children</p>
<p>15. Staff lunches and breaks</p>	<ol style="list-style-type: none"> 1. Staff to take breaks and eat lunch to keep social distance and staffroom guidance and over spill areas as far as possible. 2. No more than 6 people in the staffroom at once – maintaining 2m distance as far as possible 3. Meeting room to be used for staff break/lunch (no more than 5 people) – windows open 4. PPA room to be used for staff break/lunch (no more than 6 people – windows open 5. Rota prepared for staff eating areas as fits in with the staggered lunchtimes 	<p>All staff</p>

16. Pit Stop and Breakfast Club	<ol style="list-style-type: none"> 1. Increased staffing at Breakfast Club (depending on numbers of children) and at least 2 members of staff at Pit Stop. Numbers for both may be capped. 2. Breakfast Club to take small groups of children to play on the field of use the IT Suite (closely supervised at all times) to avoid large numbers in the Hall. Maintain 2m distances and no more than 37 children together in the Hall at any time. 	Pit Stop and Breakfast Club Staff
17. Staff becoming unwell	<ol style="list-style-type: none"> 1. The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. 2. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school. 3. If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe). 4. They will be told to take a Covid-19 test 5. Asymptomatic testing regime in place at school for those staff who volunteer to take place. 	All staff
18. Pupils becoming unwell	<ol style="list-style-type: none"> 1. If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. 2. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive. 3. If children waiting to be collected require the bathroom then they should use a separate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else. 4. If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn. 5. The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left. 6. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves. 7. Children and their families will be instructed to take a Covid-19 test 	All children and staff
19. Confirmed case of Covid-19	<ol style="list-style-type: none"> 1. If any pupil or employee tests positive for COVID-19, the rest of their class, bubble or group will be sent home and advised to self-isolate for 10 days. Public Health England will be consulted. 	All staff

	<p>2. If there are multiple instances, then the assistance of Public Health England will be sought. Any person who is tested and the result is negative then they can return to school as soon as required.</p>	
20. Visitors to school	<ol style="list-style-type: none"> 1. Only essential visitors should be permitted to attend school if possible. 2. All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered. (Regular visitors such as DRFC staff permitted) 3. Visitors are instructed to sanitise hands on arrival at the site and when leaving. 4. Visitors must follow the same infection control and hygiene rules as all other persons on site. 5. If a visitor refuses to follow the school's policies in any way then they are to be removed from site immediately. 6. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access. 7. Parents have been asked to wear masks when coming in to the school site, this includes the playground. (021120) 8. Teachers email and use teams as a first point of contact for parents and other agencies. 	All staff and visitors
21. Office	<ol style="list-style-type: none"> 1. All surfaces, handles, desks, PC's, telephones, and any other office equipment will be cleaned each day using anti-bacterial fluid – office staff to support this 2. Gloves available to staff if they wish to use them 3. SIMS in the classrooms to prevent paper registers being completed 4. Front window kept locked and shielding screen, and when visitors do enter school in cases of an emergency, conversations happen through the glass 5. Clear desk at the end of each day to enable the cleaners/caretaker to clean all areas of the office 6. Plastic screen has been put up in the front entrance to enable the admin team to serve without risk of coming in to contact with visitors. 7. Contact staff in school via Teams/Telephone/Walkie Talkie 8. Walkie Talkies to be put in the medical room where staff can re-charge them and wipe them after use 9. Only staff that work in the office to enter the office at all times 10. Only office staff/headteacher can use the photocopier in the main office 11. Office staff to use the disabled/male toilet 12. A taped area inside the office that prevents other staff coming in to the office 13. DH to request extra cleaning hours for enhanced midday cleaning 	Admin Team All staff and children

