

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment

Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak - opening from September 2020**



Establishment: The Reddings Primary School	Assessment by: Tracy Prickett	Date: 12.08.2020
Risk assessment number/ref: RA-001	Manager Approval:	Date:

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak](#)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.	Risk Assessment to be reviewed for extremely clinically vulnerable before return to work	TP	04.08.2020	
		Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.	Individual risk assessments to be completed for JG and RP	EM	31.08.2020	
		Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.	Review of IHCP (JG)	EM	30.09.2020	
		Existing individual health care plans in place for pupils/students to be reviewed.	Information sent to parents as part of full opening information. Reminder message sent to all parents	TP TP	20.07.2020 31.08.2020	
		Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.				

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		<p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Review which roles could effectively be undertaken at home and implement as appropriate</p> <p>All risk assessments in place and reviewed at the end of the Summer Term 2020. Staff aware that further reviews will occur September 2020</p> <p>All risk assessments to be reviewed</p>	<p>SLT</p> <p>TP</p> <p>SLT</p>	<p>31.08.2020</p> <p>20.07.2020</p> <p>18.09.2020</p>	
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice</p>	<p>Staff to have their mobile phones available (on silent) to phone main office / HT to notify senior team members</p> <p>Entrance / exit route in place. Child to be taken to isolation room via exterior doors and exit via dining room doors</p> <p>Staff to wear a visor in addition to a mask if supervising a child. Masks to be available in isolation zone</p> <p>Classroom staff to clean area in class immediately. Resources to be disinfected /</p>	<p>Staff</p> <p>SLT</p> <p>TP</p> <p>Staff</p>	<p>01.09.2020</p> <p>In place since 01.06.2020</p> <p>In place since 01.06.2020</p> <p>As required</p>	

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		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>	<p>put in dishwasher</p> <p>Isolation Zone to be cleaned by a staff member who doesn't have a risk assessment</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p> <p>Office team to create record log for staff and pupils and complete as required</p> <p>Template letter to be saved centrally ready to send</p>	<p>SLT / Office</p> <p>MK</p> <p>MK</p>	<p>As required</p> <p>03.09.2020</p> <p>On receipt of template letter</p>	
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p>	<p>Posters throughout the school. Posters to be displayed in link toilets</p> <p>HT and caretaker to review location of hand sanitisers. Increase as required</p>	<p>TP</p> <p>TP</p> <p>EF & JT</p>	<p>In place</p> <p>01.09.2020</p> <p>04.09.2020</p>	

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		<p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Sanitisers with stands to be purchased to go outside link and dining room. Further automatic dispensers to be purchased and erected around school</p> <p>No further action - in place since 01.06.2020</p> <p>Daily clean and check of hand washing facilities. Dispose of hand towels rubbish bag at lunchtime. Bag to be tied and left outside external door for caretaker to collect and dispose of in main bins. Bins to be emptied at end of day</p>	<p>TP & EF</p> <p>Teachers / TAs / Caretaking team</p>	<p>31.08.2020</p> <p>02.09.2020</p>	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school / contract cleaners are to be used.</p>	<p><i>Note further guidance on general cleaning is expected by Public Health England before Autumn term</i></p> <p>Classroom cleaning boxes to be replenished and returned to classes.</p> <p>Classroom cleaning logs to be revised to exclude vacuuming as undertaken at end of day</p> <p>Daily / Weekly cleaning log written</p> <p>Link toilets to be used only by Phase 3 door from Year 4 to link toilets to be wedged open</p>	<p>DC</p> <p>MK</p> <p>TP</p> <p>EB</p>	<p>31.08.2020</p> <p>03.09.2020</p> <p>01.09.2020</p> <p>Daily</p>	

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		<p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items.</p>	<p>during break and lunchtime periods</p> <p>Cleaning of rooms as part of cleaning schedule (tick list in place)</p> <p>Communicate information to staff team</p> <p>Ensure the bin in isolation room is double bagged</p>	<p>Classroom staff / Caretaking team</p> <p>TP</p> <p>JT</p>	<p>In place from 01.06.2020</p> <p>02.06.2020</p> <p>01.09.2020 and check daily</p>	
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via MSTeams Continue to use social distancing wherever possible Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Phase approach in place with staggered breaks / lunches / start / exit plans in place and communicated with parents</p> <p>School organised into phases to reduce the need for staff to cross phases (as far as</p>	<p>Staff / SLT</p> <p>Staff / SLT</p> <p>SLT</p> <p>SLT</p>	<p>Staff / SLT to monitor throughout the day and revisions made as required</p> <p>20.07.2020</p> <p>20.07.2020</p>	