APPENDIX 1

Company Name:	West Road primary Academy									
Location:	Moorends, Thorne									
Date of Assessment:	01/03/2021		Review Date:	01/03/2022		Revision No:	4			
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method. Children are being provided with specific information on hygiene during normal lessons. Information on COVID-19 is being provided to all pupils so that the risks associated with the virus are fully understood. The level of information provided is tailored to the age of the pupils concerned. Schools are sending out information to parents on a regular basis. Parents are able to contact the school for specific queries.	1	5	5	None Required	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) (https://www.gov.uk/coronavirus), (https://www.gov.uk/guidance/national-lockdown-stay-at-home) • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference).</p> <p>The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.</p>	1	5	5	It is strongly recommended that the covid secure poster be displayed in a location that staff can easily observe it. Click here for the poster	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Use of Personal Protective Equipment	2	5	10	<p>Schools will implement the wearing of facial coverings by all employees outside of the classroom environment. This includes all staff rooms and corridors. Face masks will be permitted to be removed when eating or drinking.</p> <p>At the employee's discretion, facial coverings may be worn within classrooms providing that this does not detract from the teaching activities. Facial visors may be used, for instance where lip reading is required, however they are not as effective as facial coverings and will require regular cleaning.</p> <p>All visitors to the school must wear a facial covering at all times when on school premises.</p> <p>Facial coverings must not be worn by young children under the age of 11 years old, or those with special educational needs, as they may not be able to handle them as directed.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way.</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p> <p>Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning).</p> <p>Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</p>	1	5	5	Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</p> <p>Facial coverings will be worn by all staff in communal areas. unless exempt.</p> <p>Movement along corridors will be reduced as far as possible.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Groups or bubbles will not be allowed to mix at any point.</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors. Fire doors will be secured after use.</p> <p>Meetings, such as assemblies with more than one group, will be avoided.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>Toilets will be allocated to individual groups only. If shared use of the toilet by more than one group is required, then thorough cleaning must be undertaken after each use. As this is not likely to be practicable, this should be discouraged wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours between uses.</p> <p>Staff taking leave abroad will be required to follow applicable government guidance on isolation or quarantine following return to the country. Full advice to be followed can be accessed from: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p>	2	5	10			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Shielded Persons and Persons with Increased Risk (Employees)	4	5	20	<p>Details on the revised guidance is available from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>In line with Government advice, as of 22/02/2021, all employees who are categorised as 'Clinically Extremely Vulnerable' will be required to work from home and will not be permitted to attend school.</p> <p>Any persons with significant risk factors, but not identified as 'Clinically Extremely Vulnerable' will subject to a personal risk assessment so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case by case basis.</p> <p>Social distancing will be maintained for all persons previously categorised as 'Clinically Vulnerable' or 'Clinically Extremely Vulnerable' wherever possible.</p> <p>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</p> <p>Pregnant employees will be subject to regular assessment to ensure controls are adequate.</p> <p>Guidance from the Royal College of Gynaecologists (RCOG) will be followed at all times. In line with this, social distancing will be implemented for all pregnant employees.</p>	2	5	10	The school should ensure that medical records for children and staff are updated and kept on file.	✓	
Shielded Persons and Persons with Increased Risk (Pupils)	4	5	20	<p>Pupils who are identified as CEV should remain at home.</p> <p>In exceptional circumstances, and in line with Department of Health and Social Care guidance, consideration will be given to allowing pupils classified as CEV into school. This will be considered on a case by case basis depending on wider issues such as vulnerability, inability to access remote learning or a wider impact on the pupil's wellbeing.</p>	2	5	10			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Children with SEND requirements	4	5	20	<p>Children with SEND requirements are identified by the school.</p> <p>Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies.</p> <p>The school will plan to assist children with changes to routines using social stories and other measures.</p> <p>Support and specialist staff who move between schools will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning.</p> <p>If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed.</p> <p>Staff will wear appropriate PPE if the pupil requires intimate care.</p> <p>The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC.</p> <p>The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</p>	2	5	10			
Classrooms (other than EYFS)	4	5	20	<p>Class sizes from the 8th March will return to normal levels. Consideration may be given to the formation of groups based on year groups. The group size will not exceed 100 persons without additional justification.</p> <p>Classrooms will be arranged to provide 2m social distancing for adults.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group.</p> <p>Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Younger children in primary schools are not subject to social distancing under the 22nd February revision of the DfE guidance. Due to this the classroom layouts will be revised accordingly to ensure that the required number of children can be accommodated without affecting fire evacuation plans.</p> <p>Older children will be seated shoulder to shoulder wherever possible to avoid face to face contact.</p>	1	5	5	None Required.	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
EYFS Classrooms	4	5	20	<p>Teaching and support staff will avoid physical contact wherever possible, however it is accepted that this might be necessary for these, younger, children. Adults will be required to wash hands following any contact.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis. Fabric resources should be cleaned regularly, or be retired from use for a period of 48 hours (72 for plastic items) after being used within the setting.</p> <p>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission.</p> <p>Classrooms do not require to be organised on a shoulder-to-shoulder basis for children of this age group. All play items will be cleaned and sanitised regularly. Outdoor areas will be allocated to EYFS classes for their use only. If the total EYFS group size is large, then additional areas will be provided for their use alone. PPE should be worn when undertaking intimate care needs for younger children.</p>	1	5	5			
Educational Visits	4	5	20	<p>Educational visits are not recommended at the present time. The school will keep this situation under review in line with published guidance from the DfE.</p> <p>Overnight visits, or visits to overseas territories, are prohibited at the current time.</p> <p>When visits are permitted, the school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</p>	2	5	10			
Outside Play Areas	4	5	20	<p>Outside play areas will be provided for all bubbles. All groups will have their own designated play areas. Break time will be staggered to reduce numbers outside at any one time.</p> <p>Mixing of groups will not be permitted outside. Use of outside play equipment will be restricted to individual groups wherever possible.</p> <p>Outside play equipment will be regularly cleaned wherever possible and between uses if the equipment is to be shared between bubbles.</p>	1	5	5			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Break Periods	4	5	20	Break periods will be staggered to reduce numbers outside of classrooms at any one time. Staff will be able to use welfare facilities away from the classrooms. Social distancing within any staff welfare areas will be enforced. Staff can mix with other from other groups providing that social distancing is maintained.	1	5	5			
Supply and Peripatetic Teachers	4	5	20	Supply and Peripatetic teachers may be required to provide assistance to multiple schools. This is acceptable. All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk. These persons will be required to take extra care to maintain distance from other staff and pupils. Contact with children will be prevented wherever possible. This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.	2	5	10			
Items Removed from School	4	5	20	Items can now be removed from school on a limited basis. Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting. Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school. Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school. Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.	1	5	5			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site. Each classroom has been provided with cleaning materials so that teaching staff can clean the frequently touched areas (surfaces and chair backs) between professional cleaning periods.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p> <p>Paper towels and bins are provided in all toilets and hand dryers are not used.</p>	1	5	5	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Transmission of Virus / Hygiene	4	5	20	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. put used tissues in the bin straight away and wash hands afterwards. do not touch your eyes, nose or mouth if your hands are not clean. <p>All staff are requested to undertake (not mandatory) Lateral Flow Testing (see separate risk assessment). If a positive PCR test is then obtained then that person must self-isolate immediately for a period of 10 days.</p> <p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms. Bins will be emptied regularly, especially those used for disposing of tissues.</p> <p>Good levels of ventilation will be provided throughout the school and will include the use of open windows or air conditioning wherever possible.</p> <p>Facial coverings will be worn by all staff outside of classrooms (use within classrooms is at the teachers discretions) and by all visitors at all times.</p>	2	5	10	Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.	✓	
Emergency Procedures	3	5	15	<p>The school has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p>	1	5	5	None Required	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Employees Becoming Unwell	4	5	20	<p>Employees are requested (not mandatory) to participate in Lateral Flow Testing and the results are shared with the school.</p> <p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms.</p> <p>Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation and testing procedures and the time that they are to remain away from school.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and book a test.</p> <p>Given the reduced numbers of students in school, it is envisaged that there will not be a problem with staffing levels. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed.</p>	2	5	10	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19.	✓	

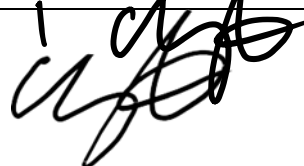
Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Pupils Becoming Unwell	3	5	15	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual.</p> <p>Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>If children waiting to be collected require the bathroom then they should use a seperate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell, and the affected area cleaned with normal disinfectant once the person has left.</p> <p>There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p> <p>The child with symptoms is required to isolate for a period of 10 days in accordance with government guidance.</p> <p>If the child who is required to isolate has a social worker then the social worker will be contacted and a contact plan agreed.</p>	2	5	10	None Required	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Confirmed Case of COVID-19	4	5	20	<p>If any pupil or employee tests positive for COVID-19, the rest of their group will be sent home and advised to self-isolate for 10 days if they have been in close contact. Close contact with a positive case is defined as:</p> <ul style="list-style-type: none"> • Anyone in the same household as someone with symptoms or with a positive test. • Face to face contact (including being coughed on) within 1m. • Within 1m for 1 minute or longer with no face to face contact. • Sexual contacts. • Being within 2m for more than 15 minutes (either one-off contact or cumulatively throughout the day). • Travelling in the same vehicle or place <p>NHS Test and Trace will be engaged, and the school will co-operate fully with any investigation process. Information on the arrangements for compliance with NHS Test and Trace will be provided to all parents. If there are multiple instances, then the assistance of Public Health England will be sought. Any person who is tested and is the result is negative then they can return to school as soon as required.</p>	2	5	10	Ensure that contact details for Public Health England are known.	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Physical Education	4	5	20	<p>PE sessions will be undertaken outside wherever possible. If PE sessions are required to be undertaken indoors, then increased distancing between children will be maintained. The indoor area will be cleaned between uses.</p> <p>Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel will help to encourage physical activity whilst maintaining social distancing.</p> <p>Distance between pupils should be maximised during physical activity.</p> <p>Contact games or sports are not permitted.</p> <p>Changing within classrooms will be undertaken wherever possible.</p> <p>If changing within classrooms is not practical, then pupils will be permitted to wear PE clothing instead of school uniform on those days when PE is to be undertaken.</p> <p>Adoptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter.</p> <p>Consideration will be given to back up clothing in poor weather conditions.</p> <p>Use of changing rooms should be avoided wherever possible as the cleaning requirements are likely to be prohibitive.</p> <p>The use of external facilities will be considered based on a risk assessment which considers the COVID Secure nature of the facility and travel arrangements.</p>	2	5	10			
Air Conditioning	2	4	8	<p>Air conditioning systems are maintained by competent persons.</p> <p>Only air conditioning systems used within the schools which draw fresh air from outside, and do not recycle used air, will be used.</p> <p>Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.</p>	1	4	4	None Required	✓	