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		<p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at back of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Primary to remain in class groups / phases for the majority of the time. Pupil preference sitting side by side to avoid face to face</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p> <p>Breakfast club – to run over two spaces (dining room and hall) to minimise potential transmission. All bookings online in advance with no 'drop in' availability. Sanitisers available on arrival</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, even if at a distance. No singing in groups of >15 (no larger school choirs / ensembles etc.). Small groups music lessons that involve singing to occur outside . Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE subject lead to review existing risk assessments and schemes of work to</p>	<p>possible)</p> <p>Teachers to ensure a teaching space at front of classroom</p> <p>Classrooms organised to optimise teaching whilst adhering to safety recommendations (horse shoes / L-shapes etc)</p> <p>No hiring or lettings at this time</p> <p>Communicate changes to parents</p> <p>In place - no further action</p> <p>No singing in assemblies Music taught in blocks with focus on performance, listening and appraising and composition Recorders / Ocarinas not to be used. Boomwhackers / beaters for glockenspiels to be wiped down after use</p> <p>Further DfE guidance on music delivery expected</p>	<p>Teachers</p> <p>Teachers</p> <p>TP</p> <p>TP / MR</p> <p>Class staff</p>	<p>02.09.2020</p> <p>02.09.2020</p> <p>20.07.2020</p> <p>01.09.2020</p> <p>After use</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>		<p>TOC</p> <p>Sports Apprentice</p>	<p>01.09.2020</p> <p>After activities</p>	
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including</p>	<p>In place and communicated to parents</p> <p>Top gate to remain locked: 9.30am to 2.30pm. Caretaker to lock / unlock</p> <p>Tape to be reapplied for start of term</p> <p>One-way traffic through link (top playground to lower playground). Signage to be clear for parents</p> <p>In place - new InVentry signing in system in place</p>	<p>TP</p> <p>JT</p> <p>JT</p> <p>Office team</p> <p>Office team</p>	<p>20.07.2020</p> <p>02.09.2020</p> <p>01.09.2020</p> <p>02.09.2020</p> <p>03.09.2020</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>In place since June 2020</p> <p>In place since June 2020</p>	<p>on arrival</p> <p>Staff / class staff</p>	<p>and ongoing</p> <p>daily</p>	
Contact points Equipment use printers, workstations, apparatus, machinery etc.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within phases (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use Minimise all unnecessary sharing of resources</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>	<p>Reminder letter to parents Water fountain switched off</p> <p>In place</p> <p>All pupils have named equipment sets - in place</p> <p>Anti-bacterial wipes to be placed in computer suite</p>	<p>TP</p> <p>Teachers / RP</p> <p>Class staff / sports apprentice</p> <p>Class staff</p> <p>JT</p>	<p>01.09.2020</p> <p>20.07.2020</p> <p>From 01.09.2020</p> <p>31.08.2020</p>	
Proximity of students/ staff	<p>Staff, Students /</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p>	<p>Windows and doors to be</p>	<p>Staff</p>	<p>02.09.2020</p>	

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	pupils / wider contacts Spread of COVID 19	<p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible) Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Stairs / corridors Minimise phases (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different phases</p>	<p>open throughout the day (as current practice) following gate closure</p> <p>Office and SLT permitted to access the main office. 4 staff members at a time in staff room (notices in place)</p> <p>Chairs removed in outdoor staff room (May 2020). Max of 4 members at a time</p> <p>Link to be used only to access toilets for phase 3 (via Yr4 external door) external doors to be used unless inclement weather</p> <p>Phased approach to breaks. Weekly access to trim trail / tractor</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff on duty</p>	<p>02.09.2020 & ongoing</p> <p>01.09.2020</p> <p>01.09.2020</p> <p>01.09.2020</p> <p>02.09.2020</p>	
Canteen use / lunchtimes	Staff, Students /	Break times staggered to reduce congestion and contact between groups. Timetable for use of dining areas	Phase 2 first sitting, Phase 3 second sitting, Reception to	Teachers TAs at	01.09.2020	

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	pupils / wider contacts Spread of COVID 19	Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Pupils to enter canteens in their allocated phases. Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.	eat in classroom Hand sanitiser units to be purchased and stationed at both entrances to the dining room Discussion occurred. Provider to look into a screen at the serving hatch Water bottles to be filled in classrooms and brought to dining room Current practice - no further action TAs at lunchtime to clean down the area before phase 3 arrives	lunchtime TP & EF HCL Children Children TAs at lunchtime	31.08.2020 01.09.2020 01.09.2020 and ongoing 01.09.2020	
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	Encourage walking / cycling to school Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15 th June) Guidance on how to wear and make a cloth face covering is available. Where business travel via car is required use private single occupancy where possible.	Letter to parents as part of 'welcome back to school' Majority of staff are not travelling for business and are single occupancy to / from school in the car / walking	EF / MK	03.09.2020	
Contractors	Contractors, Staff, Students / pupils / wider contacts,	All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.	Signage clear and in place (in place since June 2020) Office to ask all contractors to use the alcohol based gel on	Office team	01.09.2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.	arrival (as currently in place) Use of visitor lanyards suspended as sign in via INVentry			
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.	 Consider the location of JG's daily medication - relocate as required	First Aiders	01.09.2020	
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	PPE equipment boxes located within each classroom. Restocked for start of term Box to be created and located in community space PPE equipment already in place in isolation zone including visor Visor to be placed in Nursery and Reception classes	DC / MK TP	01.09.2020	01.09.2020
Emergency procedures (Fire	Staff,	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but	Emergency evacuation procedure to be practised	EF / JT	30.09.2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
alarm activations etc)	Students / pupils / wider contacts Spread of COVID 19	will be for short period). Maintain phases / classes at assembly points. Increased supervision and reiteration of messages to occupants				
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		School staff	01.09.2020	
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	In place as part of ongoing practice Wedged doors: dining room and door to link toilets (not key doors)	JT / AB JT	Ongoing	
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	Risk assessment to be shared with all staff members in advance reopening (email) Further communication at INSET / team meetings Posters and signage already in place throughout the school. Replace / update as required	TP / SLT / office EF	01.09.2020 07.09.2020 ongoing	

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>