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Access and Egress to School	4	5	20	The start and finish times of the school day will be staggered. If parents accompany their child to school, then they will be encouraged to hand the child over at the school gates. If parents are to enter the school grounds, then they must follow a one-way system and maintain social distancing with all other persons at all times. One-way routes will be clearly displayed for all persons. Adults will not be permitted to congregate at the access points to the school. Collection and drop-off times will be supervised by the school staff. Pupils will be encouraged to attend school by walking or cycling wherever possible, and provided that this can be done in a safe way.	2	5	10			
Use of Public Transport	4	5	20	The school will follow government guidance in respect of public transport and will liaise with any transport provider to ensure that controls for COVID-19 are implemented.	2	5	10			
Catering	4	5	20	Kitchens will provide food for all persons within the school. The school will consult with the catering supplies as to the type of food provided. Consideration will be given to eating within classrooms to ensure mixing of groups does not occur. Eating within school halls will be acceptable providing that groups do not mix and that there is cleaning of surfaces between sittings. Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others. Serving persons will be required to wear PPE, such as facial coverings, as they will be required to mix with multiple persons and groups and there is the increased likelihood that they will come into close contact with these persons.	1	5	5			
Breakfast and After School Clubs	4	5	20	Individuals within school groups or bubbles will be kept separate wherever possible. Parents will be encouraged to limit the number of wraparound providers as far as possible. Staff overseeing these clubs will be required to social distance wherever possible.	1	5	5			

Hazard	Factor s of Harm		Risk	Control Measures	Factor s of Harm		Residu al Risk	Further Actions	Acceptabl e Risk?	
	L	S			L	S			Yes	No
Visitors	4	5	20	<p>Only essential visitors should be permitted to attend school if possible.</p> <p>All visitors should wear facial coverings at all times, regardless of the location within the school.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the school's policies in any way, then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	1	1	2	2
	4	4	8	1	1	2
	3	3	6	9	1	1
	2	2	4	6	8	1
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	Likelihood					Likelihood	Severity	Risk (Likelihood x Severity)
	5	4	3	2	1			
5	5	10	15	20	25	1 = Very Unlikely	1 = No injury	1 – 5 = Low
4	4	8	12	16	20	2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3	3	6	9	12	15	3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
2	2	4	6	8	10	4 = Very Likely	4 = Specified Injury or Illness	
1	1	2	3	4	5	5 = Almost Certain	5 = Fatality or disabling injury	
	Likelihood							

Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date

